

Fall Brook Elementary School

Leominster, MA

Fall Brook Building
Committee Meeting #8

January 9, 2024

 LeftField


MDS
ARCHITECTS



LEOMINSTER
MASSACHUSETTS



TODAY'S AGENDA

- 
1. Call to Order
 2. Administrative Actions
 - a. Review and Approval of 12/12/2023 Meeting Minutes – **Vote**
 - b. Review Invoice Log, Warrant for Approval – **Vote**
 - c. Budget Update
 - d. Project Schedule Update
 3. Designer Report
 4. Items Not Anticipated 48 Hours in Advance of Meeting
 5. Public Comment
 6. Next Steps
 7. Adjournment




ROLL CALL

- Eight (8) voting members required for a quorum.

| Voting Member | Present | Absent |
|-----------------------------|----------------|---------------|
| Mr. Peter Angelini | | |
| Mr. Mark Bodanza | | |
| Mr. Greg Chapdelaine | | |
| Mr. Bill Charpentier | | |
| Ms. Paula Deacon | | |
| Mr. Steven Mammone | | |
| Mayor Dean Mazarella, Chair | | |
| Ms. Melanie Mikels | | |
| Mr. Elliot Nadeau | | |
| Ms. Jennifer Reddington | | |
| Mr. Brandon Robbins | | |
| Mr. Jeffrey Sullivan | | |
| Mr. Gregory Thomas | | |
| Mr. James Whitney | | |



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MEETING MINUTES FOR APPROVAL

- “Motion to approve the December 12, 2023, meeting minutes”, made by _____, seconded by _____.
- Discussion
- Vote

| Voting Member | Yea | Nay | Abstain |
|-----------------------------|------------|------------|----------------|
| Mr. Peter Angelini | | | |
| Mr. Mark Bodanza | | | |
| Mr. Greg Chapdelaine | | | |
| Mr. Bill Charpentier | | | |
| Ms. Paula Deacon | | | |
| Mr. Steven Mammone | | | |
| Mayor Dean Mazarella, Chair | | | |
| Ms. Melanie Mikels | | | |
| Mr. Elliot Nadeau | | | |
| Ms. Jennifer Reddington | | | |
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INVOICE LOG



MEMORANDUM

To: Gregory Chapdelaine, Purchasing Agent
 From: Linda Liporto, LeftField, LLC
 Date: January 2, 2024
 Re: Fall Brook Elementary School - December 2023 Invoice Summary
 Cc: Craig DiCarlo, LeftField, LLC

Enclosed for approval and processing, please find the following invoices:

| INVOICES (Payments) | | | | | |
|------------------------|----------------|--------------|----------------------------------------|--------------------------------------------------------|---------------------|
| ProPay Code | Vendor | Invoice # | Budget Category | Description of Services | Invoice \$ |
| 0001-0000 | LeftField, LLC | 2023.009-007 | OPM Feasibility Study/Schematic Design | FS Phase Project Management Services for December 2023 | \$ 22,056.00 |
| | | | | | |
| | | | | | |
| LEFTFIELD TOTAL | | | | | \$ 22,056.00 |
| TOTAL: | | | | | \$ 22,056.00 |

The invoices listed above are consistent with the Total Project Budget and to the best of our knowledge, are eligible for reimbursement from the Massachusetts School Building Authority. Leftfield, LLC recommends that the invoices be approved and paid.

The December 2023 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required January 12, 2024 deadline. All invoices above are included in the December 2023 Project Budget Report but can be revised if rejected by the City of Leominster.

If you have any questions, please feel free to contact Linda Liporto, Owner's Project Manager, Leftfield, LLC.

| | | | | | |
|------------------------|--|--|--|--|---------------------|
| LEFTFIELD TOTAL | | | | | \$ 22,056.00 |
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FEASIBILITY BUDGET

As of December 2023:

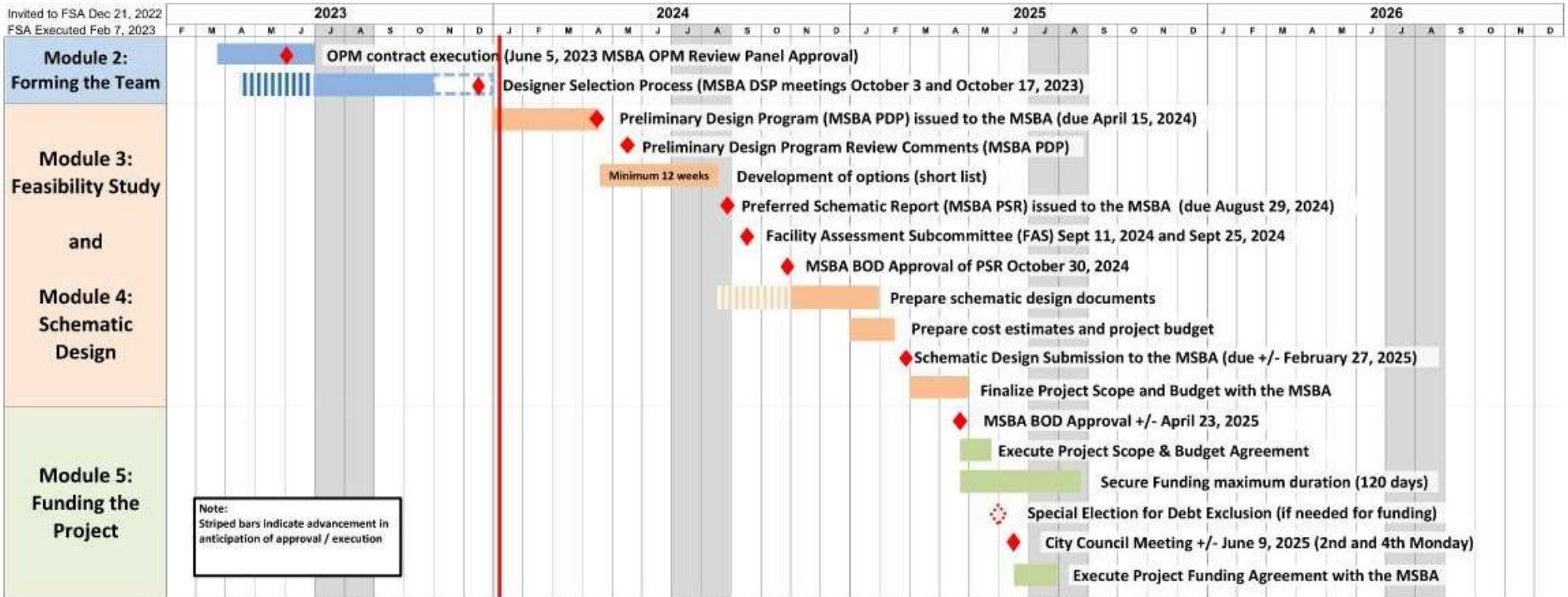
- Committed: 16%
(Does not include pending MDS contract)

- Expended: 5%

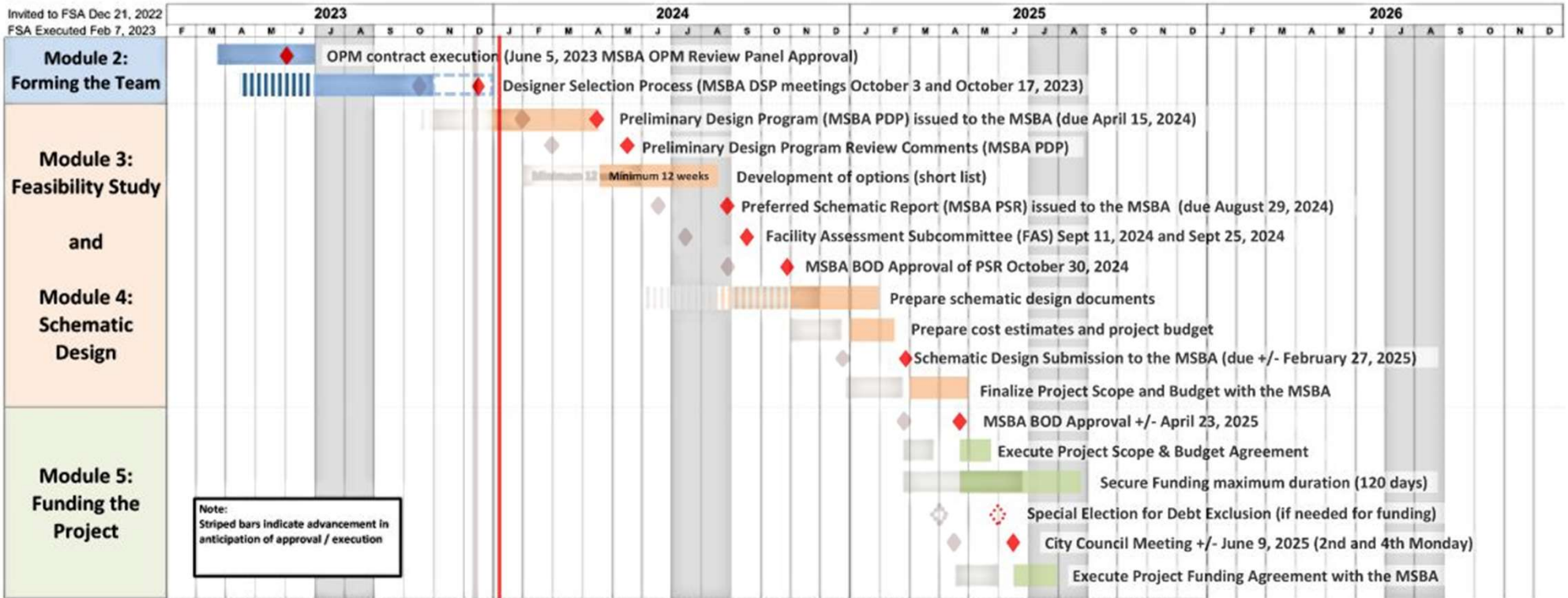
| Fall Brook Elementary School - Leominster, MA | | | | | | | | | | December 31, 2023 | |
|-----------------------------------------------|----------------------------------------|----------------------|--------------------|----------------------|-------------------|----------------|----------------------|-----------------|---------------------|---------------------|----------|
| Total Project Budget Status Report | | | | | | | | | | | |
| ProPay Code | Description | Total Project Budget | Authorized Changes | Revised Total Budget | Total Committed | % Cmtd to Date | Actual Spent to Date | % Spent to Date | Balance To Spend | Uncommitted | Comments |
| FEASIBILITY STUDY AGREEMENT | | | | | | | | | | | |
| 0001-0000 | OPM Feasibility Study/Schematic Design | \$ 1,000,000 | | \$ 1,000,000 | \$ 397,000 | 40% | \$ 121,308 | 12% | \$ 275,692 | \$ 603,000 | |
| 0002-0000 | A&E Feasibility Study/Schematic Design | \$ 1,000,000 | | \$ 1,000,000 | \$ - | 0% | \$ - | 0% | \$ - | \$ 1,000,000 | |
| 0003-0000 | Environmental & Site | \$ 250,000 | | \$ 250,000 | \$ - | 0% | \$ - | 0% | \$ - | \$ 250,000 | |
| 0004-0000 | Other | \$ 250,000 | | \$ 250,000 | \$ - | 0% | \$ - | 0% | \$ - | \$ 250,000 | |
| | SUB-TOTAL | \$ 2,500,000 | \$ - | \$ 2,500,000 | \$ 397,000 | 16% | \$ 121,308 | 4.9% | \$ 275,692 | \$ 2,103,000 | |
| | TOTAL PROJECT BUDGET | \$ 2,500,000 | \$ - | \$ 2,500,000 | \$ 397,000 | 16% | \$ 121,308 | 5% | \$ 2,378,692 | \$ 2,103,000 | |
| FUNDING SOURCES | | | | | | | | | | | |
| | Maximum State Share | \$ 1,852,500 | | | | 74.1% | | | | | |
| | Minimum Local Share | \$ 647,500 | | | | 25.9% | | | | | |
| | SUB-TOTAL | \$ 2,500,000 | | | | 100.0% | | | | | |
| CONSTRUCTION COST ESTIMATES | | | | | | | | | | | |
| | Date | Estimator | Amount | SF | Cost/SF | | | | | | |
| | Designer FS Cost Estimate | | | | | | | | | | |
| | Designer SD Cost Estimate | | | | | | | | | | |
| | OPM SD Cost Estimate | | | | | | | | | | |
| | PFA Budget | | | | | | | | | | |
| Feasibility Study Agreement Budget Transfers: | | | | | | | | | | | |



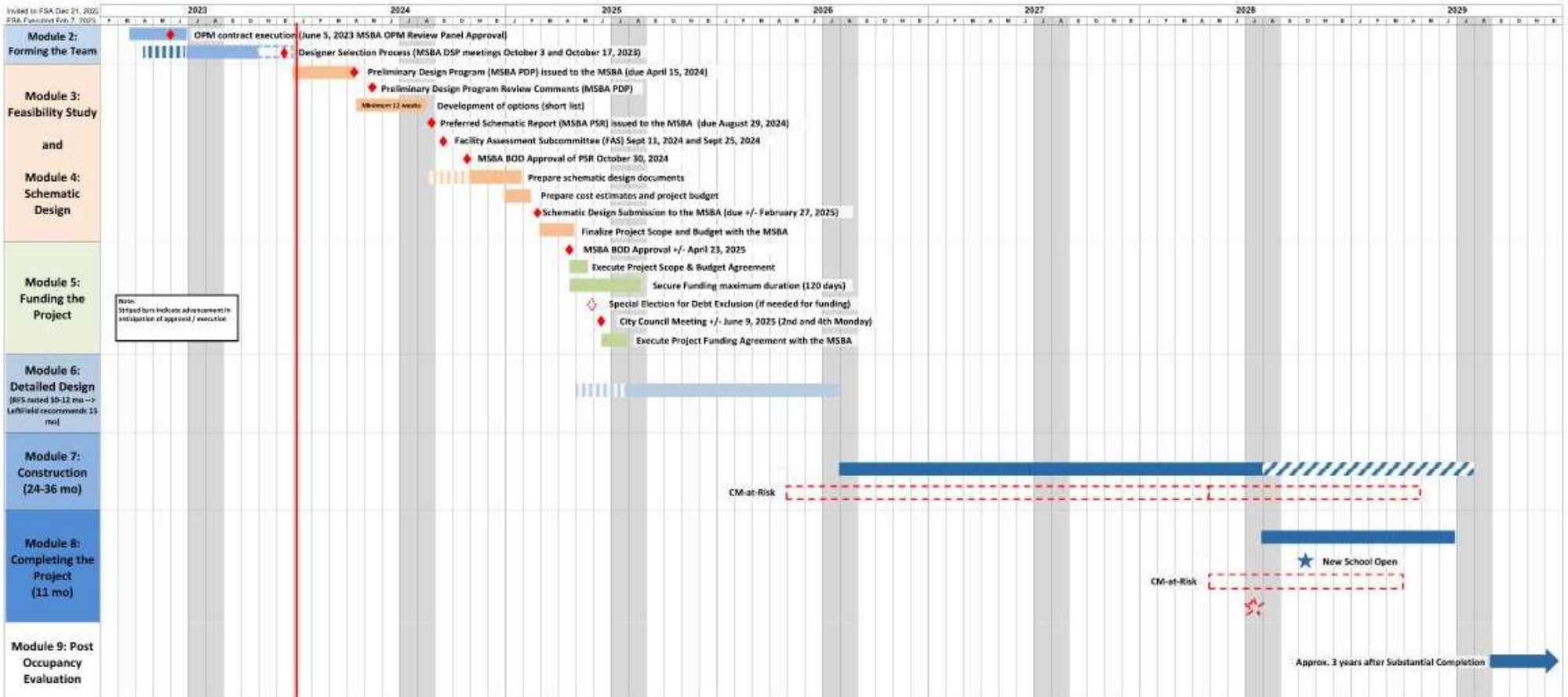
FEASIBILITY SCHEDULE



FEASIBILITY SCHEDULE



DRAFT PROJECT SCHEDULE



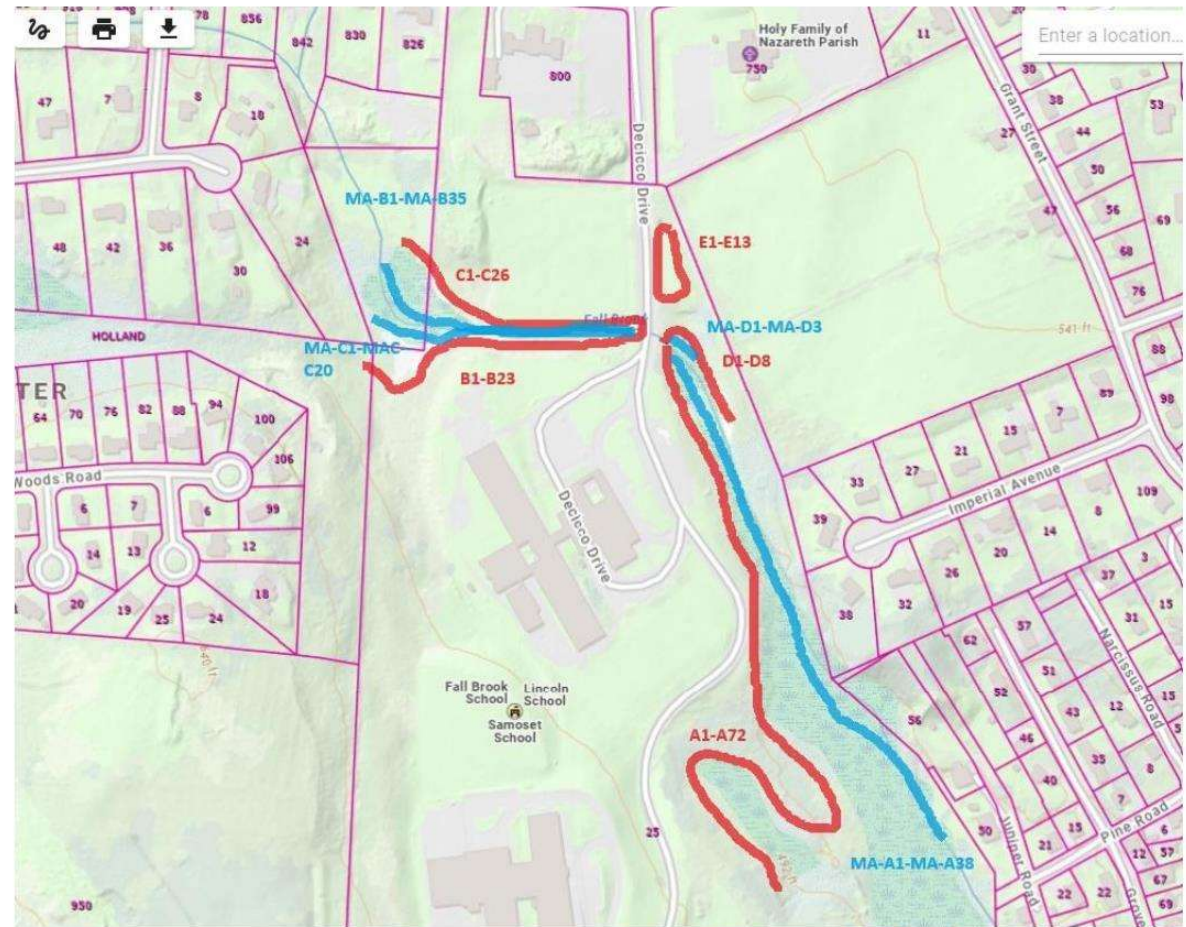
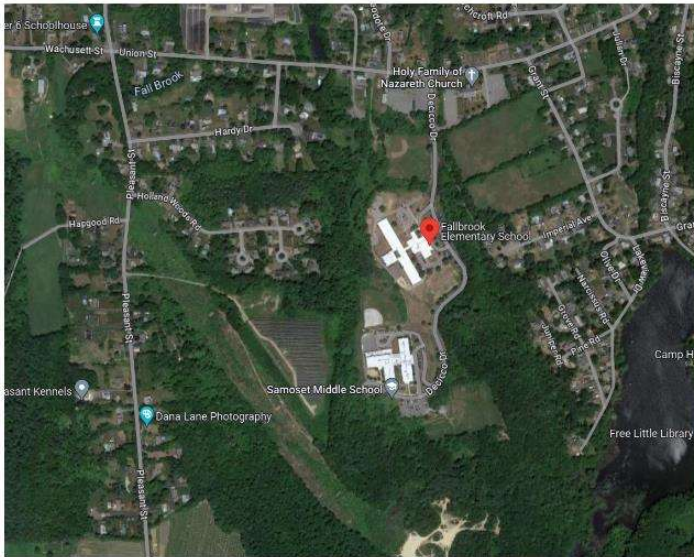
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Wetlands Delineation/ Site Survey

- Civil Engineer has been on site to mark boundaries
- have started aerial/ drone survey
- detail work around building will be scheduled
- Langan has determined that the E-series wetland is a detention basin installed after 1996, would like to determine if it is regularly maintained.

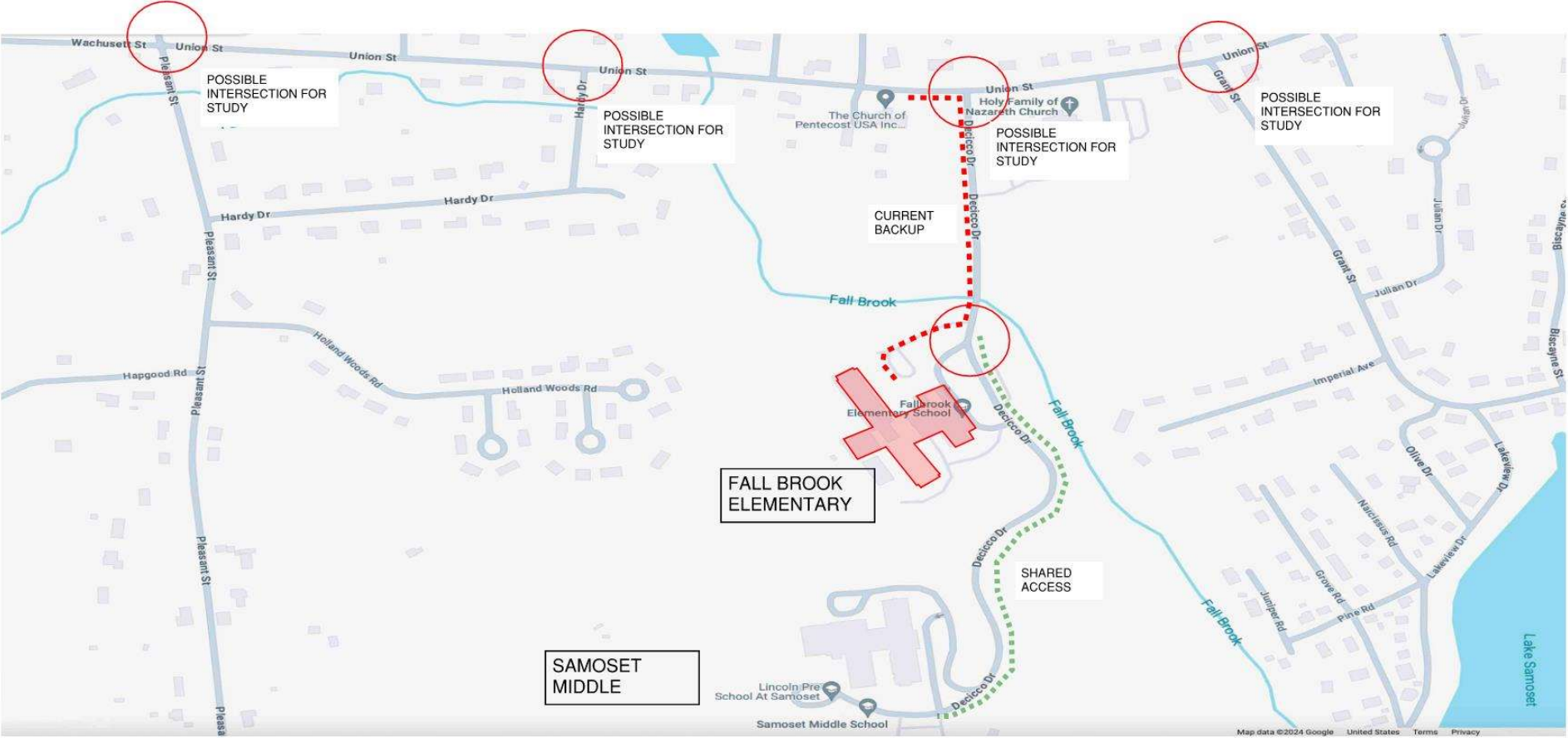


LANGAN

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Traffic Study



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NEXT STEPS

Tuesday 1/9/24, 1:00pm

January & February TBD

Tuesday 2/13/24, 1:00pm

Tuesday 3/12/24, 1:00pm

Thursday 4/11/24 TBD

Monday 4/15/24

Regular FBBC Meeting

Visioning Sessions

Regular FBBC Meeting

Regular FBBC Meeting

Special FBBC Meeting

Prelim Design Program submission

January 2024

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

FBBC Meeting (Jan 8)

Design Work – Prepare for PSR

- Visioning
- Space Planning
- Educational Plan

February 2024

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | 1 | 2 |
| | | 3 | 4 | 5 | 6 | 7 |
| | 8 | 9 | 10 | 11 | 12 | 13 |
| | 14 | 15 | 16 | 17 | 18 | 19 |
| | 20 | 21 | 22 | 23 | 24 | 25 |
| | 26 | 27 | 28 | 29 | 30 | 31 |

FBBC Meeting (Feb 5)

Design Work – Prepare for PSR

- Visioning
- Space Planning
- Educational Plan

March 2024

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | 1 | 2 |
| | | | | | | |
| | 3 | 4 | 5 | 6 | 7 | 8 |
| | 9 | 10 | 11 | 12 | 13 | 14 |
| | 15 | 16 | 17 | 18 | 19 | 20 |
| | 21 | 22 | 23 | 24 | 25 | 26 |
| | 27 | 28 | 29 | 30 | 31 | |

FBBC Meeting (Mar 4)

Design Work – Prepare for PSR

- Visioning
- Space Planning
- Educational Plan



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ADJOURNMENT

- “Motion to adjourn” made by _____, seconded by _____.
- Discussion
- Vote

| Voting Member | Yea | Nay | Abstain |
|------------------------------|------------|------------|----------------|
| Mr. Peter Angelini | | | |
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THANK YOU!



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