

FALL BROOK ELEMENTARY SCHOOL PROJECT – Leominster, MA

FALL BROOK BUILDING COMMITTEE (FBBC) MEETING #9

Tuesday, February 15, 2024

In-Person

1:00pm

Office of Emergency Management
37 Carter Street, Leominster, MA

Peter Angelini	Mark Bodanza	Greg Chapdelaine	Bill Charpentier
Paula Deacon	Steven Mammone	Dean Mazzarella, Chair	Melanie Mikels
Elliot "Butch" Nadeau	Jennifer Reddington	Brandon Robbins	Jeffrey Sullivan
	Gregory Thomas	James Whitney	

Meeting Minutes

A publicly posted meeting of the Fall Brook Building Committee (FBBC) was held at the above listed date, time, and location. Committee members and participants present were:

Voting Members (Quorum = 8)	Present	Notes
Mr. Peter Angelini		City Councilor
Mr. Mark Bodanza		City Councilor
Mr. Greg Chapdelaine	X	City Purchasing Agent
Mr. Bill Charpentier	X	City Building Inspector
Ms. Paula Deacon	X	Superintendent of Schools
Mr. Steven Mammone	X	Asst. Superintendent of Schools
Mayor Dean Mazzarella, Chair	X arr. 1:08pm	Mayor of the City of Leominster
Ms. Melanie Mikels	X	School Business Manager
Mr. Elliot Nadeau	X	School Facilities Director
Ms. Jennifer Reddington	X	City Comptroller
Mr. Brandon Robbins		School Committee member
Mr. Jeffrey Sullivan	X	Fall Brook Elementary School Principal
Mr. Gregory Thomas		School Committee member
Mr. James Whitney		Member with construction experience
Other Participants		
Ms. Meredith Tarr	X	City of Leominster
Ms. Christine Silverman	X	Leominster Public Schools

Richard Bergeron		Leominster Public Schools
Mr. Craig DiCarlo	X	Leftfield - Project Director
Ms. Linda Liporto		Leftfield, Senior Project Manager
Mr. Jim Rogers		Leftfield, Owner
Ms. Adele Sands	X	Leftfield, Education Liaison
Mr. William Spears		Miller Dyer Spears, Principal-in-Charge
Ms. Nereyda Rodriguez	X	Miller Dyer Spears, Project Manager
Mr. Danyul Cho	X	Miller Dyer Spears, Project Architect
Ms. Susanne Angarano	X	Vaysen, Owner
Ms. Kristen Hill	X	Vaysen, Educational Enviro Strategist

1 – Call to Order

The meeting was called to order by Ms. Deacon at 1:00pm

Roll call was taken, and it was determined that a quorum was present.

During this meeting, the project team tested new audio-visual equipment for remote participation of design team consultants who are unable to attend the meeting in person.

2 – Administrative Actions

2a – Previous Meeting Minutes

A motion to approve the January 9, 2024, meeting minutes was made by Ms. Deacon, seconded by Mr. Chapdelaine. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

2b – Invoice Log and Warrant Approval

LeftField presented the current invoice log including LeftField's invoice for January in the amount of \$22,056 and Warrant W34FY24. A motion to approve warrant number W34FY24 in the amount of \$22,056.00 was made by Ms. Deacon, seconded by Mr. Chapdelaine. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

2c – Revised Designer Proposal

LeftField presented a revised proposal from Miller Dyer Spears for Feasibility Study and Schematic Design phases which includes costs for liability insurance coverage to satisfy the recommendations of the city's risk advisor, which is greater than the amount required by the MSBA. The revised proposal will supersede the previous version which was brought up for a vote in December 2023. A motion to authorize the District to contract with Miller Dyer Spears for designer services for the Feasibility Study

and Schematic Design phases for the base fee of \$1,066,535 plus reimbursable expenses of \$127,254, totaling \$1,193,789 was made by Ms. Deacon, seconded by Mr. Chapdelaine. A discussion was held about one of MDS’s consultants with whom the city has a concern. It was decided to proceed with the vote and discuss the city’s concerns and resolution in a separate meeting. A roll call vote was taken.

Voting Member	Yea	Nay	Abstain	Not Present
Mr. Peter Angelini				X
Mr. Mark Bodanza				X
Mr. Greg Chapdelaine	X			
Mr. Bill Charpentier	X			
Ms. Paula Deacon	X			
Mr. Steven Mammone	X			
Mayor Dean Mazzarella, Chair				X
Ms. Melanie Mikels	X			
Mr. Elliot Nadeau	X			
Ms. Jennifer Reddington	X			
Mr. Brandon Robbins				X
Mr. Jeffrey Sullivan	X			
Mr. Gregory Thomas				X
Mr. James Whitney				X

The motion carried 8-0-0.

2d – Budget Update

LeftField presented the Feasibility budget through January 2024. The project has committed 16% of the budget and expended 6% of the budget. It was noted the budget does not yet include the pending contract with MDS which is anticipated to be executed later this month.

2e – Schedule Update

LeftField presented the current Feasibility Study and Schematic Design schedule. The team is targeting April 15, 2024, for the Preliminary Design Program (PDP) submission to the MSBA.

3 – Designer Report

MDS and Vaysen reported on the outcomes of Visioning Session #1 on January 30, 2024, which included a series of meetings with students, educators, and parents focused on the vision for the project. The next round of visioning sessions will focus on the design of teaching and learning spaces. Three aspects that will be explored with the community are connection to nature, safety and security, and health and wellness. MDS described the visioning exercises and presented graphics documenting the comments heard from students, teachers, and parents. LeftField reported that concerns heard at the

parent visioning meeting and responses from the project team have been added to the project website's Frequently Asked Questions page.

A discussion was held regarding the existing climbing and ropes equipment in the gymnasium.

A discussion was held regarding ways for the design team to deliver a project that is technologically forward looking. The FBBC requests flexibility in the building's technological infrastructure. LeftField described three main packages that will be procured over the course of the project, first being the building followed by furnishings and technological equipment much closer to the opening of the school. The design team will make a presentation at a future FBBC meeting regarding their consultants' expertise and process for designing with the future needs of the school in mind.

4 – Items not Anticipated 48 Hours in Advance of the Meeting

LeftField described the role of a Working Group for the project and presented the list of individuals recommended by the Superintendent. A motion to create a Working Group for the Fall Brook Elementary School project, whose membership is identified by the Superintendent's office and may be modified from time to time, to collaborate with the Designer and make recommendations to the Fall Brook Building Committee was made by Mr. Chapdelaine and seconded by Mr. Nadeau. During discussion, the FBBC requested a representative from the city be included in the group. A show of hands vote was taken. The motion carried unanimously.

A discussion was held regarding the FBBC's desire for the design team to exercise care and thoughtfulness to limit additional project costs through change orders. When there are change orders, the FBBC requests thorough review and verification by the OPM. The FBBC expects the contingency will be used for unforeseen circumstances only. The FBBC wants to preserve as much of the contingency as possible to minimize the money the city must borrow for the project. LeftField described several quality control measures that the design team and OPM will employ when developing and reviewing the contract documents. LeftField advised that later in the Feasibility Study the FBBC will decide on the project delivery method, at that time LeftField will present the pros and cons for General Contractor or Construction Manager at Risk. The project team's goal is to minimize the district's financial risk. The FBBC noted that a peer review of the design documents was performed for the public library project which helped to minimize change orders.

5 – Public Comment

No public comments were heard.

6 – Next Steps

LeftField presented the meetings and activities projected for the next three months.

The MSBA kick-off meeting is scheduled for February 26, 2024.

Visioning session #2 has been rescheduled to March 5, 2024.

8 – Adjournment

A motion was made by Ms. Deacon, seconded by Mr. Chapdelaine, to adjourn the meeting. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

The meeting was adjourned at 2:01pm.

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