

Fall Brook Elementary School

Leominster, MA

Fall Brook Building
Committee Meeting #10

March 12, 2024


 LeftField 



LEOMINSTER
MASSACHUSETTS



TODAY'S AGENDA

- 
1. Call to Order
 2. Administrative Actions
 - a. Review and Approval of 2/15/2024 Meeting Minutes – **Vote**
 - b. Review Invoice Log, Warrant for Approval – **Vote**
 - c. Budget Update
 - d. Budget Revision Request #1 – **Vote**
 - e. 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 February 15, 2024, 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 Mazzarella, Chair			
Ms. Melanie Mikels			
Mr. Elliot Nadeau			
Ms. Jennifer Reddington			
Mr. Brandon Robbins			
Mr. Jeffrey Sullivan			
Mr. Gregory Thomas			
Mr. James Whitney			



INVOICE LOG



MEMORANDUM

To: Gregory Chapelaine, Purchasing Agent
 From: Linda Liporto, LeftField, LLC
 Date: March 7, 2024
 Re: Fall Brook Elementary School - February 2024 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	2023.009-009	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for February 2024	\$ 22,056.00
0002-0000	MDS	0069379	A&E Feasibility Study/Schematic Design	FS Phase Designer Services for February 2024	\$ 71,185.13
0003-0000	MDS	0069379	Environmental & Site	FS Phase Environmental & Site Services for February 2024	\$ 49,052.77
LEFTFIELD TOTAL					\$ 142,293.90
TOTAL:					\$ 142,293.90

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 February 2024 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required March 12, 2024 deadline. All invoices above are included in the February 2024 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.

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



WARRANT APPROVAL

- “Motion to approve warrant number W38FY24 in the amount of \$142,293.90” 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 Mazzarella, Chair			
Ms. Melanie Mikels			
Mr. Elliot Nadeau			
Ms. Jennifer Reddington			
Mr. Brandon Robbins			
Mr. Jeffrey Sullivan			
Mr. Gregory Thomas			
Mr. James Whitney			

VENDOR NUMBER	Vendor Name	ACCOUNT NUMBER		AMOUNT	School	School Dept. Use Only	
		ORG CODE	OBJECT			SCHL P.O.#	INVOICE #
	LeftField, LLC	3205300	530500	\$ 22,056.00	FALL		2023.009-009
	MDS	3205300	530500	\$ 71,185.13	FALL		0069379
	MDS	3205300	530500	\$ 49,052.77	FALL		0069379
TOTAL				\$ 142,293.90			

I/we hereby certify that the supplies and/or services as shown on the bills enclosed in this voucher have been received by this department in quantity and quality as ordered. The prices have been verified and that the above amounts are due and hereby approved for payment. The above statements are made under the penalties of perjury.

Signature: _____

Title: _____ Mayor _____ Superintendent of Schools _____ Business Manager _____

FEASIBILITY BUDGET

As of February 2024:

- Committed: 64%
- Expended: 11%

Fall Brook Elementary School - Leominster, MA										February 29, 2024	
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%	\$ 165,420	17%	\$ 231,580	\$ 603,000	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,000,000		\$ 1,000,000	\$ 1,066,535	107%	\$ 71,185	7%	\$ 995,350	\$ (66,535)	
0003-0000	Environmental & Site	\$ 250,000		\$ 250,000	\$ 126,754	0%	\$ 49,053	0%	\$ 77,701	\$ 123,246	
0004-0000	Other	\$ 250,000		\$ 250,000	\$ -	0%	\$ -	0%	\$ -	\$ 250,000	
	SUB-TOTAL	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,590,289	64%	\$ 285,658	11.4%	\$ 1,304,631	\$ 909,711	
	TOTAL PROJECT BUDGET	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,590,289	64%	\$ 285,658	11%	\$ 2,214,342	\$ 909,711	
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:



BUDGET REVISION REQUEST #1

Fall Brook Elementary School - Leominster, MA										February 29, 2024	
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	QRM Feasibility Study/Schematic Design	\$ 1,000,000		\$ 1,000,000	\$ 202,000	20%	\$ 165,100	17%	\$ 797,999	\$ 797,999	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,000,000		\$ 1,000,000	\$ 1,066,535	107%	\$ 71,185	7%	\$ 928,815	\$ (66,535)	
0003-0000	Environmental & Site Testing	\$ 250,000		\$ 250,000	\$ 250,000	100%	\$ 250,000	100%	\$ -	\$ -	
0004-0000	Other	\$ 250,000		\$ 250,000	\$ -	0%	\$ -	0%	\$ 250,000	\$ 250,000	
	SUB-TOTAL	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,590,289	64%	\$ 285,658	11.4%	\$ 1,214,342	\$ 909,711	
	TOTAL PROJECT BUDGET	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,590,289	64%	\$ 285,658	11%	\$ 1,214,342	\$ 909,711	

FEASIBILITY STUDY BUDGET

City of Leominster Fall Brook Elementary School

The total Budget for the Feasibility Study conducted pursuant to this Agreement, which is attached hereto and incorporated by reference herein, shall be no more than \$2,500,000 based upon the following estimates:

Owner's Project Manager:	\$1,000,000	
Designer:	\$1,000,000	← + \$66,535
Environmental and Site Testing:	\$ 250,000	
Other:	\$ 250,000	← - \$66,535



BUDGET REVISION REQUEST #1

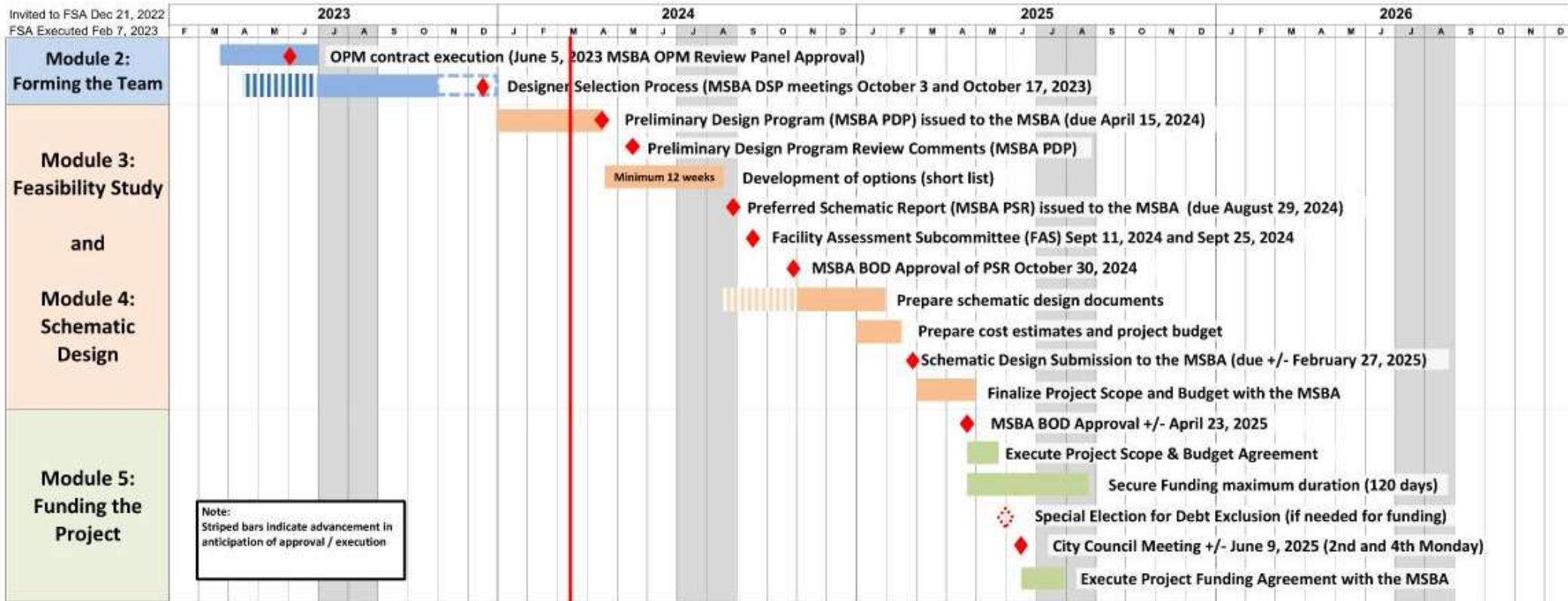
- “Motion to change the Feasibility Study Budget by moving \$66,535.00 from “Other” (0004-0000) to “A&E Feasibility Study/Schematic Design” (0002-0000) made by _____, seconded by _____.
- Discussion
- Vote

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 Mazzeola, Chair			
Ms. Melanie Mikels			
Mr. Elliot Nadeau			
Ms. Jennifer Reddington			
Mr. Brandon Robbins			
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Mr. Gregory Thomas			
Mr. James Whitney			



FEASIBILITY SCHEDULE

Invited to FSA Dec 21, 2022
FSA Executed Feb 7, 2023



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FALL BROOK

City of Leominster Fall Brook Elementary School Building Committee Meeting

March 12, 2024



Envision the future in Fall Brook 



Areas of Focus

Visioning Session #2

01 Biophilia

02 Mental Health/Wellness

03 Safety

MDS
ARCHITECTS



Envision the future in Fall Brook 

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Main Takeaways

Educator Session

- Importance of addressing students' concerns, especially regarding **functional spaces like bathrooms** (Comments heard again in Session #1)
- Emphasis **on natural lighting, fresh air, and adaptability in design.**
- Need for **a safe, welcoming** environment that fosters **academic focus.**
- **Consideration of spectrum-related challenges** in visualizing designs. How can design be inclusive? What are challenges that arise here?



Main Takeaways

Community Session

- Prioritize **inclusivity and sensory** considerations in school design.
- **Ensure safety, wellness** (Reinforcing comments made in Session #1)
- Understand and enhance unique aspects of the school environment beyond physical improvements. **(Pride, and Sense of Community)**



Main Takeaways

Student Session

- Importance of ensuring a **positive** and **welcoming atmosphere**, avoiding negative feelings.
- Incorporation of student preferences such as **memory walls** and **outdoor recreation spaces**.



Additional New Focuses

Visioning Session #2

04 Inclusivity

05 Creating a Leominster Identity

06 Sense of Pride & Welcoming

MDS
ARCHITECTS

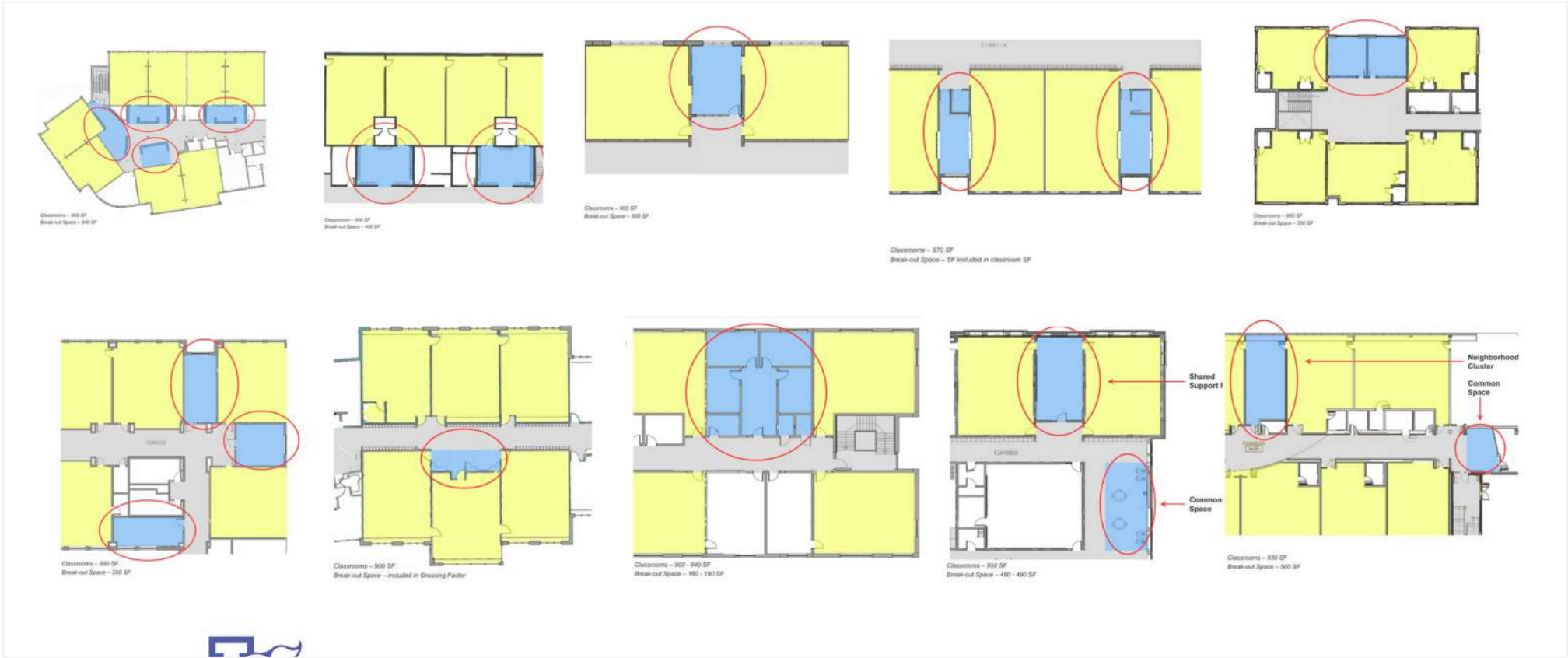


Envision the future in Fall Brook

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MSBA Breakout Spaces

Reviewed Potential Options with Working Group



MSBA SPACE PLAN

Existing and Preliminary



Reviewed MSBA Space Summary with District Leadership

Existing

MSBA preliminary

Total 48,100 nsf

+/- 65,000 nsf

Core 24,000 nsf

+/- 29,000 nsf

SPED 6,000 nsf

+/- 7,500 nsf

Media 1,150 nsf

+/- 3,400 nsf

Figures are approximate and not final



Envision the future in Fall Brook



MSBA Space Plan

- Special Education and ELL programs need to be better aligned to meet Fall Brook Elementary School needs
- MSBA expects the District and the Designer make sure the Space Program meets the current and future needs of the school
- Team will be compiling information from these meetings and providing feedback of what is lacking in the MSBA Space Summary and confirm number of spaces required
- General Purpose classroom sizes all need to be at least 900 NSF per MSBA guidelines. Current school classroom sizes are ~790-835 NSF



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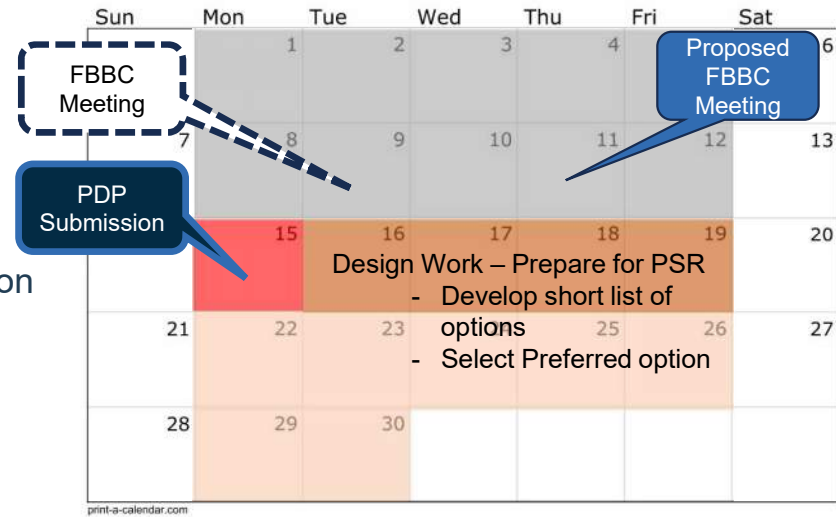
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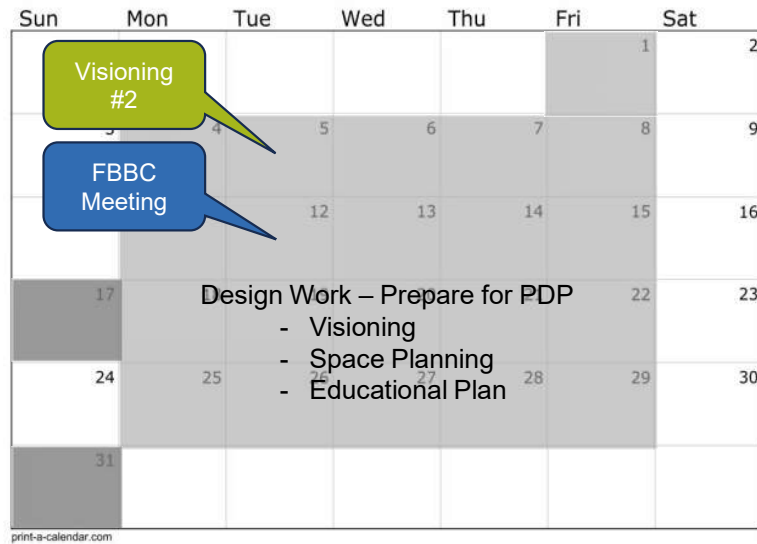
NEXT STEPS

- Tuesday 4/9/24, 1:00pm Regular FBBC Meeting
 - Move to Thurs 4/11? - Vote to approve PDP submission
- Monday 4/15/24 Prelim Design Program submission
- Tuesday 5/14/24, 1:00pm Regular FBBC Meeting

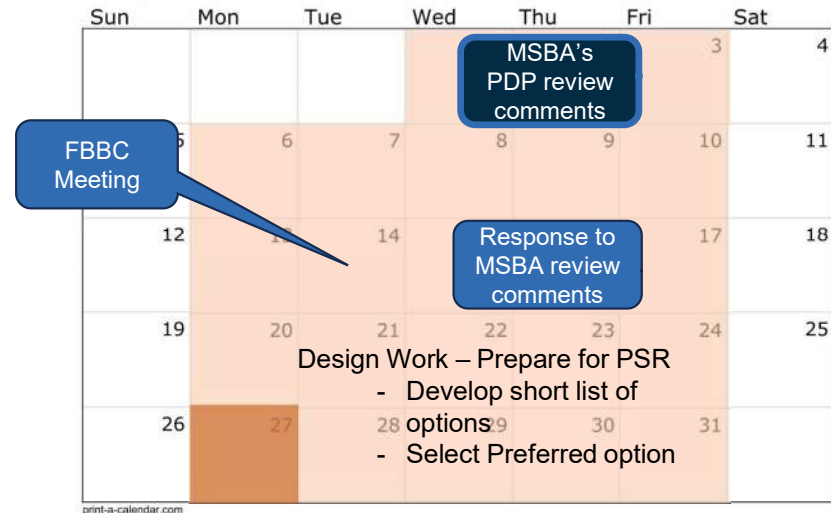
April 2024



March 2024



May 2024



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ADJOURNMENT

- “Motion to adjourn” 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 Mazzeo, Chair			
Ms. Melanie Mikels			
Mr. Elliot Nadeau			
Ms. Jennifer Reddington			
Mr. Brandon Robbins			
Mr. Jeffrey Sullivan			
Mr. Gregory Thomas			
Mr. James Whitney			



THANK YOU!



THE RIGHT CHOICE IN PROJECT MANAGEMENT

