

FALL BROOK ELEMENTARY SCHOOL PROJECT – Leominster, MA

FALL BROOK BUILDING COMMITTEE (FBBC) MEETING #11

Thursday, April 11, 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 were:

Voting Members (Quorum = 8)	Present	Notes
Mr. Peter Angelini	X	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		Mayor of the City of Leominster
Ms. Melanie Mikels	X	School Business Manager
Mr. Elliot Nadeau		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		
Mr. Raymond Racine	X	Leominster DPW Director
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, President
Ms. Adele Sands	X	Leftfield, Education Liaison
Mr. William Spears	X	Miller Dyer Spears, Principal-in-Charge
Ms. Nereyda Rodriguez	X	Miller Dyer Spears, Project Manager
Mr. Danyul Cho	X	Miller Dyer Spears, Project Architect

1 – Call to Order

The meeting was called to order by Ms. Deacon at 1:03pm.

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

Mr. Chapdelaine advised that the City Council has recently voted to revise the Fall Brook Building Committee roster:

- Mr. Ray Racine is added
- Mr. Gregory Thomas is removed
- Mr. James Whitney is removed

The District will submit a revised FBBC roster to the MSBA for approval.

2 – Administrative Actions

2a – Previous Meeting Minutes

A motion to approve the March 12, 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.

2b – Invoice Log

LeftField presented the current invoice log including invoices from LeftField and MDS through the month of March for OPM services, base design services, and environmental and site investigations.

2c – Warrant Approval

LeftField presented the warrant which included the invoices described above. A motion to approve warrant number W42FY24 in the amount of \$107,679.98 was made by Ms. Deacon and seconded by Mr. Chapdelaine. Mr. Mammone asked a question and LeftField clarified the correct value for this month's warrant. A show of hands vote was taken. The motion carried unanimously.

2d – Budget Update

LeftField presented the Feasibility budget through March 2024. The project has committed 64% and expended 16% of the budget.

2e – Project Schedule Update

LeftField presented the current Feasibility Study and Schematic Design schedule.

Pending a successful vote at today’s meeting, the project team is ready to submit the Preliminary Design Program (PDP) on Friday, April 12, 2024, or Monday, April 15, 2024. In several weeks the MSBA will provide review comments. The district and project team will have two weeks to provide responses. The next step in the project is to begin preparing for the Preliminary Schematic Design (PSR) submission.

Mr. Racine requested the project team investigate the Fall Brook Elementary School’s existing sewer line which is currently exposed and consider including remedial work in the scope of the project. LeftField offered that if it is located within the area of the project it will naturally be included in the scope, but possibly not if it is far afield. The design team will investigate the current condition and make a recommendation.

3 – Designer Report

3a – Preliminary Design Program (PDP) Submission

The project team prepared and circulated a draft Preliminary Design Program (PDP) submission in preparation for this meeting. LeftField led a discussion about the requirements and contents of the PDP submission, including the educational program, initial space summary, evaluation of existing conditions, site development requirements, preliminary evaluation of alternatives, local actions and approval, and appendices. A motion to approve the Preliminary Design Program (PDP) submission as presented and authorize the OPM to transmit it to the Massachusetts School Building Authority (MSBA) was made by Ms. Deacon and seconded by Mr. Chapdelaine. 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 Mazarella, 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 passed 8-0-0.

Mr. Racine voted “Yea” in support of the motion; however his vote is not included in the above tally because the Fall Brook Building Committee revised roster discussed at the beginning of this meeting has not yet been sent to or approved by the MSBA.

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

There were no items not anticipated 48 hours in advance of the meeting.

5 – Public Comment

No public comments were heard.

6 – Next Steps

LeftField presented the meetings and activities that are anticipated for the next three months.

The Preferred Schematic Report (PSR) submission is targeted for 16 weeks from now. The next FBBC meeting is scheduled for May 14, 2024. MDS advised that towards the end of May the design team and Vaysen will lead discussions and charettes on several topics including the building location on site, the design of classroom “neighborhoods”, amenities intended for classrooms, vehicular and pedestrian traffic around the site.

7 – 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 1:23pm.