

Fall Brook Elementary School

Leominster, MA

Fall Brook Building
Committee Meeting #11


April 11, 2024



LEOMINSTER
MASSACHUSETTS



TODAY'S AGENDA

- 
1. Call to Order
 2. Administrative Actions
 - a. Previous Meeting Minutes – **Vote**
 - b. Review Invoice Log
 - c. Warrant – **Vote**
 - d. Budget Update
 - e. Project Schedule Update
 3. Designer Report
 - a. Review for Approval the PDP Submission to the MSBA – **Vote**
 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 March 12, 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 Chapdelaine, Purchasing Agent
 From: Linda Liporto, LeftField, LLC
 Date: April 5, 2024
 Re: Fall Brook Elementary School - March 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	2023.009-010	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for March 2024	\$ 22,056.00
0002-0000	MDS	0069436	A&E Feasibility Study/Schematic Design	FS Phase Designer Services for March 2024	\$ 71,183.75
0003-0000	MDS	0069436	Environmental & Site	FS Phase Environmental & Site Services for March 2024	\$ 14,440.23
LEFTFIELD TOTAL					\$ 107,679.98
TOTAL:					\$ 107,679.98

INVOICES (Payments)	Invoice \$
Management Services for March 2024	\$ 22,056.00
Services for March 2024	\$ 71,183.75
Environmental & Site Services for March 2024	\$ 14,440.23
TOTAL	\$ 107,679.98

Services	Invoice \$
Management Services for March 2024	\$ 22,056.00
Services for March 2024	\$ 71,183.75
Environmental & Site Services for March 2024	\$ 14,440.23
TOTAL	\$ 107,679.98

our knowledge, are eligible for and that the invoices be
 the City of Leominster by the Budget Report but can be
 Manager, Leftfield, LLC.

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FEASIBILITY BUDGET

As of March 2024:

- Committed: 64%
- Expended: 16%

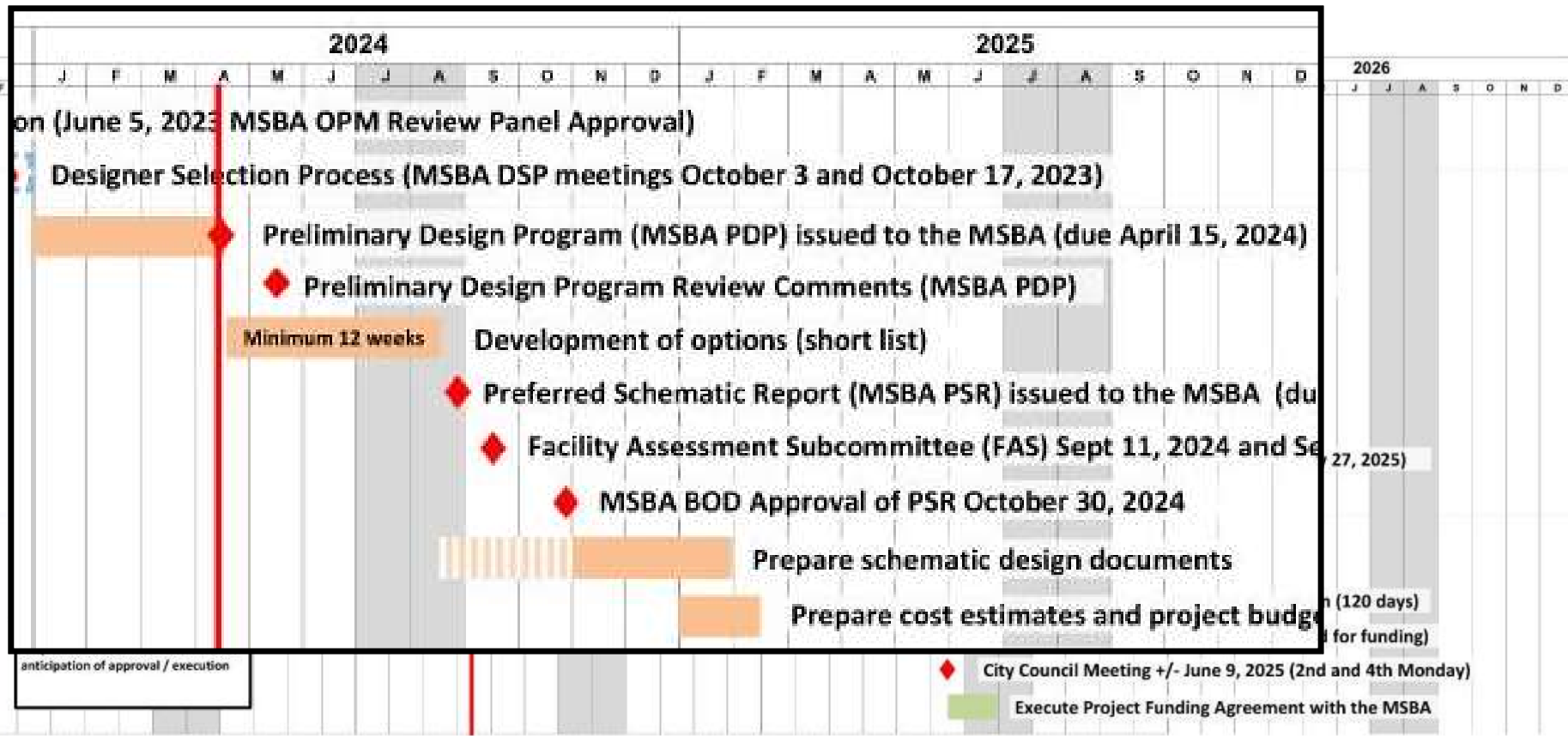
Fall Brook Elementary School - Leominster, MA										March 31, 2024	
Total Project Budget Status Report											
ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Uncommitted	Comments
FEASIBILITY STUDY AGREEMENT											
0001-0000	OPM Feasibility Study/Schematic Design	\$ 1,000,000		\$ 1,000,000	\$ 397,000	40%	\$ 187,476	19%	209,524	\$ 603,000	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,000,000	\$ 66,535	\$ 1,066,535	\$ 1,066,535	100%	\$ 142,369	13%	924,166	\$ -	BRR#1
0003-0000	Environmental & Site	\$ 250,000		\$ 250,000	\$ 126,754	0%	\$ 63,493	0%	63,261	\$ 123,246	
0004-0000	Other	\$ 250,000	\$ (66,535)	\$ 183,465	\$ -	0%	\$ -	0%	-	\$ 183,465	BRR#1
	SUB-TOTAL	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,590,289	64%	\$ 393,338	15.7%	1,196,951	\$ 909,711	
	TOTAL PROJECT BUDGET	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,590,289	64%	\$ 393,338	16%	2,106,662	\$ 909,711	

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date
FEASIBILITY STUDY AGREEMENT								
0001-0000	OPM Feasibility Study/Schematic Design	\$ 1,000,000		\$ 1,000,000	\$ 397,000	40%	\$ 187,476	19%
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,000,000	\$ 66,535	\$ 1,066,535	\$ 1,066,535	100%	\$ 142,369	13%
0003-0000	Environmental & Site	\$ 250,000		\$ 250,000	\$ 126,754	0%	\$ 63,493	0%
0004-0000	Other	\$ 250,000	\$ (66,535)	\$ 183,465	\$ -	0%	\$ -	0%
	SUB-TOTAL	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,590,289	64%	\$ 393,338	15.7%
	TOTAL PROJECT BUDGET	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,590,289	64%	\$ 393,338	16%

FEASIBILITY SCHEDULE

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

- Module 2:
Forming the Team
- Module 3:
Feasibility Study
and
- Module 4:
Schematic
Design
- Module 5:
Funding the
Project



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PRELIMINARY DESIGN PROGRAM

“...the District and its team collaborate with the MSBA to document their educational program, generate an initial space summary, document existing conditions, establish design parameters, develop and evaluate alternatives, and recommend the most cost effective and educationally appropriate preferred solution to the MSBA Board of Directors for their consideration.



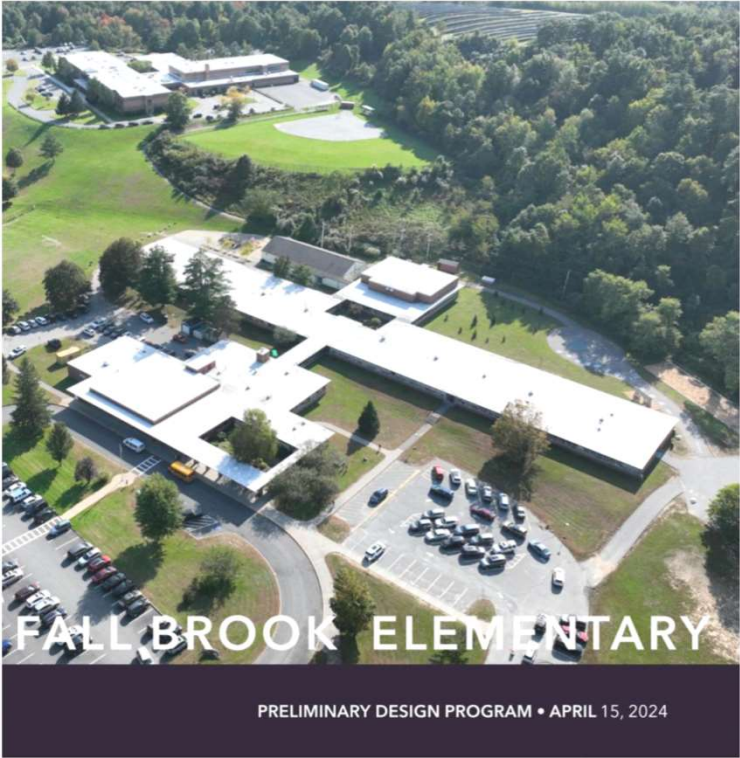
PRELIMINARY DESIGN PROGRAM



Massachusetts School Building Authority
Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

Module 3
Feasibility Study

January 2015



 **LeftField**
THE RIGHT CHOICE IN PROJECT MANAGEMENT

MDS
ARCHITECTS



PRELIMINARY DESIGN PROGRAM

- Table of Contents
- Introduction
- Educational Program
- Initial Space Summary
- Evaluation of Existing Conditions
- Site Development Requirements
- Preliminary Evaluation of Alternatives
- Local Actions and Approval Certification
- Appendices



PRELIMINARY DESIGN PROGRAM

- “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)”, 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			
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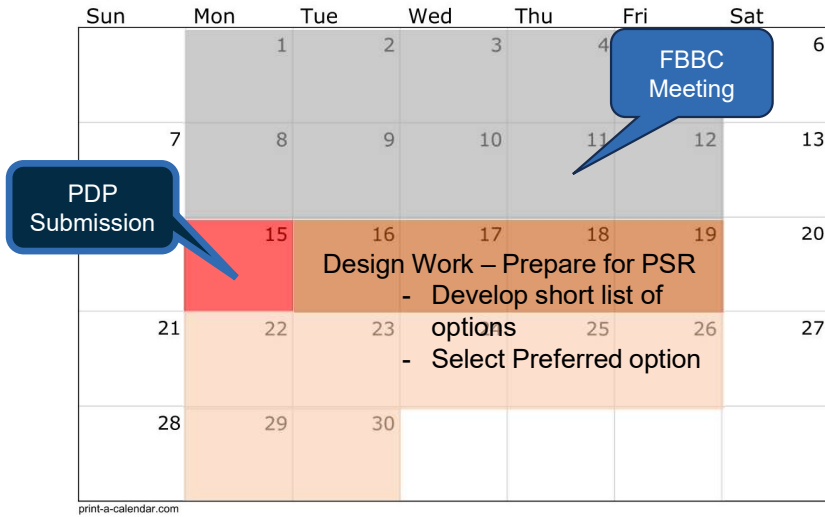
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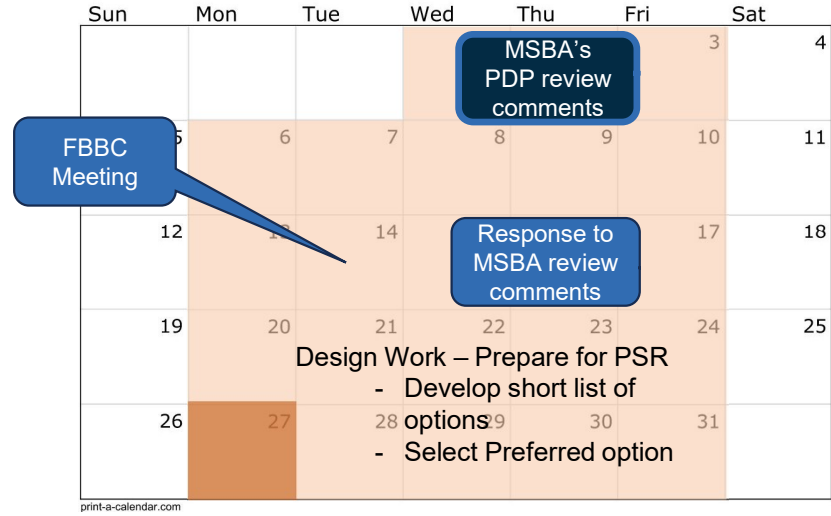
NEXT STEPS

- Monday 4/15/24 PDP submission
- Tuesday 5/14/24, 1:00pm Regular FBBC Meeting
- Tuesday 6/11/24, 1:00pm Regular FBBC Meeting

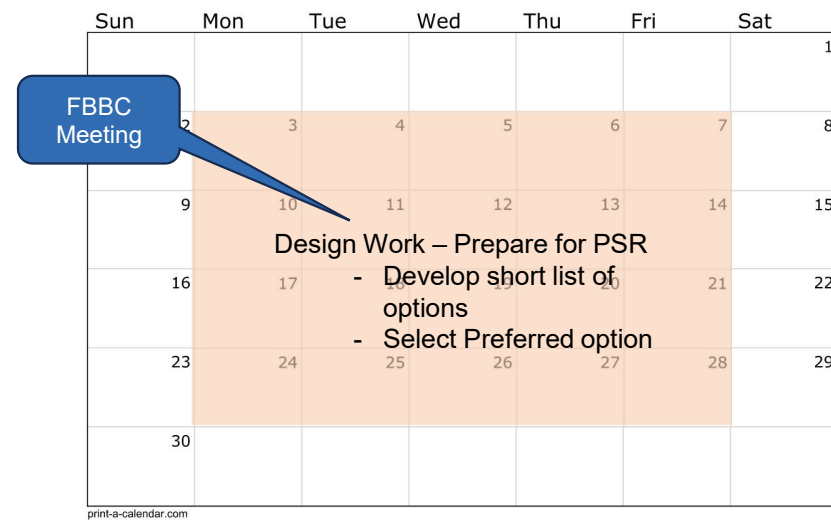
April 2024



May 2024



June 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 Mazzarella, Chair			
Ms. Melanie Mikels			
Mr. Elliot Nadeau			
Ms. Jennifer Reddington			
Mr. Brandon Robbins			
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THANK YOU!



THE RIGHT CHOICE IN PROJECT MANAGEMENT

