

FALL BROOK ELEMENTARY SCHOOL PROJECT – Leominster, MA

**FALL BROOK BUILDING COMMITTEE (FBBC) MEETING #13**

Tuesday, June 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	Raymond Racine	Jennifer Reddington	
Brandon Robbins	Jeffrey Sullivan		

**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:

<b>Voting Members (Quorum = 7)</b>	<b>Present</b>	<b>Notes</b>
Mr. Peter Angelini	X	City Councilor
Mr. Mark Bodanza		City Councilor
Mr. Greg Chapdelaine	X	City Purchasing Agent
Mr. Bill Charpentier		City Building Inspector
Ms. Paula Deacon	X	Superintendent of Schools
Mr. Steven Mammone	X	Asst. Superintendent of Schools
Mayor Dean Mazzarella, Chair		Mayor and School Committee member
Ms. Melanie Mikels	X	School Business Manager
Mr. Elliot Nadeau	X	School Facilities Director
Mr. Raymond Racine	X	Leominster DPW Director
Ms. Jennifer Reddington	X	City Comptroller
Mr. Brandon Robbins	X	School Committee member
Mr. Jeffrey Sullivan	X	Fall Brook Elementary School Principal
<b>Other Participants</b>		
Ms. Meredith Tarr	X	City of Leominster
Mr. Jake Flemming	X	Leominster DPW
Ms. Christine Silverman	X	Leominster Public Schools
Mr. Richard Bergeron		Leominster Public Schools

Mr. Craig DiCarlo	X	Leftfield, Project Director
Ms. Linda Liporto	X	Leftfield, Senior Project Manager
Mr. Jim Rogers		Leftfield, President
Ms. Adele Sands		Leftfield, Education Liaison
Mr. William Spears		Miller Dyer Spears, Principal-in-Charge
Ms. Nereyda Rodriguez	X	Miller Dyer Spears, Project Manager
Mr. Danyul Cho		Miller Dyer Spears, Project Architect
Mr. Frank Holmes		Langan, Civil Engineer
Ms. Kristen Hill	X	Vaysen, Educational Planner

## 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.

## 2 – Administrative Actions

### 2a – Previous Meeting Minutes

A motion to approve the May 14, 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

LeftField presented the current invoice log including invoices received for the month of May from LeftField for OPM services and MDS for design services.

### 2c – Warrant Approval

LeftField presented the warrant which included the invoices described above. A motion to approve warrant number W51FY24 in the amount of \$96,741.09 was made by Ms. Deacon and seconded by Mr. Chapdelaine. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

### 2d – Budget Update

LeftField presented the Feasibility budget through May 2024. The project has committed 64% and expended 23% of the Feasibility and Schematic Design Phase budget.

## 2e – Project Schedule Update

LeftField presented the current Feasibility Study and Schematic Design schedule.

The project team is approximately halfway through preparing for the Preliminary Schematic Design (PSR) submission which is scheduled to be made August 29, 2024. The PSR submission will include cost estimates for each option and the Fall Brook Building Committee will be asked to select which option is preferred to best meets the needs of the community. The draft PSR will be distributed to the FBBC in advance for review.

## 3 – Designer Report

MDS began the presentation by stating the goals of the meeting, which did not include any major decisions but instead to show the proposed site design and building layouts and solicit feedback from the FBBC. MDS noted that cost estimate information will be provided for each of the options in coming weeks and months.

### 3a – Preliminary Site Design Review

MDS presented the latest conceptual site design options. Prior to the meeting, MDS presented the site design to the Leominster Fire Department who provided feedback about truck access and pull off spaces. The FD requested the project consider widening Decicco Drive heading towards Samoset, which MDS advised may be outside the scope of the project. The FD requested consideration for a second vehicular road from Samoset Middle School. The project team advised that is outside the scope and budget of the project but would be kept in mind as a possible future project.

Mr. Racine advised the Fall Brook culvert passing under Decicco is failing and requires replacement if roadwork will be done in its vicinity.

### 3b – Outcomes of Recent Design Meetings

MDS presented outcomes from recent design meetings with Fall Brook staff. MDS noted a preference for Option N1 was heard and most teachers did not favor a 3-story school option.

MDS presented layout plans for several options, N1 (2-story), N2 (2-story), and N4 (3-story).

Phasing of the project and opportunities and challenges were briefly discussed. The project would benefit from the input of a Construction Manager on the topic of phasing.

MDS noted that there are existing underground utilities in the location of the proposed new school, which will need to be relocated.

Ms. Silverman noted that spaces open to the public after school hours are best located on the first floor so as to be contained to a limited zone within the school building.

Mr. Chapdelaine asked whether green space around the parking lots could be minimized to add another row of parking. Ms. Rodriguez responded that some green space will be used for stormwater treatment and the design team has other ideas for increasing parking.

### **3c – Pending Site Investigation**

Geotechnical and environmental borings will be conducted on June 24, 2024.

Hazardous materials sampling is recommended to occur over the summer.

A hydrant flow test is recommended to occur over the summer.

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

### **4a – MSBA Review Comments to the PDP Submission**

LeftField reported the MSBA's review comments were received June 6, 2024. The packet requests clarifications and additional information. The project team is working to provide a response by the deadline of June 20, 2024.

### **4b – Hydrant Flow Test**

MDS's engineer recommended conducting a hydrant flow test to determine whether there is sufficient pressure in the water line to avoid the need for a fire pump in the Fall Brook school. LeftField presented an additional fee proposal from the design team in the amount of \$1,760.00 for MDS's engineer to observe and document the test.

A discussion was held about existing fire pump rooms at Samoset, Fall Brook, and Skyview.

A motion to approve the additional fee proposal described above was made by Ms. Deacon, seconded by Mr. Chapdelaine. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

### **4c – Bulk ACM Testing**

MDS's consultant recommended destructive testing for asbestos content of existing materials as several locations. Mr. Nadeau advised the school has roofer and masonry contractors they use for repairs who may be engaged to selectively remove sections of the exterior walls and roofing for testing. LeftField and MDS will coordinate with Mr. Nadeau for this work over the summer.

## 4d – Authorization for Minor Fees

MDS inquired whether the FBBC would like to authorize individuals to act on behalf of the FBBC in between meetings.

A discussion was held. The authorized individuals would have the authority of the FBBC to approve fee proposals and other expenses in between FBBC meetings. All such instances would be subsequently presented to the FBBC for informational purposes. Mr. Chapdelaine reported that Mayor Mazzarella

A motion was made by Ms. Deacon, seconded by Steven Mammone, to authorize Ms. Reddington, Mr. Chapdelaine, and Ms. Mikels to collectively act on behalf of the Fall Brook Building Committee to commitment Feasibility and Schematic Design Phase Funds for minor expenses up to fifteen thousand dollars (\$15,000) per invoice or instance. No further discussion was held. A show of hands vote was taken. The motion carried unanimously.

## 5 – Public Comment

No public comments were heard.

LeftField inquired whether the FBBC desires a remote meeting link be included in future FBBC agendas. A discussion was held. The consensus was for FBBC agendas to continue to be posted without a remote meeting link.

## 6 – Next Steps

LeftField presented the meetings and activities that are anticipated for the next three months. A special meeting will be held on August 27, 2024, to review and vote on the Preferred Schematic Report submission on August 29, 2024.

Ms. Deacon advised this was her last meeting as a FBBC member due to her pending last day as superintendent. The City Council will be needed to take action to revise the FBBC roster accordingly. The revised roster will be submitted to the MSBA for approval.

## 7 – Adjournment

A motion to adjourn the meeting was made by Ms. Deacon, seconded by Mr. Chapdelaine. There was no discussion. A show of hands vote was taken. The motion carried unanimously. The meeting was adjourned at 1:54pm.