Fall Brook Elementary School

Leominster, MA

Fall Brook Building Committee Meeting #20

November 12, 2024

LeftField

MDS ARCHITECTS

TODAY'S AGENDA

1. Call to Order & Roll Call
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
4. Items Not Anticipated 48 Hours in Advance of Meeting
5. Public Comment
6. Next Steps
7. Adjournment

ROLL CALL

- Seven (7) voting members are required for a quorum.

Voting Member	Present	Absent
Mr. Peter Angelini		
Mr. Mark Bodanza		
Mr. Greg Chapdelaine		
Mr. Bill Charpentier		
Ms. Robin Desmond		
Mr. Steven Mammone		
Mayor Dean Mazzarella, Chair		
Ms. Melanie Mikels		
Mr. Elliot Nadeau		
Mr. Raymond Racine		
Ms. Jennifer Reddington		
Mr. Brandon Robbins		
Mr. Jeffrey Sullivan		

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MEETING MINUTES FOR APPROVAL

- “Motion to approve the October 29, 2024, meeting minutes”, made by _____, seconded by _____.
- Discussion
- Vote

Voting Member	Yea	Nay	Abstain	Absent
Mr. Peter Angelini				
Mr. Mark Bodanza				
Mr. Greg Chapdelaine				
Mr. Bill Charpentier				
Ms. Robin Desmond				
Mr. Steven Mammone				
Mayor Dean Mazzarella, Chair				
Ms. Melanie Mikels				
Mr. Elliot Nadeau				
Mr. Raymond Racine				
Ms. Jennifer Reddington				
Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				

INVOICE LOG

MEMORANDUM

To: Gregory Chapdelaine, Purchasing Agent

From: Linda Liporto, LeftField, LLC

Date: November 6, 2024

Re: Fall Brook Elementary School - October 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	2023.009-017	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for October 2024	$ 22,056.00
0002-0000	MDS	0069709	A&E Feasibility Study/Schematic Design	FS Phase Designer Services for October 2024	$ 71,030.00
0003-0000	MDS	0069709	Environmental & Site	FS Phase environmental & Site Services for October 2024	$ 2,750.00
0004-0000	AP Services	9924	Other	FS Phase Other Services for August 2024	$ 3,120.00
				TOTAL:	$ 98,956.00

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

INVOICE LOG

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0004-0000	AP Services	9924	Other	FS Phase Other Services for August 2024	$ 3,120.00
				TOTAL:	$ 98,956.00

WARRANT

A/P VOUCHER TRANSMITTAL FORM

CITY OF LEOMINSTER, MA.

FY25

WARRANT NUMBER: W21FY25
WEEK ENDING: 10/21/2024

VENDOR NUMBER	Vendor Name	ACCOUNT NUMBER		AMOUNT	School	School Dept. Use Only	
		ORG CODE	OBJECT			SCHL P.O.#	INVOICE #
37733	*LeftField, LLC*	3205300	530500	$ 22,056.00	FALL		2023.009-017
40967	*MDS*	3205300	530500	$ 71,030.00	FALL		0069709
40967	*MDS*	3205300	530500	$ 2,750.00	FALL		0069709
16622	*AP Services*	3205300	530500	$ 3,120.00	FALL		9924
			TOTAL	$ 98,956.00			

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

WARRANT APPROVAL

VENDOR NUMBER	Vendor Name	ACCOUNT NUMBER		AMOUNT	School	School Dept. Use Only	
		ORG CODE	OBJECT			SCHL P.O.#	INVOICE #
37733	*LeftField, LLC*	3205300	530500	$ 22,056.00	FALL		2023.009-017
40967	*MDS*	3205300	530500	$ 71,030.00	FALL		0069709
40967	*MDS*	3205300	530500	$ 2,750.00	FALL		0069709
16622	*AP Services*	3205300	530500	$ 3,120.00	FALL		9924
			TOTAL	$ 98,956.00			

WARRANT APPROVAL

- “Motion to approve warrant number W21FY25 in the amount of $98,956.00” made by _____, seconded by _____.
- Discussion
- Vote

Voting Member	Yea	Nay	Abstain	Absent
Mr. Peter Angelini				
Mr. Mark Bodanza				
Mr. Greg Chapdelaine				
Mr. Bill Charpentier				
Ms. Robin Desmond				
Mr. Steven Mammone				
Mayor Dean Mazzarella, Chair				
Ms. Melanie Mikels				
Mr. Elliot Nadeau				
Mr. Raymond Racine				
Ms. Jennifer Reddington				
Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				

FEASIBILITY BUDGET

Fall Brook Elementary School - Leominster, MA — **October 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%	$ 341,868	34%	$ 55,132	$ 603,000	
0002-0000	A&E Feasibility Study/Schematic Design	$ 1,000,000	$ 66,535	$ 1,066,535	$ 1,066,535	100%	$ 640,355	60%	$ 426,180	$ -	BRR#1
0003-0000	Environmental & Site	$ 250,000	$ 36,434	$ 286,434	$ 286,434	100%	$ 110,793	39%	$ 175,641	$ -	BRR#2
0004-0000	Other	$ 250,000	$ (102,969)	$ 147,031	$ 3,120	2%	$ 3,120	0%	$ -	$ 143,911	BRR#1, BRR#2
	SUB-TOTAL	$ 2,500,000	$ -	$ 2,500,000	$ 1,753,089	70%	$ 1,096,136	44%	$ 656,953	$ 746,911	
	TOTAL PROJECT BUDGET	$ 2,500,000	$ -	$ 2,500,000	$ 1,753,089	70%	$ 1,096,136	44%	$ 1,403,864	$ 746,911	

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:

#1	FSA Amendment No.1	3/20/2024	Transfer $66,535 from Other to A&E FS/SD for Designer Contract
#2	FSA Amendment No.2	10/29/2024	Transfer $36,434 from Other to Environment/Site for Culvert Scope

FEASIBILITY BUDGET

As of October 2024:

- Committed: 70%
- Expended: 44%

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							
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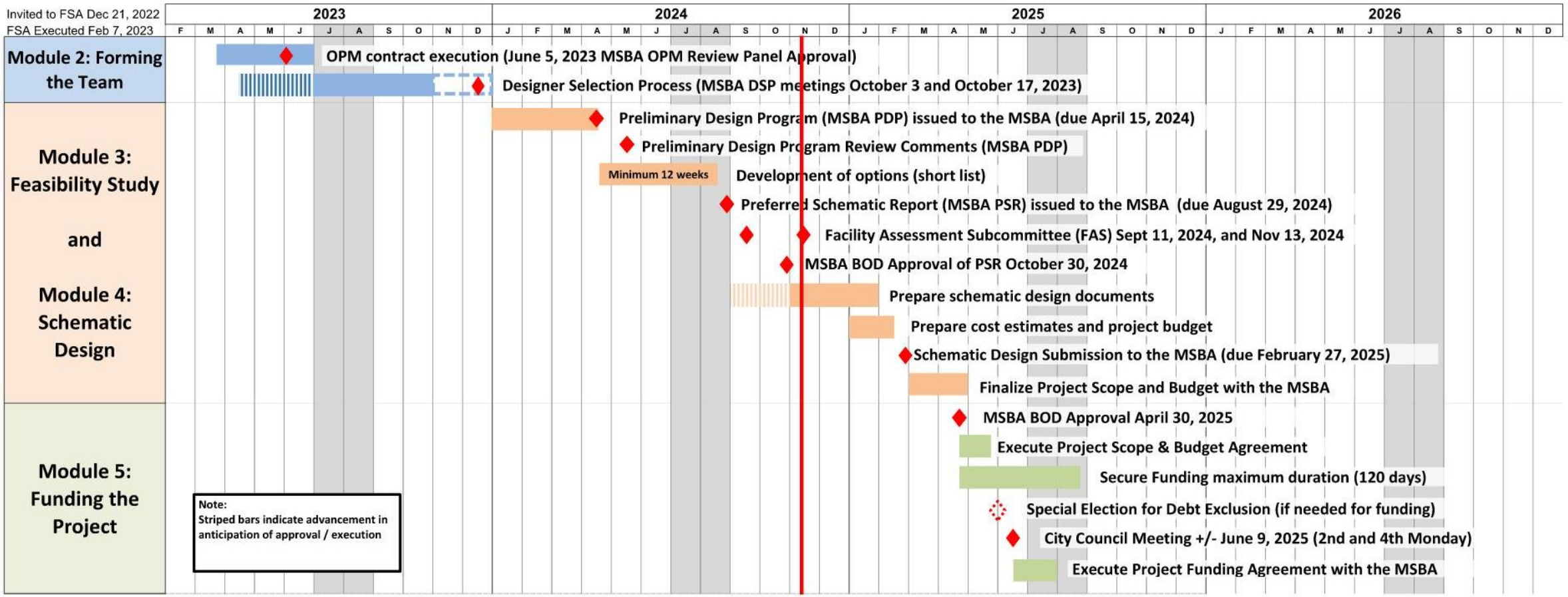
0004-0000	Other	$ 250,000	$ (102,969)	$ 147,031	$ 3,120	2%	$ 3,120	0%
	SUB-TOTAL	$ 2,500,000	$ -	$ 2,500,000	$ 1,753,089	70%	$ 1,096,136	44%
	TOTAL PROJECT BUDGET	$ 2,500,000	$ -	$ 2,500,000	$ 1,753,089	70%	$ 1,096,136	44%

FEASIBILITY SCHEDULE



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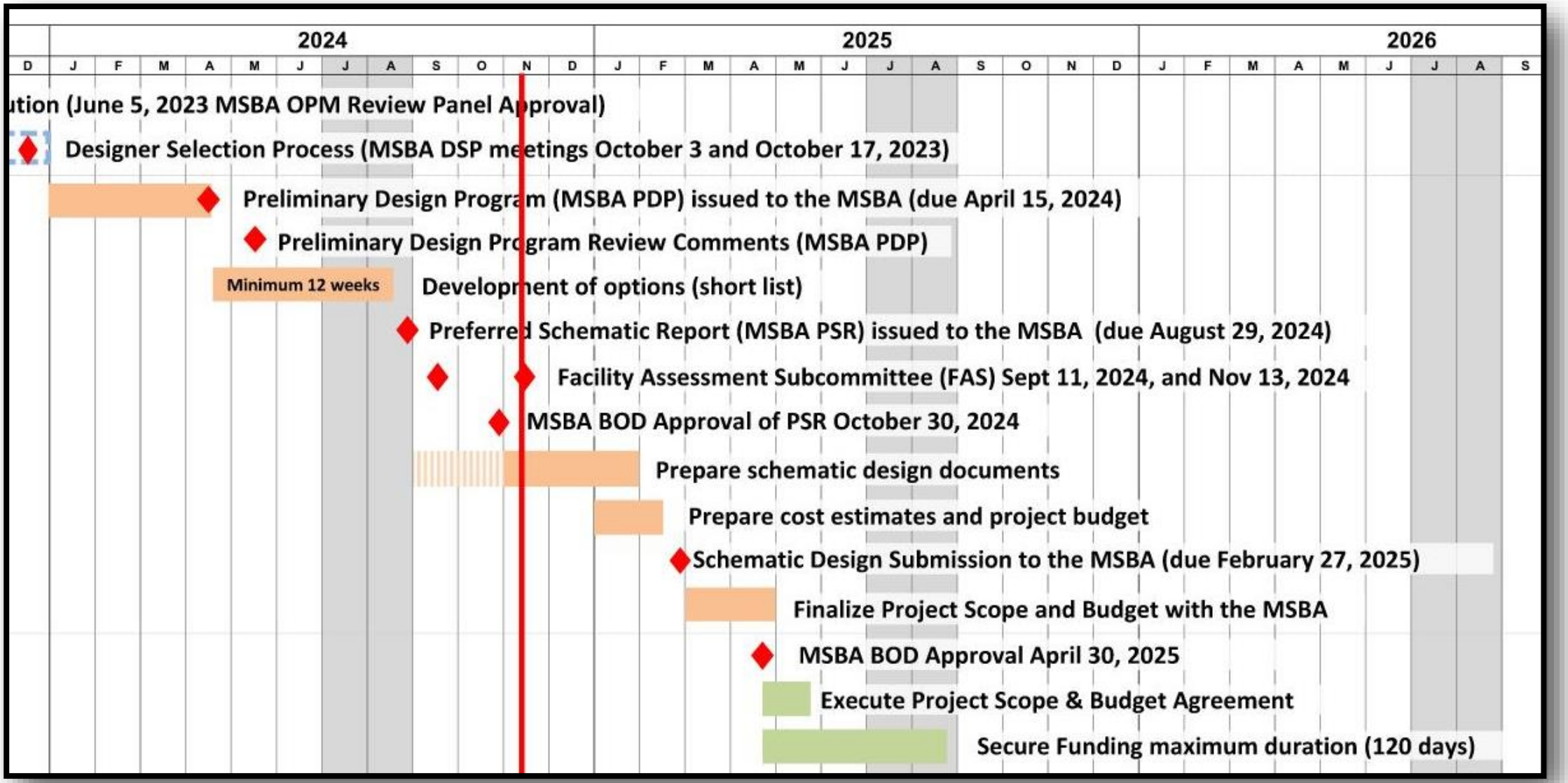

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EMERGENCY SHELTER

BUILDING CODE REQUIREMENTS

STRUCTURAL
- INCREASED RISK CATEGORY TO RC 4, STURDIER FRAME
- INCREASED SEISMIC AND WIND LOADS

ELECTRICAL
- ADDITIONAL ELECTRICAL LOADS (DEPENDING ON SIZE OF SHELTER)
- INCREASED GENERATOR SIZE MIN. 750KV (CURRENTLY 500KV @ $425k)
- INCREASED DISTRIBUTION TO MECHANICAL SYSTEMS

HVAC
- INCREASED SEISMIC RESTRAINTS FOR MECHANICAL EQUIP.

PLUMBING
- ON-SITE WATER STORAGE
- FIXTURE COUNTS MUST SUPPORT ANTICIPATED SHELTER CAPACITY

NON-BUILDING CODE (HEALTH AND OTHERS)

- LIMITED KITCHEN USE MAY BE REQUIRED WITH ON-SITE NON-PERISHABLES
- ACCESS TO PRIVATE AREAS (COUNSELING, CHILD CARE)
- ENHANCED COMMUNICATIONS AND PA

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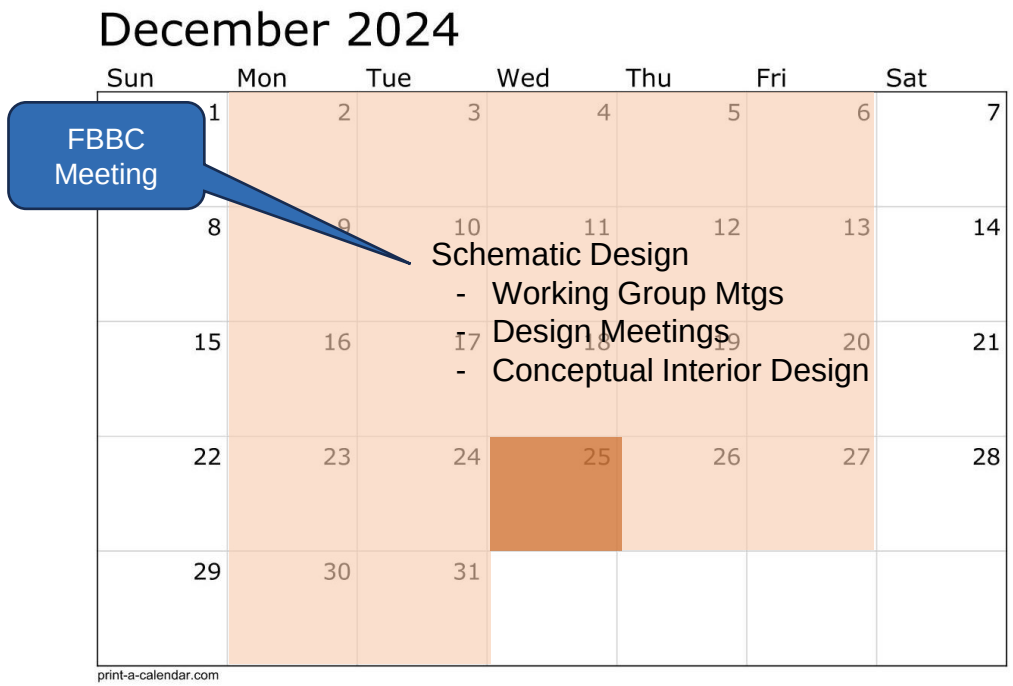
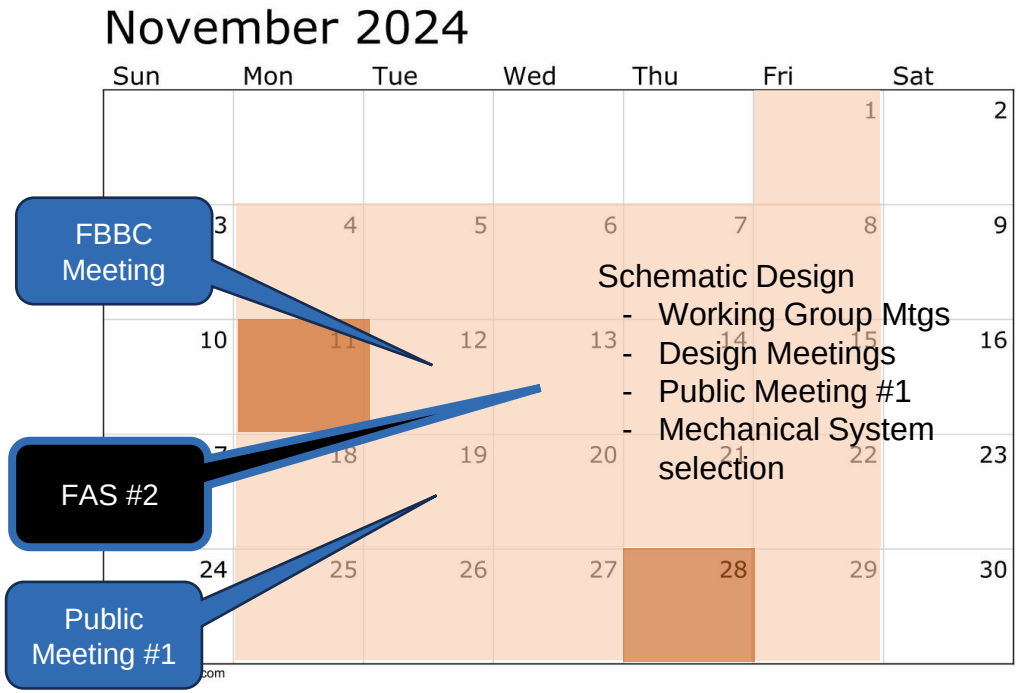
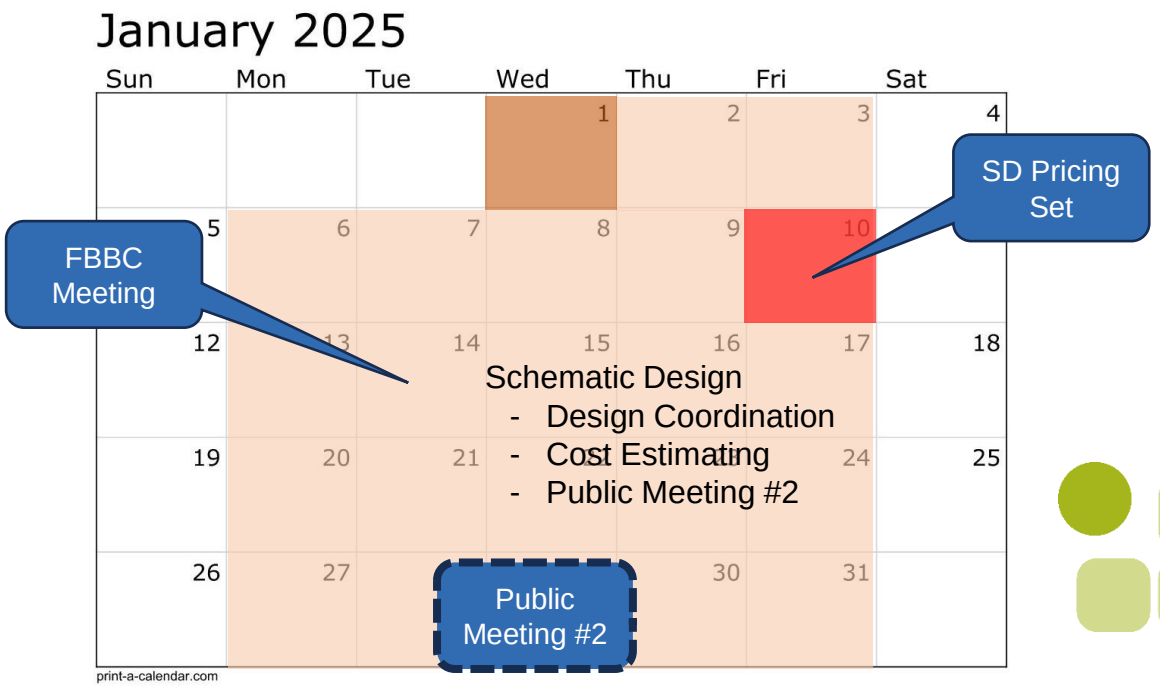
NEXT STEPS

- Tuesday 11/12/24, 1:00pm — Regular FBBC Meeting
- Wed 11/13, exact time TBD — Second meeting with FAS
- Tuesday 11/19/24, 6:00pm — Public Meeting #1
- Tuesday 12/10/24, 1:00pm — Regular FBBC Meeting
- Friday 1/10/24, EOB — Schematic Design Pricing Set







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ADJOURNMENT

- “Motion to adjourn” made by _____, seconded by _____.
- Discussion
- Vote

Voting Member	Yea	Nay	Abstain	Absent
Mr. Peter Angelini				
Mr. Mark Bodanza				
Mr. Greg Chapdelaine				
Mr. Bill Charpentier				
Ms. Robin Desmond				
Mr. Steven Mammone				
Mayor Dean Mazzarella, Chair				
Ms. Melanie Mikels				
Mr. Elliot Nadeau				
Mr. Raymond Racine				
Ms. Jennifer Reddington				
Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				

THANK YOU!

LeftField
THE RIGHT CHOICE IN PROJECT MANAGEMENT

MDS
ARCHITECTS