

FALL BROOK ELEMENTARY SCHOOL PROJECT – Leominster, MA

FALL BROOK BUILDING COMMITTEE (FBBC) MEETING #22

Tuesday, December 10, 2024

In-Person

1:00pm

Office of Emergency Management
37 Carter Street, Leominster, MA

Peter Angelini	Mark Bodanza	Greg Chapdelaine	Bill Charpentier
Robin Desmond	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:

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

Mr. Richard Bergeron		Leominster Public Schools
Mr. Will Sullivan		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		LeftField, Education Liaison
Mr. William Spears	Remote	Miller Dyer Spears, Principal-in-Charge
Ms. Nereyda Rodriguez	Remote	Miller Dyer Spears, Project Manager
Mr. Danyul Cho	X	Miller Dyer Spears, Project Architect
Ms. Amy MacKrell		Miller Dyer Spears
Mr. Carlos Caraballo		Miller Dyer Spears
Ms. Kristen Hill	Remote	Vaysen
Ms. Lena Owens		Studio 2112
Ms. Lynne Giesecke		Studio 2112
Ms. Dana Geva		Studio 2112
Mr. Frank Holmes	Remote	Langan
Ms. Maggie Laracy	Remote	Langan

1 – Call to Order

Ms. Desmond called the meeting to order at 1:05pm.

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

Will Spears announced his plans to retire, and all gave their congratulations. LeftField advised that the MSBA has a process in place to modify the project team; MDS will initiate the paperwork and LeftField will help the city complete it.

2 – Administrative Actions

2a – Previous Meeting Minutes

A motion to approve the November 12, 2024, and November 19, 2024, meeting minutes was made by Ms. Reddington and seconded by Mr. Chapdelaine. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

2b – Invoice Log and Warrant Approval

LeftField presented the current invoice log including invoices received for the month of November for OPM services by LeftField and design services by MDS, totaling \$94,846.00.

LeftField presented the warrant for November invoices. A motion to approve warrant number W25FY25 in the amount of \$94,846.00 was made by Ms. Reddington and seconded by Mr. Chapdelaine. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

2c – Budget Update

LeftField presented the Feasibility budget through November 2024. The project has committed 70% and expended 48% of the Feasibility and Schematic Design Phase budget. Expenditures are in line with the progress of the work.

2d – Project Schedule Update

LeftField presented the current Feasibility Study and Schematic Design schedule. The project is in the second half of the Schematic Design phase. The design team is currently preparing the Schematic Design pricing set. Two cost estimating firms will perform independent cost estimates which will then be reconciled. A reconciled cost estimate is a required component of the Schematic Design submission to the MSBA on February 27, 2025.

3 – Designer Report

3a – Updated Floor Plans

MDS presented the current version of the architectural layout floor plans. The plans and layouts are similar to previously presented plans but now include more refinement.

3b – Culvert and Sewer Line Update

Langan presented the latest developments in the culvert and sewer design. The plans for relocating the sewer line and re-lining the culvert continue to be developed for permitting and eventual construction documents. At the end of this week, Langan will send a draft set of drawings to the project team and DPW for review. Langan will file the project with NHESP to determine whether the project is considered a “taking” of area from the wood turtle habitat. The DPW previously submitted a schematic plan to NHESP, who determined the sewer line work would not be a taking. However, one of the conditions of the NHESP opinion was that any change to the plan requires a re-review by NHESP, which will be triggered by the addition of the culvert re-lining.

Langan presented the anticipated schedule:

- 1) Langan distribute plans for review by DPW Friday 12/13/24
- 2) Receive DPW comments by 12/25/24
- 3) Finalize NHESP filing by the first week of January 2025
- 4) NHESP 30 days review period

- 5) File with Conservation Commission (ConCom) in February 2025
- 6) Assume 1 or 2 ConCom hearings
- 7) Order of Conditions projected in April 2025
- 8) Army Corp of Engineers self-verification filing in March 2025
- 9) Permitting anticipated complete end of April 2025
- 10) Complete construction documents & Bid

3c – Teacher Meeting Update

MDS reported on recent meetings with staff and teachers, including most of the major academic groups and the Nurse, Gym teacher, ELL, SPED. The feedback received did not result in any major changes to the proposed layout. Most comments focused on windows into the corridors, doors between rooms, and other aspects of the design which will continue to be developed during the Schematic Design and Design Development phases. MDS is working to balance the specific requests of individual teachers and the long-term needs of the school. Mayor Mazzarella underscored the need for the school to be designed for flexibility and future technologies. MDS advised that the purpose of the user meetings is to gather data from the teachers. MDS will use best practices to ensure the design will meet the needs of the spaces and overall building. For example, the design of 100-year old schools is flexible and able to be adapted to current needs whereas the design of 50-year old schools is inflexible and therefore those schools are being demolished. MDS will avoid extreme customization of individual rooms in favor of providing flexible design. All the basic needs identified by the teachers will be met by the new building.

MDS advised there is an ongoing conversation about the level of openness of the Project Rooms. The MSBA recommended the Project Rooms be fully open to the corridor, but based on discussion with Fall Brook administrators and teachers, the Fall Brook student population would benefit most from a level of visual and acoustic separation from the corridor.

3d – Working Group Meeting Updates – Exterior & Structure

MDS presented updates to the exterior imagery of the building massing. Gabled roofs are used to reduce the perceived height of the school. A detailed discussion of the exterior design will be held at future meetings.

MDS presented 3D images of the interior. The design includes exposed wood structural elements to give the school a warm feeling.

Mr. Chapdelaine inquired about clerestory windows in the Cafeteria, whether they occur on one side or two sides. MDS responded that the clerestory windows are planned for the northern elevation which has the best ambient lighting characteristics.

LeftField reported a recent change in the Working Group membership: the ELL director position was vacated by Meghan Cartier and has been filled by Cheri McKenzie.

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

Following up on the discussion at previous FBBC meetings, Mayor Mazzarella advised that Fall Brook Elementary School does not need to be designed as an Emergency Shelter or Warming/Cooling Center because there are other buildings in the city that serve those functions. Other FBBC members voiced support of this direction to the design team.

5 – Public Comment

No public comments were heard.

6 – Next Steps

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

The project team will work to spread the word about upcoming public meetings to increase attendance at the January and March meetings. A notice for the November 19, 2024, public meeting was posted on the project website, city website, Leominster Public Schools website, superintendent's weekly newsletter via Smore, and Leominster Unite Facebook page. Mr. Chapdelaine offered the use of the mayor's Constant Contact account and Sentinel and Enterprise Newspaper to help advertise the upcoming public meetings.

The Schematic Design submission will be made on February 27, 2025. A special FBBC meeting is requested on February 25, 2025; LeftField will send a calendar invitation for a short, remote meeting.

7 – Adjournment

A motion to adjourn the meeting was made by mayor Mazzarella and seconded by Mr. Chapdelaine. There was no discussion. A show of hands vote was taken. The motion carried unanimously. The meeting was adjourned at 1:46pm.

Documents and Exhibits

- Fall Brook Building Committee Meeting #22 slideshow presentations by LeftField and MDS, dated 12/10/24

Attachments

- None