Fall Brook Elementary School

Leominster, MA

Fall Brook Building Committee Meeting #23

January 14, 2025

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 Revision Request – **Vote**
    e. Budget Update
    f. Project Schedule Update
3. Designer Report
    a. Mechanical System Options
    b. Sustainability / LEED Checklist
    c. MSBA Green Schools Program
    d. Mass Save Path 1, Path 2
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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4. Items Not Anticipated 48 Hours in Advance of Meeting
5. Public Comment
6. Next Steps
7. Adjournment

MEETING MINUTES FOR APPROVAL

- “Motion to approve the December 10, 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: January 8, 2024

Re: Fall Brook Elementary School - December 2024 Invoice Summary

Cc: Craig DiCarlo, LeftField, LLC

Enclosed for approval and processing, please find the following invoices:

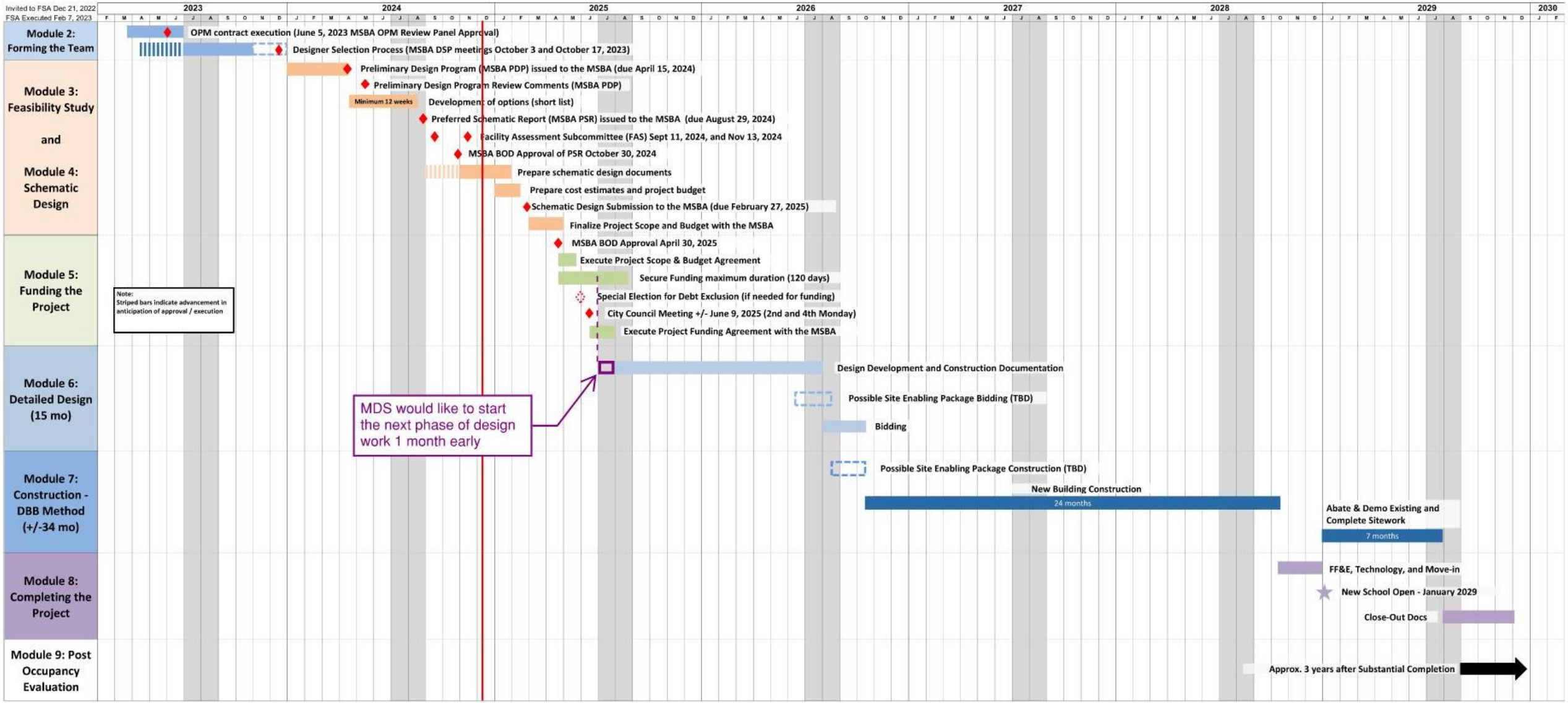
INVOICES (Payments)					
ProPay Code	**Vendor**	**Invoice #**	**Budget Category**	**Description of Services**	**Invoice $**
0001-0000	LeftField, LLC	2023.009-019	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for December 2024	$ 11,028.00
0002-0000	MDS	0069804	A&E Feasibility Study/Schematic Design	FS Phase Designer Services for December 2024	$ 71,030.00
0003-0000	MDS	0069804	Environmental & Site	FS Phase environmental & Site Services for December 2024	$ 8,539.50
				TOTAL:	$ 90,597.50

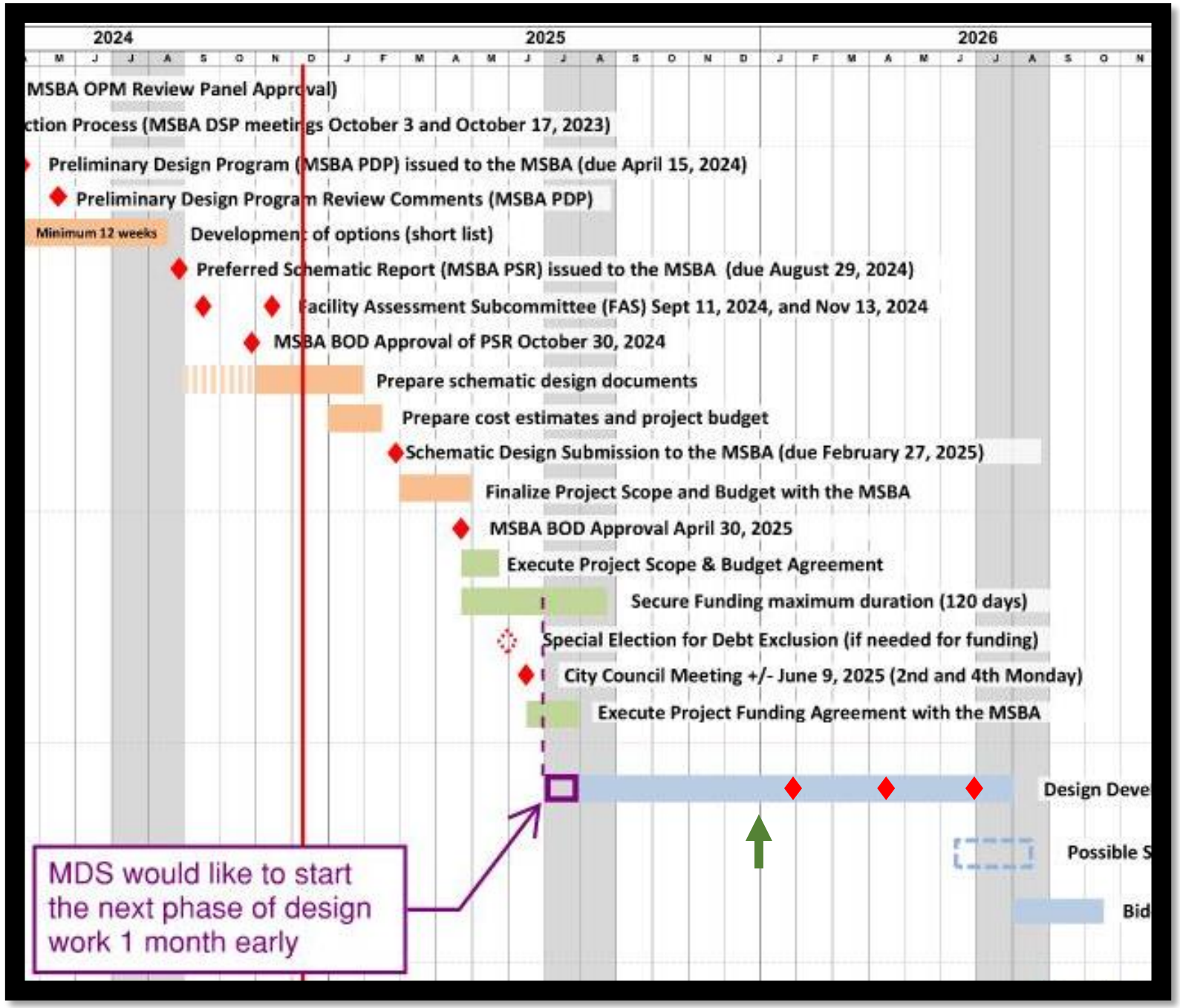
The invoices listed above are consistent with the Total Project Budget and to the best of our knowledge, are eligible for reimbursement from the Massachusetts School Building Authority. Leftfield, LLC recommends that the invoices be approved and paid.

The December 2024 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required January 12, 2025 deadline. All invoices above are included in the December 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.

SCHEDULE FOR DETAILED DESIGN PHASE




2024
2025
2026
MSBA OPM Review Panel Approval)
ction Process (MSBA DSP meetings October 3 and October 17, 2023)
Preliminary Design Program (MSBA PDP) issued to the MSBA (due April 15, 2024)
Preliminary Design Program Review Comments (MSBA PDP)
Minimum 12 weeks
Development of options (short list)
Preferred Schematic Report (MSBA PSR) issued to the MSBA (due August 29, 2024)
Facility Assessment Subcommittee (FAS) Sept 11, 2024, and Nov 13, 2024
MSBA BOD Approval of PSR October 30, 2024
Prepare schematic design documents
Prepare cost estimates and project budget
Schematic Design Submission to the MSBA (due February 27, 2025)
Finalize Project Scope and Budget with the MSBA
MSBA BOD Approval April 30, 2025
Execute Project Scope & Budget Agreement
Secure Funding maximum duration (120 days)
Special Election for Debt Exclusion (if needed for funding)
City Council Meeting +/- June 9, 2025 (2nd and 4th Monday)
Execute Project Funding Agreement with the MSBA
Design Deve
Possible S
Bid
MDS would like to start the next phase of design work 1 month early

INVOICE LOG

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0001-0000	LeftField, LLC	2023.009-019	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for December 2024	$ 11,028.00
0002-0000	MDS	0069804	A&E Feasibility Study/Schematic Design	FS Phase Designer Services for December 2024	$ 71,030.00
0003-0000	MDS	0069804	Environmental & Site	FS Phase environmental & Site Services for December 2024	$ 8,539.50
				TOTAL:	**$ 90,597.50**

WARRANT

A/P VOUCHER TRANSMITTAL FORM

CITY OF LEOMINSTER, MA.

FY25

WARRANT NUMBER: W30FY25
WEEK ENDING: 1/23/2025

VENDOR NUMBER	Vendor Name	ACCOUNT NUMBER		AMOUNT	School	School Dept. Use Only	
		ORG CODE	OBJECT			SCHL P.O.#	INVOICE #
37733	*LeftField, LLC*	3205300	530500	$ 11,028.00	FALL		2023.009-019
40967	*MDS*	3205300	530500	$ 71,030.00	FALL		0069804
40967	*MDS*	3205300	530500	$ 8,539.50	FALL		0069804
			TOTAL	$ 90,597.50			

WARRANT APPROVAL

- “Motion to approve warrant number W30FY25 in the amount of $90,597.50” 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				

BUDGET REVISION REQUEST

ProPay Code	Description	Total Project Budget	Revised Total Budget	Total Committed	% Cmtd to Date	Uncommitted
	FEASIBILITY STUDY AGREEMENT					
0001-0000	OPM Feasibility Study/Schematic Design	$ 1,000,000	$ 1,000,000	$ 397,000	40%	$ 603,000
0002-0000	A&E Feasibility Study/Schematic Design	$ 1,000,000	$ 1,066,535	$ 1,066,535	100%	$ -
0003-0000	Environmental & Site	$ 250,000	$ 286,434	$ 286,434	100%	$ -
0004-0000	Other	$ 250,000	$ 147,031	$ 3,120	2%	$ 143,911
	SUB-TOTAL	$ 2,500,000	$ 2,500,000	$ 1,753,089	70%	$ 746,911

BUDGET REVISION REQUEST

TO: Director of Capital Planning

FROM: Robin Desmond

Leominster Public Schools

Fall Brook Elementary School

MSBA Project ID Number: 2021015300007

DATE: January 14, 2025

RE: Feasibility Study Agreement (FSA) Budget Revision Request, NUMBER: 3

Pursuant to the Feasibility Study Agreement between the City of Leominster (the "District") and the MASSACHUSETTS SCHOOL BUILDING AUTHORITY (the "Authority"), the District hereby requests a revision to the Feasibility Study Budget, Exhibit A, dated February 7, 2023, for the Fall Brook Elementary School Project. As required, the District has provided the information outlined in the table below to indicate the Feasibility Study Budget categories (line items) affected, the amounts needed and the reasons for the proposed revision.

The District acknowledges and agrees that it will not seek reimbursement from the Authority for any costs that exceed the already approved line item limits set forth in Exhibit A until after the Authority has accepted this Feasibility Study Budget Revision Request, and the Authority's ProPay system has been adjusted accordingly.

The District further acknowledges and agrees that in accordance with Section 3.3 of the Feasibility Study Agreement, any revisions to the Feasibility Study Budget will not result in an increase to the grant amount set forth in Section 2.1 of the Feasibility Study Agreement.

The District further acknowledges and agrees that the need for these revisions to the Feasibility Study Budget [have not/have] been identified in the OPM monthly report as required pursuant to the Contract for Owner's Project Management Services between the District and the OPM.

The District further acknowledges and agrees that all of the information contained in this Feasibility Study Agreement Budget Revision Request has been reviewed and approved by the City of Leominster's School Building Committee, called the Fall Brook Building Committee, and it further certifies and acknowledges that the funds to pay for the costs associated with these proposed revisions are available as indicated by the signatures noted below.

The Total Budget in the Current Feasibility Study Budget, Exhibit A of the FSA dated February 7, 2023 is $2,500,000.

From Class' Code	From Classification Name	To Class' Code	To Classification Name	Budget Revision Amount	Reason for transfer (Attach all supporting documentation, e.g., executed contracts, amendments and or supporting invoices for reimbursable expenses)	Amount Remaining in Other	Ineligible/Cost/Scope Items excluded from the Total Facilities Grant
0001-0000	OPM Feasibility Study/Schematic Design	0004-0000	Other	$603,000.00	Transfer unused funds	$750,031.00	

Fall Brook Elementary School BRR #3 1/14/2025

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By signing this Total Project Budget Revision Request, I hereby certify that I have read and understand the terms of this Request and further certify that the information supplied by the District in the tables is true, accurate and complete.

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By: **Robin Desmond**

Title: **Superintendent of Schools**

Date:

By: **Mayor Dean Mazzarella**

Title: **Chair of the School Committee**

Date:

ING AUTHORITY

BUDGET REVISION REQUEST

TO: Director of Capital Planning

FROM: Robin Desmond

Leominster Public Schools

Fall Brook Elementary School

MSBA Project ID Number: 2021015300007

From Class' Code	From Classification Name	To Class' Code	To Classification Name	Budget Revision Amount	Reason for transfer (Attach all supporting documentation, e.g., executed contracts, amendments and or supporting invoices for reimbursable expenses)	Amount Remaining in Other	Ineligible/Cost/Scope Items excluded from the Total Facilities Grant
0001-0000	OPM Feasibility Study/Schematic Design	0004-0000	Other	$603,000.00	Transfer unused funds	$750,031.00	

monthly report as required pursuant to the Contract for Owner's Project Management Services between the District and the OPM.

The District further acknowledges and agrees that all of the information contained in this Feasibility Study Agreement Budget Revision Request has been reviewed and approved by the City of Leominster's School Building Committee, called the Fall Brook Building Committee, and it further certifies and acknowledges that the funds to pay for the costs associated with these proposed revisions are available as indicated by the signatures noted below.

The Total Budget in the Current Feasibility Study Budget, Exhibit A of the FSA dated February 7, 2023 is $2,500,000.

From Class' Code	From Classification Name	To Class' Code	To Classification Name	Budget Revision Amount	Reason for transfer (Attach all supporting documentation, e.g., executed contracts, amendments and or supporting invoices for reimbursable expenses)	Amount Remaining in Other	Ineligible/Cost/Scope Items excluded from the Total Facilities Grant
0001-0000	OPM Feasibility Study/Schematic Design	0004-0000	Other	$603,000.00	Transfer unused funds	$750,031.00	

By signing this Total Project Budget Revision Request, I hereby certify that I have read and understand the terms of this Request and further

By signing this Total Project Budget Revision Request, I hereby certify that I have read and understand the terms of this Request and further

BUDGET REVISION REQUEST

- "Motion to approve Budget Revision Request No. 003 to transfer $603,000.00 from *0001-0000 OPM Feasibility Study/Schematic Design* to *0004-0000 Other*" 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 — **December 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	$ (603,000)	$ 397,000	$ 397,000	100%	$ 374,952	94%	$ 22,048	$ -	BRR#3
0002-0000	A&E Feasibility Study/Schematic Design	$ 1,000,000	$ 66,535	$ 1,066,535	$ 1,066,535	100%	$ 782,415	73%	$ 284,120	$ -	BRR#1
0003-0000	Environmental & Site	$ 250,000	$ 36,434	$ 286,434	$ 286,434	100%	$ 121,093	42%	$ 165,342	$ -	BRR#2
0004-0000	Other	$ 250,000	$ 500,031	$ 750,031	$ 3,120	0%	$ 3,120	0%	$ -	$ 746,911	BRR#1, #2, #3
	SUB-TOTAL	$ 2,500,000	$ -	$ 2,500,000	$ 1,753,089	70%	$ 1,281,580	51%	$ 471,510	$ 746,911	
	TOTAL PROJECT BUDGET	$ 2,500,000	$ -	$ 2,500,000	$ 1,753,089	70%	$ 1,281,580	51%	$ 1,218,421	$ 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
#3	FSA Amendment No.3	1/14/2025	Transfer $603,000 from OPM to Other for OPM Contract

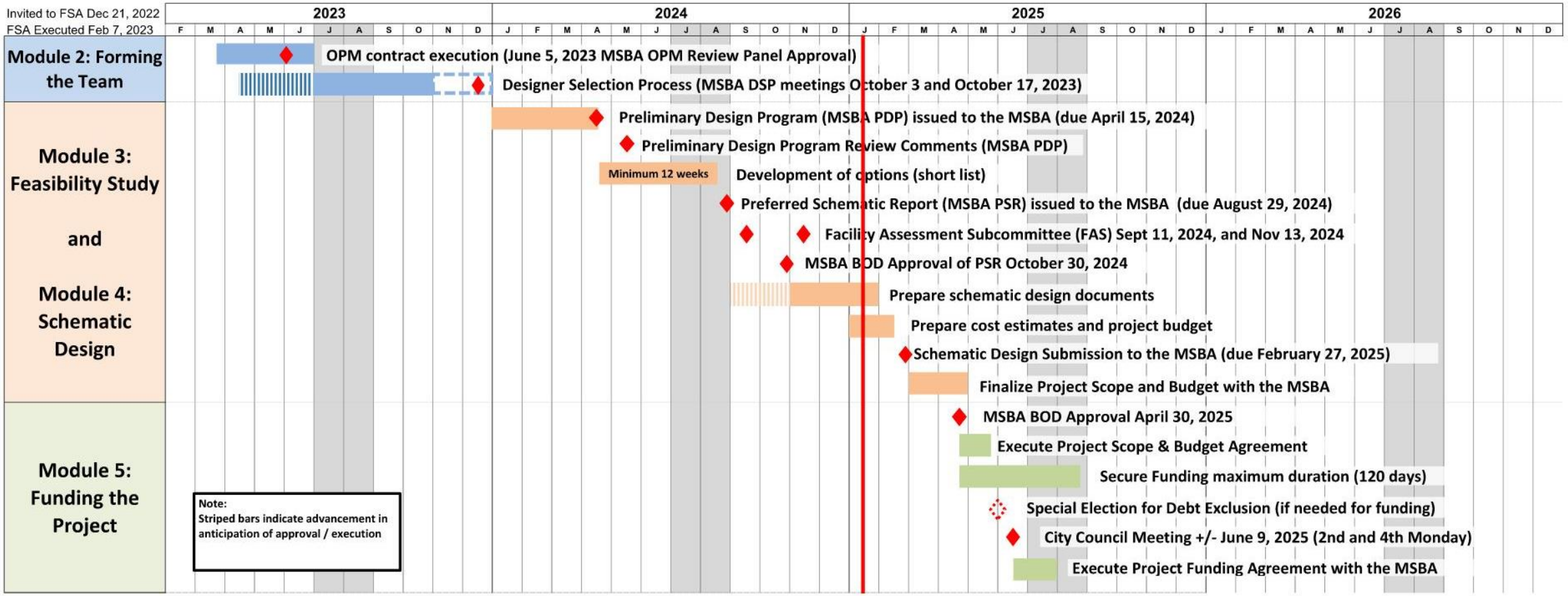
FEASIBILITY BUDGET

As of December 2024:

- Committed: 70%
- Expended: 51%

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	$ (603,000)	$ 397,000	$ 397,000	100%	$ 374,952	94%
0002-0000	A&E Feasibility Study/Schematic Design	$ 1,000,000	$ 66,535	$ 1,066,535	$ 1,066,535	100%	$ 782,415	73%
0003-0000	Environmental & Site	$ 250,000	$ 36,434	$ 286,434	$ 286,434	100%	$ 121,093	42%
0004-0000	Other	$ 250,000	$ 500,031	$ 750,031	$ 3,120	0%	$ 3,120	0%
	SUB-TOTAL	$ 2,500,000	$ -	$ 2,500,000	$ 1,753,089	70%	$ 1,281,580	51%
	TOTAL PROJECT BUDGET	$ 2,500,000	$ -	$ 2,500,000	$ 1,753,089	70%	$ 1,281,580	51%

FEASIBILITY SCHEDULE



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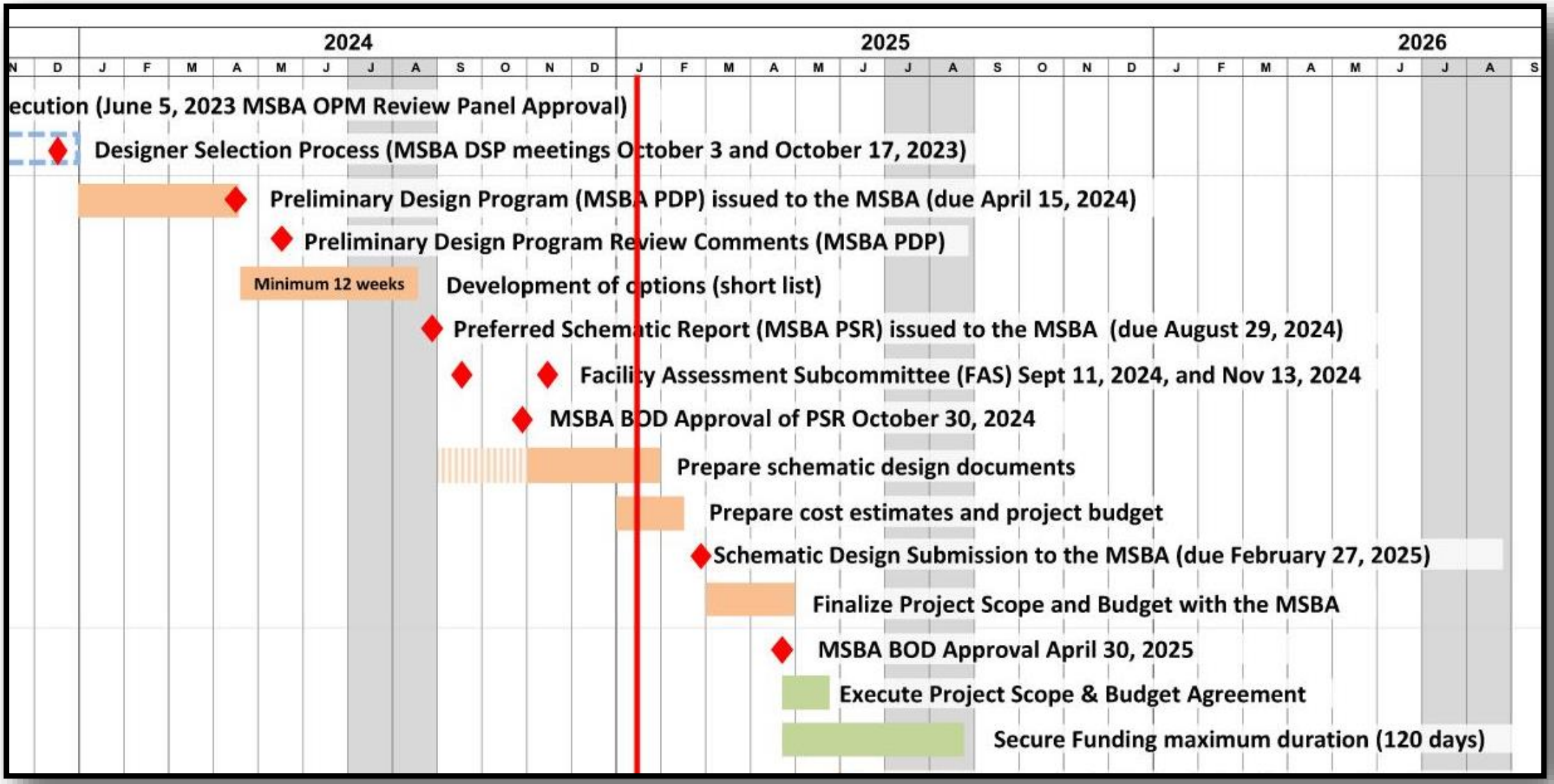

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DESIGNER REPORT

Switch to MDS presentation

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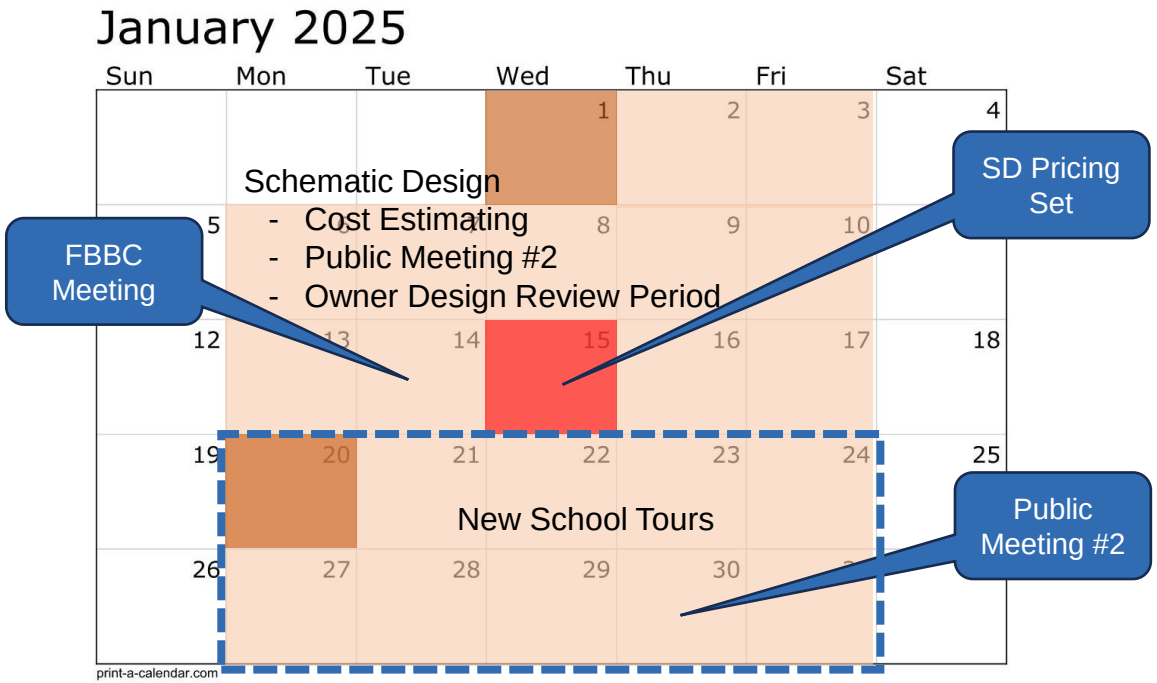
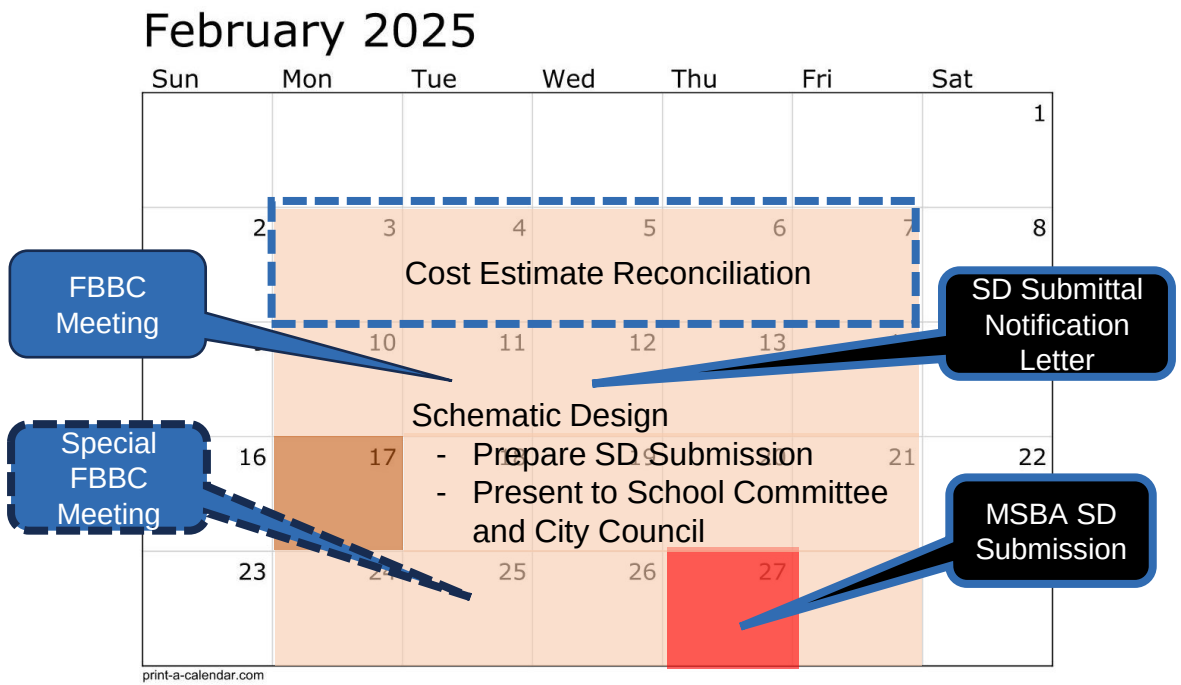
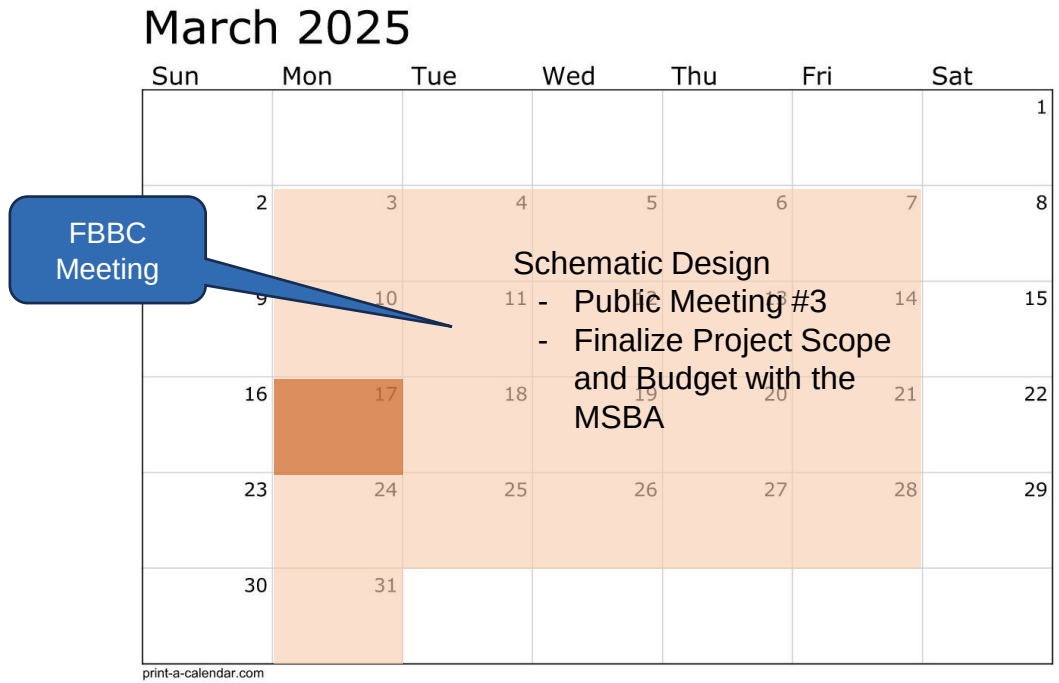
NEXT STEPS

- Thursday 1/30/25, 6:00pm — Public Meeting #2
- Tuesday 2/11/25, 1:00pm — Regular FBBC Meeting
- Tuesday 2/25/25, 1:00pm — Special FBBC Meeting
- Thursday 2/27/25 — SD Submission to MSBA
- Tuesday 3/11/25, 1:00pm — Regular FBBC Meeting

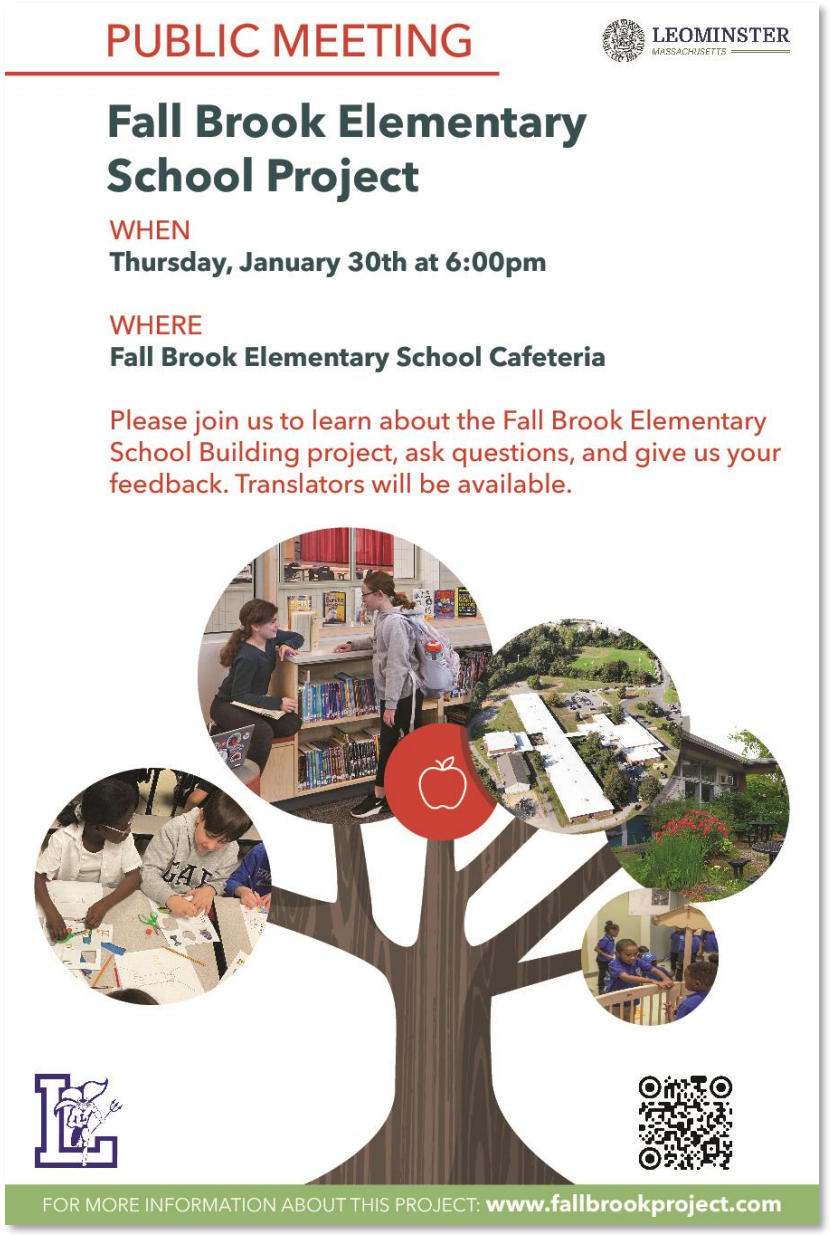






PUBLIC MEETING #2

- 2nd in Public Meeting series
- Thursday, January 30, 2025
- Fall Brook cafetorium
- Will be posted as a FBBC meeting
- Advertisement
  - Project website
  - City's website
  - Leominster Public School's website
  - Superintendent's weekly newsletter via Smore
    - Appears on LPS's Facebook page
    - Leominster Unite Facebook page
  - Mayor's Constant Contact account
  - Sentinel and Enterprise Newspaper running a story



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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