

**Fall Brook
Elementary School**
Leominster, MA

Fall Brook Building
Committee Meeting #28

April 8, 2025



LEOMINSTER
MASSACHUSETTS




DRAFT

 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. Feasibility Study Budget Update
 - e. Project Schedule Update
 3. Designer Report
 - a. MSBA Schematic Design Review Comments
 - b. Proposal for Geotechnical Investigations - **Vote**
 - c. Culvert and Sewer contracts – **Vote**
 - d. Module 6: Detailed Design Phase – **Vote**
 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. Jacob Fleming		
Mr. Steven Mammone		
Mayor Dean Mazarella, Chair		
Ms. Melanie Mikels		
Mr. Elliot Nadeau		
Ms. Jennifer Reddington		
Mr. Brandon Robbins		
Mr. Jeffrey Sullivan		

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MEETING MINUTES FOR APPROVAL

- “Motion to approve the March 11, 2025, 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. Jacob Fleming				
Mr. Steven Mammone				
Mayor Dean Mazarella, Chair				
Ms. Melanie Mikels				
Mr. Elliot Nadeau				
Ms. Jennifer Reddington				
Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				

INVOICE LOG



MEMORANDUM

To: Gregory Chapdelaine, Purchasing Agent
From: Linda Liporto, LeftField, LLC
Date: April 7, 2025
Re: Fall Brook Elementary School - March 2025 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		OPM Feasibility Study/Schematic Design		No Invoice
0002-0000	MDS	69913	A&E Feasibility Study/Schematic Design	FS Phase Designer Services for March 2025	\$ 94,708.00
0003-0000	MDS	69913	Environmental & Site	FS Phase environmental & Site Services for March 2025	\$ 74,874.93
TOTAL:					\$ 169,582.93

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 March 2025 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required April 12, 2025 deadline. All invoices above are included in the March 2025 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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0001-0000	LeftField, LLC		OPM Feasibility Study/Schematic Design		No Invoice
0002-0000	MDS	69913	A&E Feasibility Study/Schematic Design	FS Phase Designer Services for March 2025	\$ 94,708.00
0003-0000	MDS	69913	Environmental & Site	FS Phase environmental & Site Services for March 2025	\$ 74,874.93
				TOTAL:	\$ 169,582.93

WARRANT APPROVAL

- “Motion to approve warrant number W42FY25 in the amount of \$169,582.93” 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. Jacob Fleming				
Mr. Steven Mammone				
Mayor Dean Mazarella, Chair				
Ms. Melanie Mikels				
Mr. Elliot Nadeau				
Ms. Jennifer Reddington				
Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				



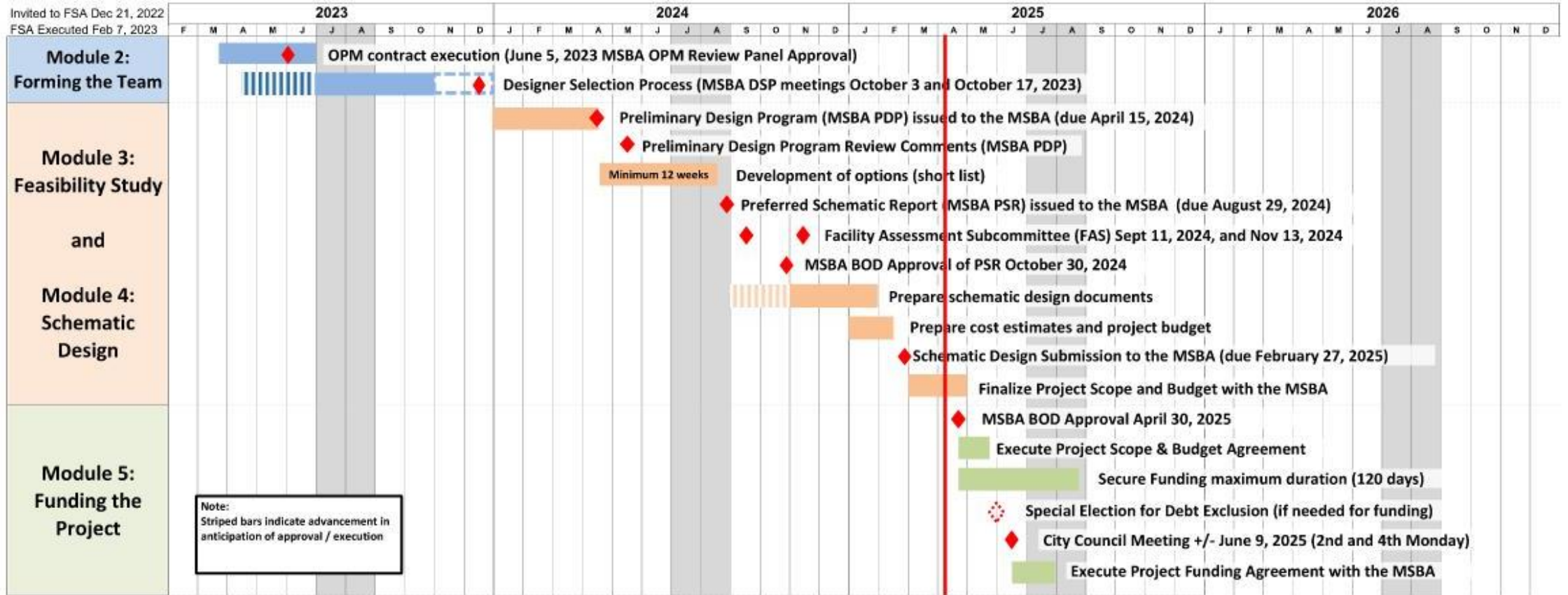
FEASIBILITY BUDGET

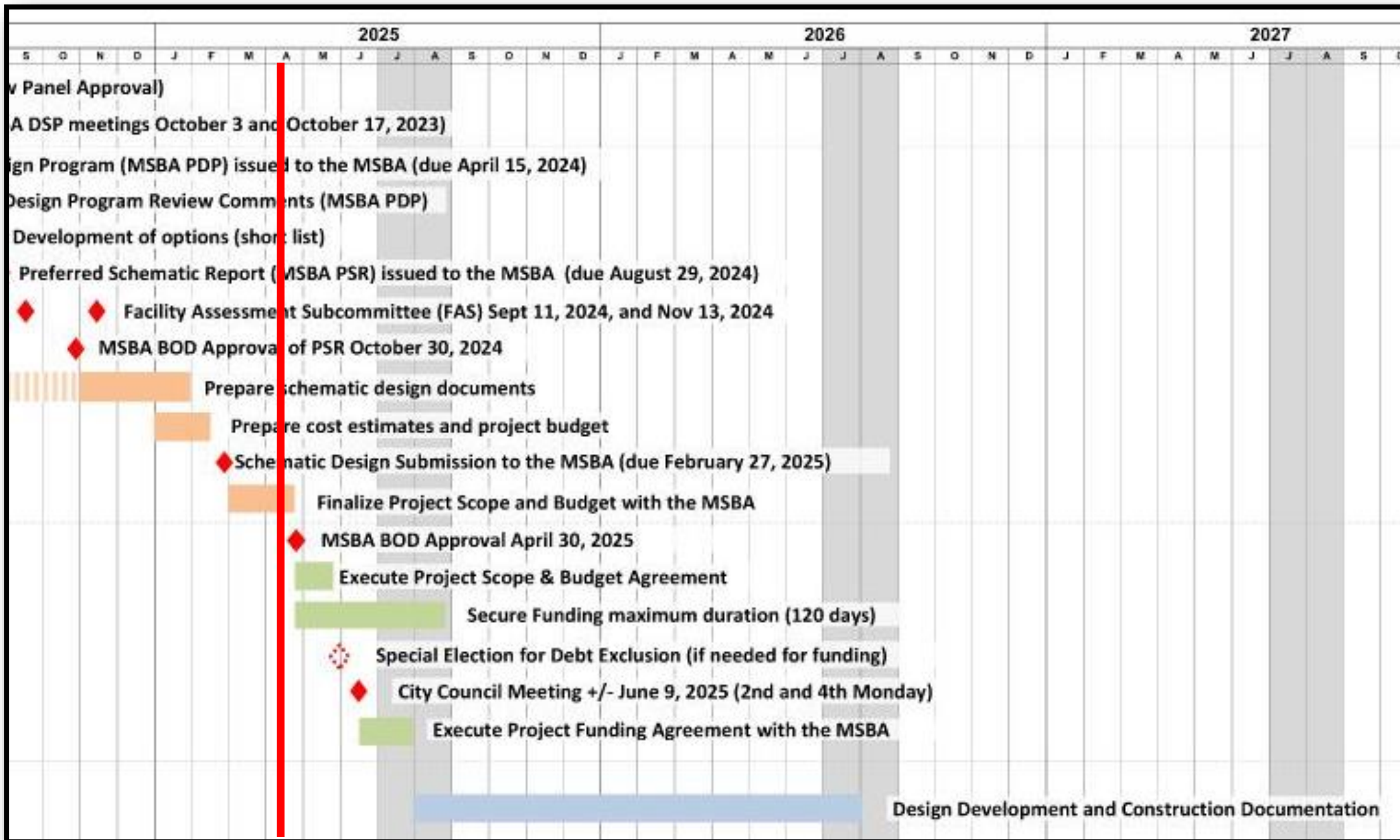
As of Mach 2025:

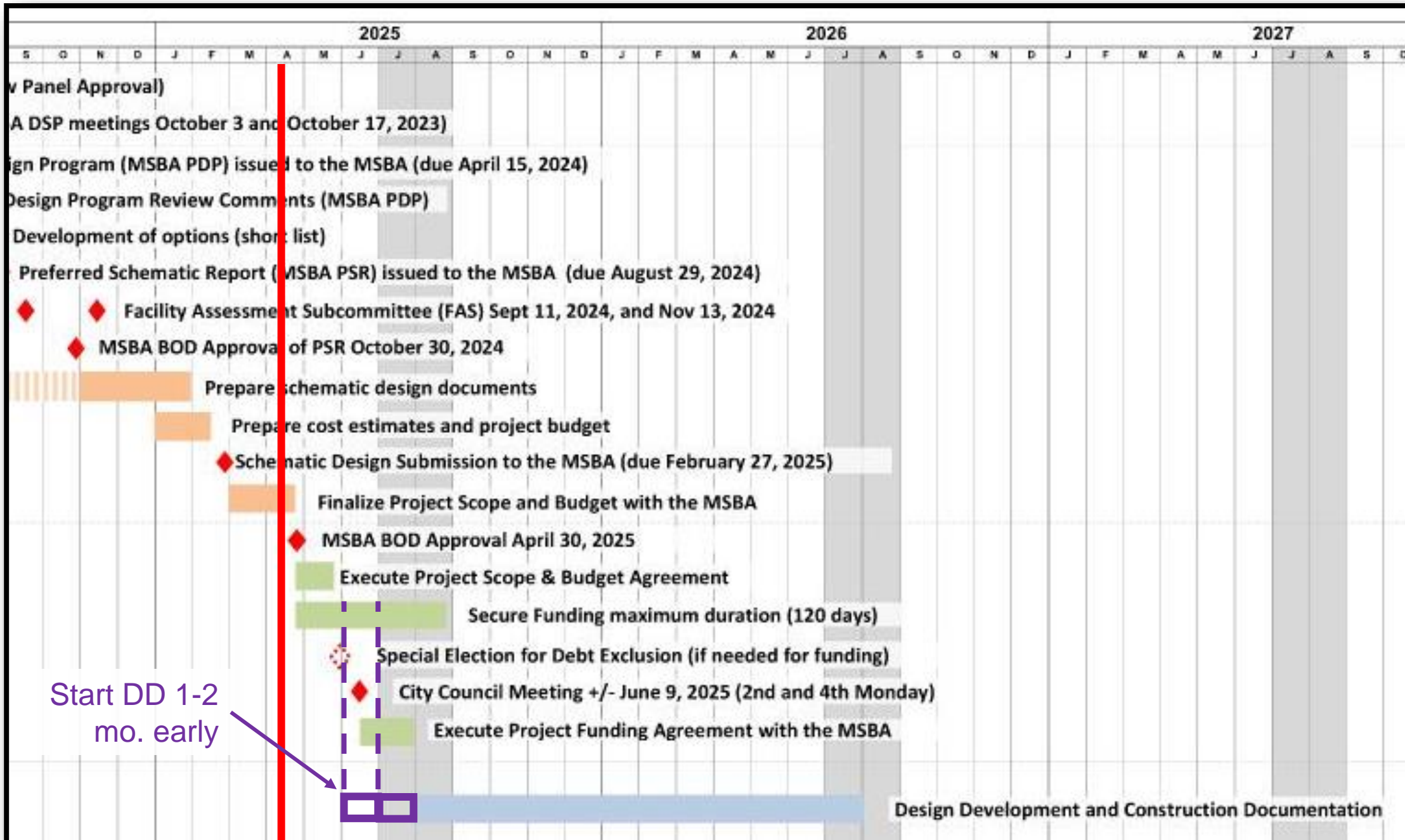
- Committed: 70%
- Expended: 69%

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%	\$ 397,000	100%
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,000,000	\$ 66,535	\$ 1,066,535	\$ 1,066,535	100%	\$ 1,066,535	100%
0003-0000	Environmental & Site	\$ 250,000	\$ 36,434	\$ 286,434	\$ 286,434	100%	\$ 249,146	87%
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%	\$ 1,715,801	69%
TOTAL PROJECT BUDGET		\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,753,089	70%	\$ 1,715,801	69%

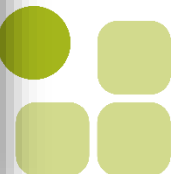
FEASIBILITY SCHEDULE







Start DD 1-2
mo. early



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MSBA SCHEMATIC DESIGN REVIEW COMMENTS

- MSBA Review comments received April 2, 2025
- Two weeks for the District to respond, due April 16, 2025
- Project team working with the District to respond
- Response will be shared with the FBBC

GEOTECHNICAL PROPOSAL

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- Design Team requests additional subsurface exploration
 - Geotechnical investigations needed to design the stormwater management system
- MSBA considers the cost ineligible due to the timing
- Scope minimized to reduce burden on District
- Approximately \$23K

GEOTECHNICAL PROPOSAL

- “Motion to authorize the city to contract MDS for additional geotechnical investigations” made by _____, seconded by _____.
- Discussion
- Vote

Voting Member	Yes	No	Excused	Absent
Mr. Peter Angelini				
Mr. Mark Bodanza				
Mr. Greg Chapdelaine				
Mr. Bill Charpentier				
Ms. Robin Desmond				
Mr. Jacob Fleming				
Mr. Steven Mammone				
Mayor Dean Mazarella, Chair				
Ms. Melanie Mikels				
Mr. Elliot Nadeau				
Ms. Jennifer Reddington				
Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				

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CULVERT AND SEWER PROPOSALS

- The Design Team was contracted for designer services through permitting of the sewer and culvert
- MDS & Langan have provided proposals for construction documents and construction administration
 - Sewer line relocation: \$
 - Culvert re-lining: \$

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GEOTECHNICAL PROPOSAL

- “Motion to authorize the city to contract MDS for design services through construction documentation construction administration phase for the sewer line relocation scope in the amount of \$___ and for the culvert re-lining scope in the amount of \$___” made by _____, seconded by _____.
- Discussion
- Vote

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Voting Member	Yes	No	Excused	Absent
Mr. Peter Angelini				
Mr. Mark Bodanza				
Mr. Greg Chapdelaine				
Mr. Bill Charpentier				
Ms. Robin Desmond				
Mr. Jacob Fleming				
Mr. Steven Mammone				
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PUBLIC MEETING #3

- Public Meeting #3 was held March 18, 2025
- Full remote on Zoom
- Attendance was modest
- Recording has been posted to the project website and LCTV

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- ➔ 6. Next Steps
7. Adjournment

NEXT STEPS

- Wednesday 4/30/25, TBD MSBA BoD Meeting
- Monday 6/2/25 Start Detailed Design – if approved
- Tuesday 7/8/25, 1:00pm Regular FBBC Meeting – if DD started
- Tuesday 8/12/25, 1:00pm Regular FBBC Meeting

May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Funding the Project
 - Receive and sign PSBA District appropriate funding
 - Receive proposals for continued project management and design services

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April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FBBC Meeting

Schematic Design
 - Finalize Project Scope and Budget with the MSBA

MSBA BoD Meeting

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June 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

City Council Vote

City Council Vote

Funding the Project
 - Receive and sign PSBA District appropriate funding
 - Start Detailed Design?

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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. Jacob Fleming				
Mr. Steven Mammone				
Mayor Dean Mazarella, Chair				
Ms. Melanie Mikels				
Mr. Elliot Nadeau				
Ms. Jennifer Reddington				
Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				

THANK YOU!



THE RIGHT CHOICE IN PROJECT MANAGEMENT

