

**Fall Brook
Elementary School**
Leominster, MA

Fall Brook Building
Committee Meeting #29

June 10, 2025



LEOMINSTER
MASSACHUSETTS




DRAFT

 LeftField

MDS
ARCHITECTS

TODAY'S AGENDA


- 
1. Call to Order & Roll Call
 2. Administrative Actions
 - a. Warrant – **Vote**
 - b. Budget Update
 - c. Budget Revision Request No.4 – **Vote**
 3. 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		

TODAY'S AGENDA

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1. Call to Order & Roll Call
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INVOICE LOG



MEMORANDUM

To: Gregory Chapdelaine, Purchasing Agent
From: Linda Liporto, LeftField, LLC
Date: June 9, 2025
Re: Fall Brook Elementary School - May 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
0003-0000	MDS	69924	Environmental & Site	FS Phase environmental & Site Services for May 2025	\$ 23,329.00
				TOTAL:	\$ 23,329.00

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

INVOICES (Payments)					
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0001-0000	LeftField, LLC		OPM Feasibility Study/Schematic Design		No Invoice
0003-0000	MDS	69924	Environmental & Site	FS Phase environmental & Site Services for May 2025	\$ 23,329.00
				TOTAL:	\$ 23,329.00

WARRANT

WARRANT NUMBER: W51FY25
WEEK ENDING: 6/19/2025

VENDOR NUMBER	Vendor Name	ACCOUNT NUMBER		AMOUNT	School	School Dept. Use Only	
		ORG CODE	OBJECT			SCHL P.O.#	INVOICE #
40967	MDS	3205300	530500	\$ 23,329.00	FALL		0069924
TOTAL				\$ 23,329.00			



WARRANT APPROVAL

- “Motion to approve warrant number W51FY25 in the amount of \$23,329.00” 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. 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 May 2025:

- Committed: 77%
- Expended: 70%

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	\$ 446,012	156%	\$ 272,475	95%
0004-0000	Other	\$ 250,000	\$ 500,031	\$ 750,031	\$ 3,120	0%	\$ 3,120	0%
	SUB-TOTAL	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,912,667	77%	\$ 1,739,130	70%
	TOTAL PROJECT BUDGET	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,912,667	77%	\$ 1,739,130	70%

BUDGET REVISION REQUEST #4

Move \$159,578

from *0000-0004 Other*

to *0000-0003 Environmental & Site*

Reason:

To fund Designer Contract Amendment No. 4 for additional geotechnical investigations for stormwater system design and professional engineering services for culvert improvements and sanitary sewer realignment.

Fall Brook Elementary School BRR #4 6/10/2025

TO: Director of Capital Planning
 FROM: Robin Desmond
 Leominster Public Schools
 Fall Brook Elementary School
 MSBA Project ID Number: 2021015300007

DATE: June 10, 2025
 RE: Feasibility Study Agreement (FSA) Budget Revision Request, NUMBER: 4

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
0004-0000	Other	0003-0000	Environmental & Site	\$159,578.00	Transfer to fund Designer Contract Amendment No.4 for additional geotechnical investigations for stormwater system design	\$590,493.00	

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Fall Brook Elementary School BRR #4 6/10/2025

and professional engineering services for culvert improvements and sanitary sewer realignment.		

set Budget Revision but I have read and is Request and further supplied by the District re and complete.

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.

By: Mayor Dean Mazzarella
 Title: Chair of the School Committee
 Date:

MASSACHUSETTS SCHOOL BUILDING AUTHORITY

By: _____
 Title: Director of Capital Planning
 Date:

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BUDGET REVISION REQUEST #4

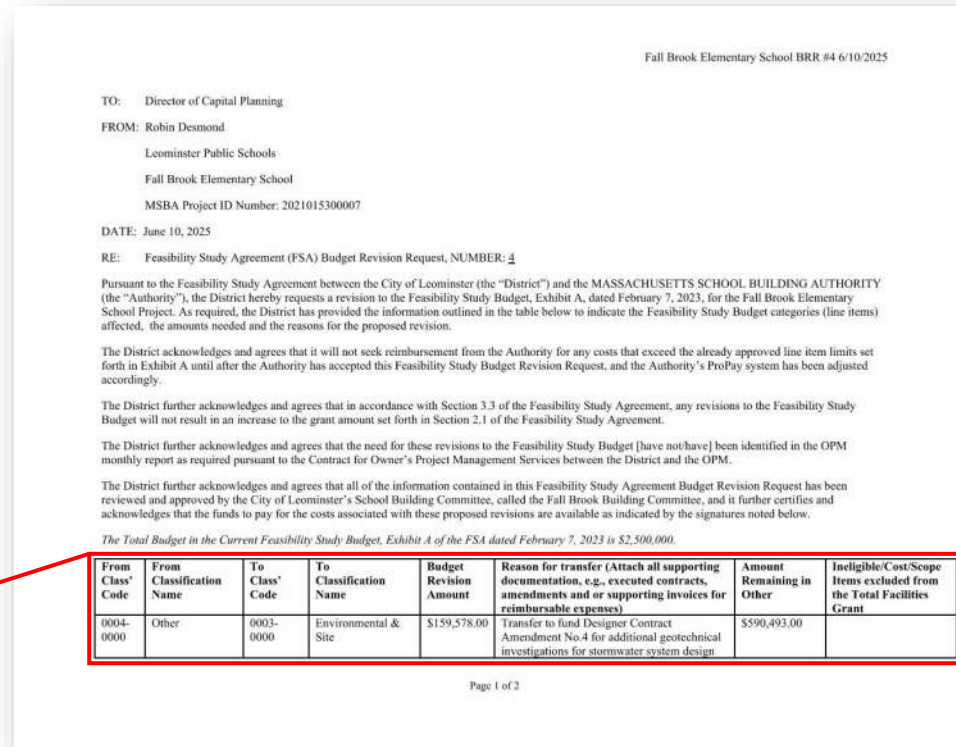
Move \$159,578

from **0000-0004 Other**

to **0000-0003 Environmental & Site**

Reason:

To fund Designer Contract Amendment No. 4 for additional geotechnical investigations for stormwater system design and professional engineering services for culvert improvements and sanitary sewer realignment.



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
0004-0000	Other	0003-0000	Environmental & Site	\$159,578.00	Transfer to fund Designer Contract Amendment No.4 for additional geotechnical investigations for stormwater system design	\$590,493.00	

FEASIBILITY BUDGET

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%
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0004-0000	Other	\$ 250,000	\$ 500,031	\$ 750,031	\$ 3,120	0%	\$ 3,120	0%
	SUB-TOTAL	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,912,667	77%	\$ 1,739,130	70%
	TOTAL PROJECT BUDGET	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,912,667	77%	\$ 1,739,130	70%

FEASIBILITY BUDGET

Move \$159,578 from *Other* to *Environmental & Site* to balance the accounting

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Balance To Spend	Uncommitted
FEASIBILITY STUDY AGREEMENT								
0001-0000	OPM Feasibility Study/Schematic Design	\$ 1,000,000	\$ (603,000)	\$ 397,000	\$ 397,000	100%	\$ -	\$ -
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,000,000	\$ 66,535	\$ 1,066,535	\$ 1,066,535	100%	\$ -	\$ -
0003-0000	Environmental & Site	\$ 250,000	\$ 36,434	\$ 286,434	\$ 446,012	156%	\$ 173,537	\$ (159,578)
0004-0000	Other	\$ 250,000	\$ 500,031	\$ 750,031	\$ 3,120	0%	\$ -	\$ 746,911
	SUB-TOTAL	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,912,667	77%	\$ 173,537	\$ 587,333
	TOTAL PROJECT BUDGET	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,912,667	77%	\$ 760,870	\$ 587,333

BUDGET REVISION REQUEST #4

- “Motion to approve Budget Revision Request No.4 to transfer \$159,578.00 from 0000-0004 Other to 0000-0003 Environmental & Site” 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				

TODAY'S AGENDA

1. Call to Order & Roll Call
2. Administrative Actions
 - a. Warrant – **Vote**
 - b. Budget Update
 - c. Budget Revision Request No.4 – **Vote**
- 3. Adjournment

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

