

FALL BROOK ELEMENTARY SCHOOL PROJECT – Leominster, MA

FALL BROOK BUILDING COMMITTEE (FBBC) MEETING #28

Tuesday, April 8, 2025

In-Person

1:00pm

Office of Emergency Management
 37 Carter Street, Leominster, MA

Peter Angelini	Mark Bodanza	Greg Chapdelaine	Bill Charpentier
Robin Desmond	Jacob Fleming	Steven Mammone	Dean Mazzarella, Chair
Melanie Mikels	Elliot "Butch" Nadeau	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	X	City Councilor
Mr. Mark Bodanza		City Councilor
Mr. Greg Chapdelaine	X	City Purchasing Agent
Mr. Bill Charpentier	X	City Building Inspector
Ms. Robin Desmond		Superintendent of Schools
Mr. Jacob Fleming	X	Leominster DPW Business Manager
Mr. Steven Mammone	Remote	Asst. Superintendent of Schools
Mayor Dean Mazzarella, Chair	Arr. 1:45pm	Mayor and School Committee member
Ms. Melanie Mikels	X	School Business Manager
Mr. Elliot Nadeau	X	School Facilities Director
Ms. Jennifer Reddington	X	City Comptroller
Mr. Brandon Robbins		City Councilor
Mr. Jeffrey Sullivan		Fall Brook Elementary School Principal
Other Participants		
Meredith Tarr	X	City of Leominster
John Roseberry		City of Leominster
Christine Silverman		Leominster Public Schools
Richard Bergeron		Leominster Public Schools

Will Sullivan		Leominster Public Schools
Mark Maillet		Renaud HVAC & Controls, Inc.
Craig DiCarlo	X	LeftField, Project Director
Linda Liporto	Remote	LeftField, Senior Project Manager
Jim Rogers		LeftField, President
Adele Sands		LeftField, Education Liaison
Nereyda Rodriguez	Remote	Miller Dyer Spears, Principal In Charge
Danyul Cho	Remote	Miller Dyer Spears, Project Manager
Amy MacKrell		Miller Dyer Spears, Principal
Erica Patten		Miller Dyer Spears, Project Architect
Kristen Hill		Vaysen Studio
Lena Owens		Studio 2112
Lynne Giesecke		Studio 2112
Dana Geva		Studio 2112
Frank Holmes		Langan
Maggie Laracy		Langan
Keith Lane		GGD Consulting Engineers
Louis Vieira		GGD Consulting Engineers
David Pereira		GGD Consulting Engineers

1 – Call to Order

Councilor Angelini called the meeting to order at 1:05pm.

Roll call was taken and a quorum was present.

2 – Administrative Actions

2a – Previous Meeting Minutes

A motion to approve the minutes of the meeting held on March 11, 2025, was made by Mr. Chapdelaine and seconded by Mr. Charpentier. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

2b – Invoice Log and Warrant Approval

LeftField presented the invoice log and warrant for March invoices for design services by MDS, totaling \$169,582.93. There are no more invoices for OPM services for this phase of the project.

A motion to approve warrant number W42FY25 in the amount of \$169,582.93 was made by Mr. Chapdelaine and seconded by Ms. Reddington. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

2c – Budget Update

LeftField presented the Feasibility budget through March 2025. The project has committed 70% and expended 69% of the Feasibility and Schematic Design Phase budget. Expenses are in line with the progress of the work.

Later in this meeting, LeftField will present three proposals for additional services which are intended to be included in the Feasibility Study and Schematic Design budget.

2d – Project Schedule Update

LeftField presented the current Feasibility Study and Schematic Design schedule. The project is anticipated to be considered for a Project Scope and Budget Agreement (PSBA) by the MSBA Board of Directors on April 30, 2025. Upon authorization of the PSBA, the city will have 120 days to secure funding for the project. Based on conversations with the mayor, the City Council is anticipated to vote on funding the project in June 2025. After project funding has been secured, the MSBA and district will execute the Project Funding Agreement (PFA) which will allow the district to re-commence requests for reimbursements for the upcoming phases of the project.

3 – Designer Report

3a – MSBA Schematic Design Review Comments

LeftField reported that the Schematic Design package, which was submitted February 27, 2025, has been reviewed by the MSBA and comments were received on April 2, 2025. MDS, LeftField, and the city have been coordinating a response, which is due back to the MSBA on April 16, 2025.

LeftField will share with the FBBC the final version of the district response to the MSBA Schematic Design review comments.

3b – Proposal for Additional Geotechnical Investigations

LeftField presented a design team request for a contract amendment for additional geotechnical testing by Langan. The testing is for groundwater levels and thus must be performed in the spring to get accurate information, but due to the timing of the investigation being after the Schematic Design submission and before the start of Detailed Design, the MSBA has advised they will not reimburse for the cost. In response, LeftField asked the design team to reduce the scope to include only the tests that must be performed at this time and defer other tests to the Detailed Design phase so they will be eligible for reimbursement. The fee for MDS/Langan to perform the additional investigations this spring is \$21,820.00.

MDS advised that two independent proposals were received, from Langan and LGCI, and they are very close in price. MDS recommends Langan be hired to perform the investigation because the results will

directly inform their portion of the design.

3c – Culvert and Sewer

LeftField reported on interactions with the MSBA regarding the culvert and sewer scope. The MSBA decided to allow the district to include the culvert re-lining and sewer line replacement scope in the project but considers it ineligible for reimbursement. The MSBA's Director of Project Management strongly recommended against the solicitation of construction work from being bundled with any other construction services in the city, i.e., the sewer line relocation should not be procured with a DPW annual service contract that includes scopes of work in other locations around the city.

A discussion was held about the pros and cons of the work being included in the scope of the project. The FBBC decided to leave the scope in the school project and procure it separate from the DPW service contract.

MDS reported that the Conservation Commission (ConCom) hearing held on March 25, 2025, went well and was continued to the ConCom meeting on April 22, 2025. MassDEP comments were received and will be considered by the ConCom.

MDS/Langan were contracted through schematic design and permitting, which is nearly complete. They have provided two proposals for professional services during construction documents and construction administration in the amount of \$94,920.00 for the culvert re-lining and in the amount of \$98,355.00 for the sewer line relocation. LeftField has included these proposals in Designer Contract Amendment No. 004.

The FBBC asked the design team to review whether the design services for the culvert re-lining and sewer line relocation could be combined to reduce the cost for the wetland consultant, rare species consultant, or any other aspect of the design work that could be made more efficient. MDS noted that several line items are "not to exceed", so if fewer hours of work are actually performed, the city will not be charged for the unused portion. The city will procure the construction scope as a single project if that helps to reduce the design effort and cost.

A motion to authorize the city to execute *Contract for Designer Services Amendment No. 004* including design services for 1) additional geotechnical investigations for the proposed stormwater management system in the amount of \$21,820.00, 2) culvert improvements early construction package in the amount of \$94,920.00 or a reduced value by combining scopes, and 3) sanitary sewer line relocation early construction package in the amount of \$98,355.00 or a reduced value by combining scopes, for a total value of no more than \$215,095.00 pending revised proposals from MDS/Langan and subject to review and acceptance by Mr. Chapdelaine, Ms. Reddington, and Ms. Mikels in between FBBC meetings, was made by Mr. Chapdelaine, seconded by Ms. Reddington.

There was no further discussion. A show of hands vote was taken.

Voting Member	Yea	Nay	Abstain	Not Present
Mr. Peter Angelini	X			
Mr. Mark Bodanza				X
Mr. Greg Chapdelaine	X			
Mr. Bill Charpentier	X			
Ms. Robin Desmond				X
Mr. Jacob Fleming	X			
Mr. Steven Mammone	X			
Mayor Dean Mazzarella, Chair				X
Ms. Melanie Mikels	X			
Mr. Elliot Nadeau	X			
Ms. Jennifer Reddington	X			
Mr. Brandon Robbins				X
Mr. Jeffrey Sullivan				X

The motion carried 8-0-0.

3d – Budget Revision Request #4

LeftField recommended tabling the discussion of Budget Revision Request #4 until when the final value of Designer Contract Amendment No. 004 is known.

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

4a – Public Meeting #3 Recap

LeftField provided a brief report of Public Meeting #3 which was held on March 18, 2025. The meeting was held fully remote on Zoom. Like the prior to public meetings, attendance was modest. Public Meeting #3 was recorded and posted to LCTV and the project website to help spread information about the project.

5 – Public Comment

There were no public comments.

6 – Next Steps

LeftField presented the meetings and activities planned for the next three months. The MSBA Board of Directors is scheduled to meet and vote on the Project Scope and Budget Agreement on April 30, 2025.

Once the MSBA approves the Project Scope and Budget Agreement, the district will have 120 days to authorize and fund the project, which will require a set of votes by the City Council.

LeftField does not anticipate a need for the FBBC to meet in May or June. LeftField recommends holding the meeting dates and times for now in case a need to meet arises. If there is no need to meet, LeftField will cancel the previously sent calendar invitations at least a week before each of the meetings. If the city and building committee authorize the design team to begin Detailed Design ahead of schedule, the FBBC will reconvene on July 8, 2025. If the May, June, and July meetings are not held, the next FBBC meeting will be on August 12, 2025.

LeftField advised that the FBBC meeting series calendar invitation was recently extended by a year, but that the day and time can be changed by the FBBC at any point if needed.

The city previously requested LeftField and MDS submit their proposals for the remaining phases of the project and give the city the opportunity to negotiate prior to authorization for an early start to Detailed Design. LeftField and MDS will submit their proposals ahead of the previously planned date of May 1, 2025, to get the process of negotiation started as soon as possible.

7 – Adjournment

A motion to adjourn the meeting was made by Mr. Chapdelaine and seconded by Mr. Charpentier. There was no discussion. A show of hands vote was taken. The motion carried unanimously. The meeting was adjourned at 1:47pm.

Documents and Exhibits

- Fall Brook Building Committee Meeting #28 slideshow presentation by LeftField, dated 4/8/25

Attachments

- None