

**Fall Brook
Elementary School**
Leominster, MA

Fall Brook Building
Committee Meeting #30

July 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 & Project Budget Update
 - e. Project Schedule Update
 3. Designer Report
 - a. Design Development Update
 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 April 8, 2025, and June 10, 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: July 3, 2025
Re: Fall Brook Elementary School - June 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 | | Design Development | | No Invoice |
| 0003-0000 | MDS | 69966 | Environmental & Site | FS Phase environmental & Site Services for June 2025 | \$ 14,828.29 |
| 0201-0400 | MDS | 69966 | Design Development | Design Development Services for June 2025 | \$ 62,250.00 |
| TOTAL: | | | | | \$ 77,078.29 |

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 June 2025 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required July 12, 2025 deadline. All invoices above are included in the June 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) | | | | | |
|---------------------|----------------|-----------|----------------------|--|---------------------|
| ProPay Code | Vendor | Invoice # | Budget Category | Description of Services | Invoice \$ |
| 0001-0000 | LeftField, LLC | | Design Development | | No Invoice |
| 0003-0000 | MDS | 69966 | Environmental & Site | FS Phase environmental & Site Services for June 2025 | \$ 14,828.29 |
| 0201-0400 | MDS | 69966 | Design Development | Design Development Services for June 2025 | \$ 62,250.00 |
| | | | | TOTAL: | \$ 77,078.29 |

WARRANT APPROVAL

- “Motion to approve warrant number W03FY26 in the amount of \$77,078.29” 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

Feasibility Budget:

\$2,500,000

As of June 2025:

- Committed: 77%
- Expended: 70%

Budget Revision Request #4 to fund Designer Contract Amendment #4 (culvert and sewer construction phase) submitted to MSBA, but on hold for Project Scope and Budget Agreement

| 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% |

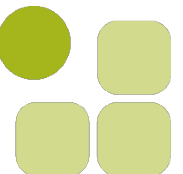
TOTAL PROJECT BUDGET

Total Project Budget:
\$114,821,932

As of June 2025:

- Committed: 13%
- Expended: 2%

| Fall Brook Elementary School - Leominster, MA | | | | | | | | | | June 30, 2025 | |
|---|--|----------------------|--------------------|----------------------|---------------------|----------------|----------------------|-----------------|---------------------|-------------------|---------------|
| 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% | \$ 397,000 | 100% | \$ - | \$ - | BRR#3 |
| 0002-0000 | A&E Feasibility Study/Schematic Design | \$ 1,000,000 | \$ 66,535 | \$ 1,066,535 | \$ 1,066,535 | 100% | \$ 1,066,535 | 100% | \$ - | \$ - | BRR#1 |
| 0003-0000 | Environmental & Site | \$ 250,000 | \$ 196,012 | \$ 446,012 | \$ 446,012 | 100% | \$ 287,303 | 64% | \$ 158,709 | \$ - | BRR#2 |
| 0004-0000 | Other | \$ 250,000 | \$ 340,453 | \$ 590,453 | \$ 3,120 | 1% | \$ 3,120 | 0% | \$ - | \$ 587,333 | BRR#1, #2, #3 |
| | SUB-TOTAL | \$ 2,500,000 | \$ - | \$ 2,500,000 | \$ 1,912,667 | 77% | \$ 1,753,958 | 70% | \$ 158,709 | \$ 587,333 | |
| ADMINISTRATION | | | | | | | | | | | |
| 0101-0000 | Legal Fees | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | 0% | \$ - | \$ - | |
| | Owner's Project Manager | \$ 3,128,000 | \$ - | \$ 3,514,326 | \$ 3,128,000 | 89% | \$ - | 0% | \$ 3,514,326 | \$ - | |
| 0102-0400 | Design Development | \$ 233,689 | \$ - | \$ 233,689 | \$ 233,688 | 100% | \$ - | 0% | \$ 233,689 | \$ - | |
| 0102-0500 | Construction Documents | \$ 243,349 | \$ - | \$ 243,349 | \$ 243,348 | 100% | \$ - | 0% | \$ 243,349 | \$ - | |
| 0102-0600 | Bidding | \$ 120,407 | \$ - | \$ 120,407 | \$ 120,408 | 100% | \$ - | 0% | \$ 120,407 | \$ - | |
| 0102-0700 | Construction Administration | \$ 2,327,984 | \$ - | \$ 2,327,984 | \$ 2,327,985 | 100% | \$ - | 0% | \$ 2,327,984 | \$ - | |
| 0102-0800 | Closeout | \$ 202,571 | \$ - | \$ 202,571 | \$ 202,571 | 100% | \$ - | 0% | \$ 202,571 | \$ - | |
| 0102-0900 | Extra Services | \$ 186,326 | \$ - | \$ 186,326 | \$ - | 0% | \$ - | 0% | \$ 186,326 | \$ - | |
| 0102-1000 | Reimbursables & Other Services | \$ 100,000 | \$ - | \$ 100,000 | \$ - | 0% | \$ - | 0% | \$ 100,000 | \$ - | |
| 0102-1100 | Cost Estimates | \$ 100,000 | \$ - | \$ 100,000 | \$ - | 0% | \$ - | 0% | \$ 100,000 | \$ - | |
| 0103-0000 | Advertising & Printing | \$ 3,000 | \$ - | \$ 3,000 | \$ - | 0% | \$ - | 0% | \$ 3,000 | \$ - | |
| 0104-0000 | Permitting | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | 0% | \$ - | \$ - | |
| 0105-0000 | Owner's Insurance | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | 0% | \$ - | \$ - | |
| 0199-0000 | Other Administrative Costs | \$ 30,000 | \$ - | \$ 30,000 | \$ - | 0% | \$ - | 0% | \$ 30,000 | \$ - | |
| | SUB-TOTAL | \$ 3,547,326 | \$ - | \$ 3,547,326 | \$ 3,128,000 | 88% | \$ - | 0% | \$ 3,547,326 | \$ - | |
| A&E | | | | | | | | | | | |
| | A/E Basic Services | \$ 8,733,419 | \$ - | \$ 8,733,419 | \$ 8,434,420 | 97% | \$ 62,250 | 1% | \$ 8,671,169 | \$ - | |
| 0201-0400 | Design Development | \$ 2,076,115 | \$ - | \$ 2,076,115 | \$ 2,077,959 | 100% | \$ 62,250 | 3% | \$ 2,013,865 | \$ - | |
| 0201-0500 | Construction Documents | \$ 3,792,469 | \$ - | \$ 3,792,469 | \$ 3,587,438 | 95% | \$ - | 0% | \$ 3,792,469 | \$ - | |
| 0201-0600 | Bidding | \$ 310,135 | \$ - | \$ 310,135 | \$ 311,979 | 101% | \$ - | 0% | \$ 310,135 | \$ - | |
| 0201-0700 | Construction Administration | \$ 2,310,800 | \$ - | \$ 2,310,800 | \$ 2,313,144 | 100% | \$ - | 0% | \$ 2,310,800 | \$ - | |
| 0201-0800 | Closeout | \$ 143,900 | \$ - | \$ 143,900 | \$ 143,900 | 100% | \$ - | 0% | \$ 143,900 | \$ - | |
| 0201-9900 | Other Basic Services | \$ 100,000 | \$ - | \$ 100,000 | \$ - | 0% | \$ - | 0% | \$ 100,000 | \$ - | |
| | Extra/Reimbursable Services | \$ 1,193,870 | \$ - | \$ 1,193,870 | \$ 1,102,780 | 92% | \$ - | 0.0% | \$ 1,193,870 | \$ - | |
| 0203-0200 | Printing (over minimum) | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | 0% | \$ - | \$ - | |
| 0203-9900 | Other Reimbursables | \$ 535,416 | \$ - | \$ 535,416 | \$ 599,326 | 112% | \$ - | 0% | \$ 535,416 | \$ - | |
| 0204-0200 | HazMat (incl. monitoring) | \$ 106,920 | \$ - | \$ 106,920 | \$ 106,920 | 100% | \$ - | 0% | \$ 106,920 | \$ - | |
| 0204-0300 | Geotechnical/Geo-Environmental | \$ 428,984 | \$ - | \$ 428,984 | \$ 362,984 | 85% | \$ - | 0% | \$ 428,984 | \$ - | |
| 0204-0400 | Site Survey & Site Requirements | \$ 22,550 | \$ - | \$ 22,550 | \$ 22,550 | 100% | \$ - | 0% | \$ 22,550 | \$ - | |
| 0204-0500 | Wetlands | \$ 50,000 | \$ - | \$ 50,000 | \$ - | 0% | \$ - | 0% | \$ 50,000 | \$ - | |
| 0204-1200 | Traffic Studies | \$ 50,000 | \$ - | \$ 50,000 | \$ 11,000 | 22% | \$ - | 0% | \$ 50,000 | \$ - | |
| | SUB-TOTAL | \$ 9,927,289 | \$ - | \$ 9,927,289 | \$ 9,537,200 | 96% | \$ 62,250 | 1% | \$ 9,865,039 | \$ - | |



TOTAL PROJECT BUDGET

| Fall Brook Elementary School - Leominster, MA | | | | | | | | | | June 30, 2025 | |
|---|---|----------------------|--------------------|----------------------|-----------------|----------------|----------------------|-----------------|------------------|---------------|----------|
| Total Project Budget Status Report | | | | | | | | | | | |
| ProPay Code | Description | Total Project Budget | Authorized Changes | Revised Total Budget | Total Committed | % Comd to Date | Actual Spent to Date | % Spent to Date | Balance To Spend | Uncommitted | Comments |
| SITE ACQUISITION | | | | | | | | | | | |
| 0301-0000 | Land/Bldg. Purchase/Associated Services | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | 0% | \$ - | \$ - | |
| | SUB-TOTAL | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | 0% | \$ - | \$ - | |
| PRE CONSTRUCTION COSTS | | | | | | | | | | | |
| 0501-0000 | CMR Pre-Con Services | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | 0% | \$ - | \$ - | |
| | SUB-TOTAL | \$ - | \$ - | \$ - | \$ - | #DIV/0! | \$ - | #DIV/0! | \$ - | \$ - | |
| CONSTRUCTION COSTS | | | | | | | | | | | |
| 0502-0001 | Construction Budget | \$ 89,759,943 | \$ - | \$ 89,759,943 | \$ - | 0% | \$ - | 0% | \$ 89,759,943 | \$ - | |
| 0508-0000 | Change Orders | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | 0% | \$ - | \$ - | |
| | SUB-TOTAL | \$ 89,759,943 | \$ - | \$ 89,759,943 | \$ - | 0% | \$ - | 0% | \$ 89,759,943 | \$ - | |
| ALTERNATES | | | | | | | | | | | |
| 0506-0000 | | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | 0% | \$ - | \$ - | |
| | SUB-TOTAL | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | 0% | \$ - | \$ - | |
| OTHER PROJECT COSTS | | | | | | | | | | | |
| 0507-0000 | Construction Contingency | \$ 4,390,473 | \$ - | \$ 4,390,473 | \$ - | 0% | \$ - | 0% | \$ 4,390,473 | \$ - | |
| | Miscellaneous Project Costs | \$ 850,000 | \$ - | \$ 850,000 | \$ - | 0% | \$ - | 0% | \$ 850,000 | \$ - | |
| 0601-0000 | Utility Company Fees | \$ 200,000 | \$ - | \$ 200,000 | \$ - | 0% | \$ - | 0% | \$ 200,000.00 | \$ - | |
| 0602-0000 | Testing Services | \$ 350,000 | \$ - | \$ 350,000 | \$ - | 0% | \$ - | 0% | \$ 350,000 | \$ - | |
| 0699-0000 | Other Project Costs | \$ 300,000 | \$ - | \$ 300,000 | \$ - | 0% | \$ - | 0% | \$ 300,000 | \$ - | |
| | Furnishings and Equipment | \$ 2,806,000 | \$ - | \$ 2,806,000 | \$ - | 0% | \$ - | 0% | \$ 2,806,000 | \$ - | |
| 0701-0000 | Furnishings | \$ 1,830,000 | \$ - | \$ 1,830,000 | \$ - | 0% | \$ - | 0% | \$ 1,830,000 | \$ - | |
| 0702-0000 | Equipment | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | 0% | \$ - | \$ - | |
| 0703-0000 | Technology Equipment | \$ 976,000 | \$ - | \$ 976,000 | \$ - | 0% | \$ - | 0% | \$ 976,000 | \$ - | |
| 0801-0000 | Owner's Contingency | \$ 1,040,901 | \$ - | \$ 1,040,901 | \$ - | 0% | \$ - | 0% | \$ 1,040,901 | \$ - | |
| | SUB-TOTAL | \$ 9,087,374 | \$ - | \$ 9,087,374 | \$ - | 0% | \$ - | 0% | \$ 9,087,374 | \$ - | |
| | TOTAL PROJECT BUDGET | \$ 114,821,932 | \$ - | \$ 114,821,932 | \$ 14,577,867 | 13% | \$ 1,816,208 | 2% | \$ 113,005,724 | \$ 587,333 | |

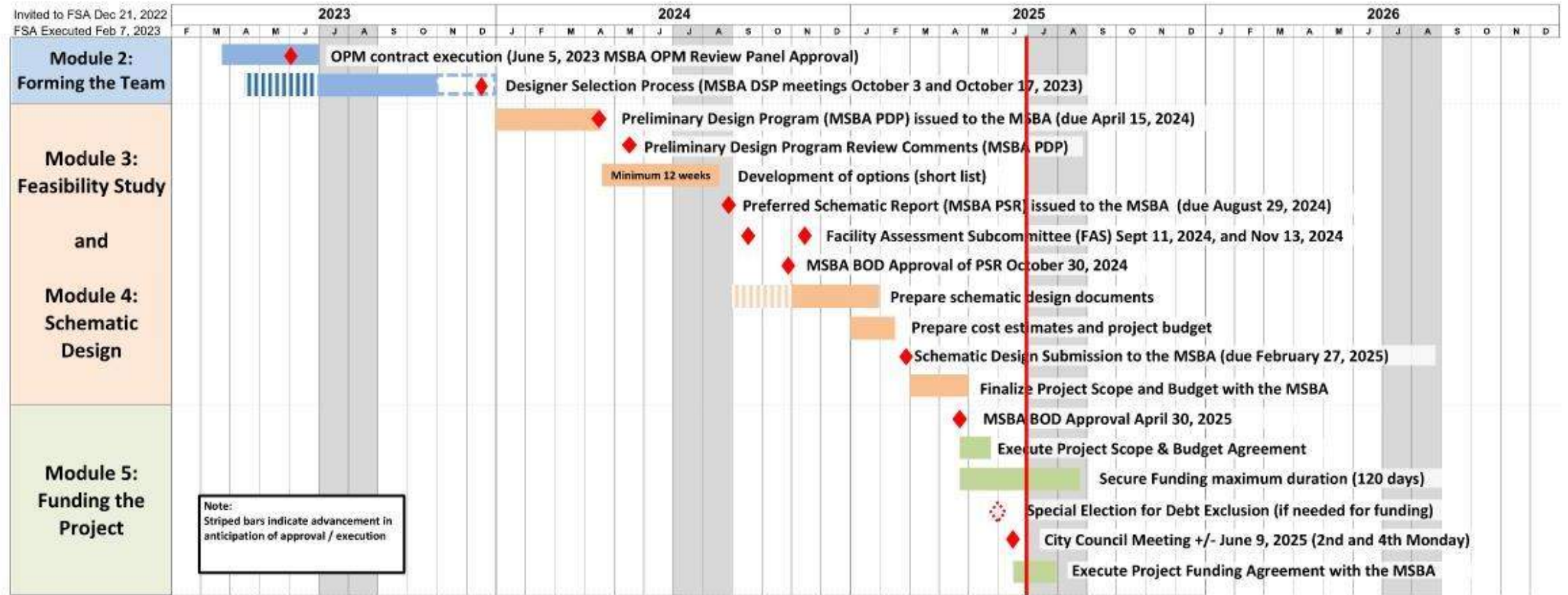


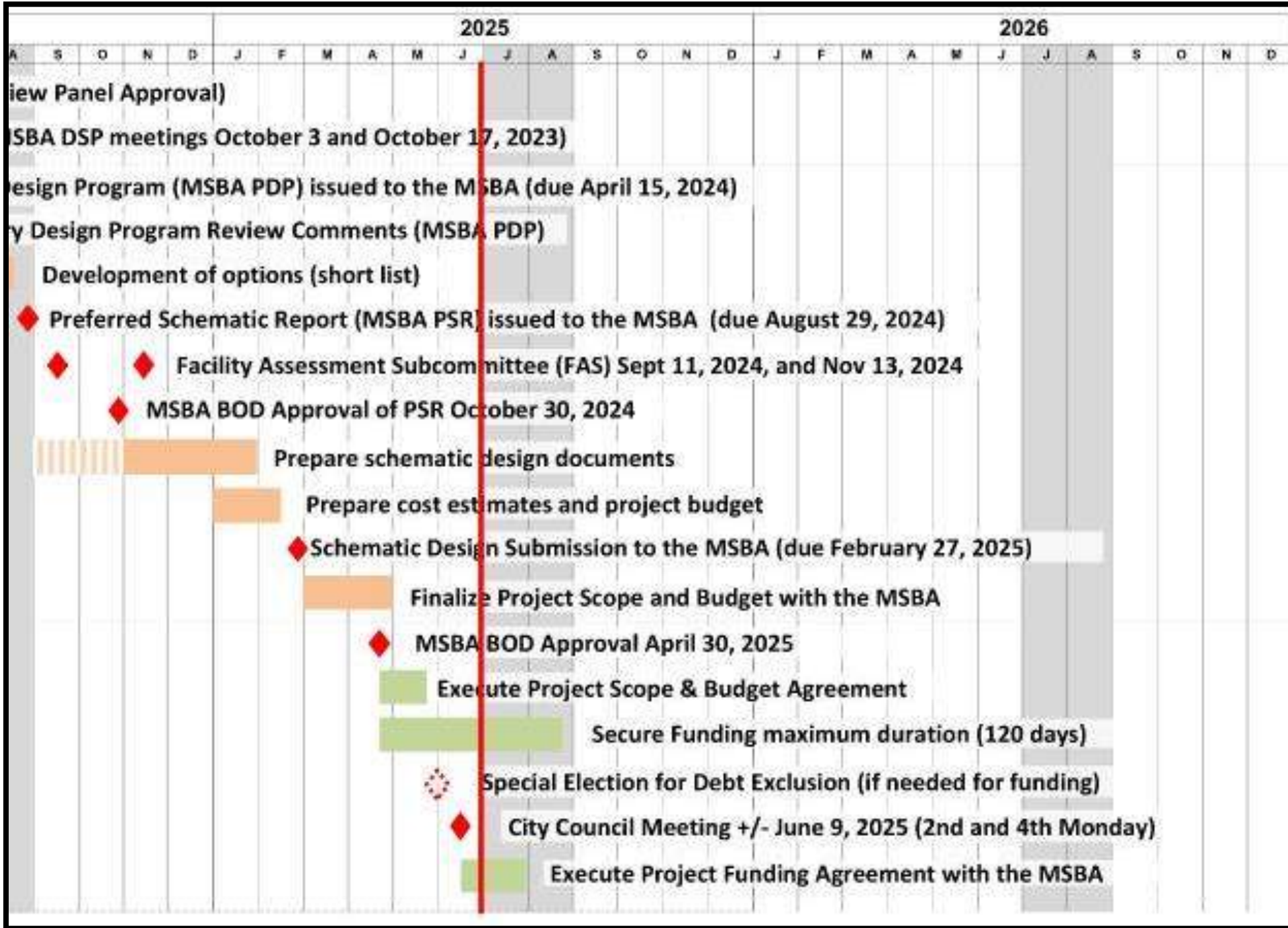
FEASIBILITY SCHEDULE

4/30/25 MSBA Board of Directors authorized entering into a Project Scope and Budget Agreement (PSBA)

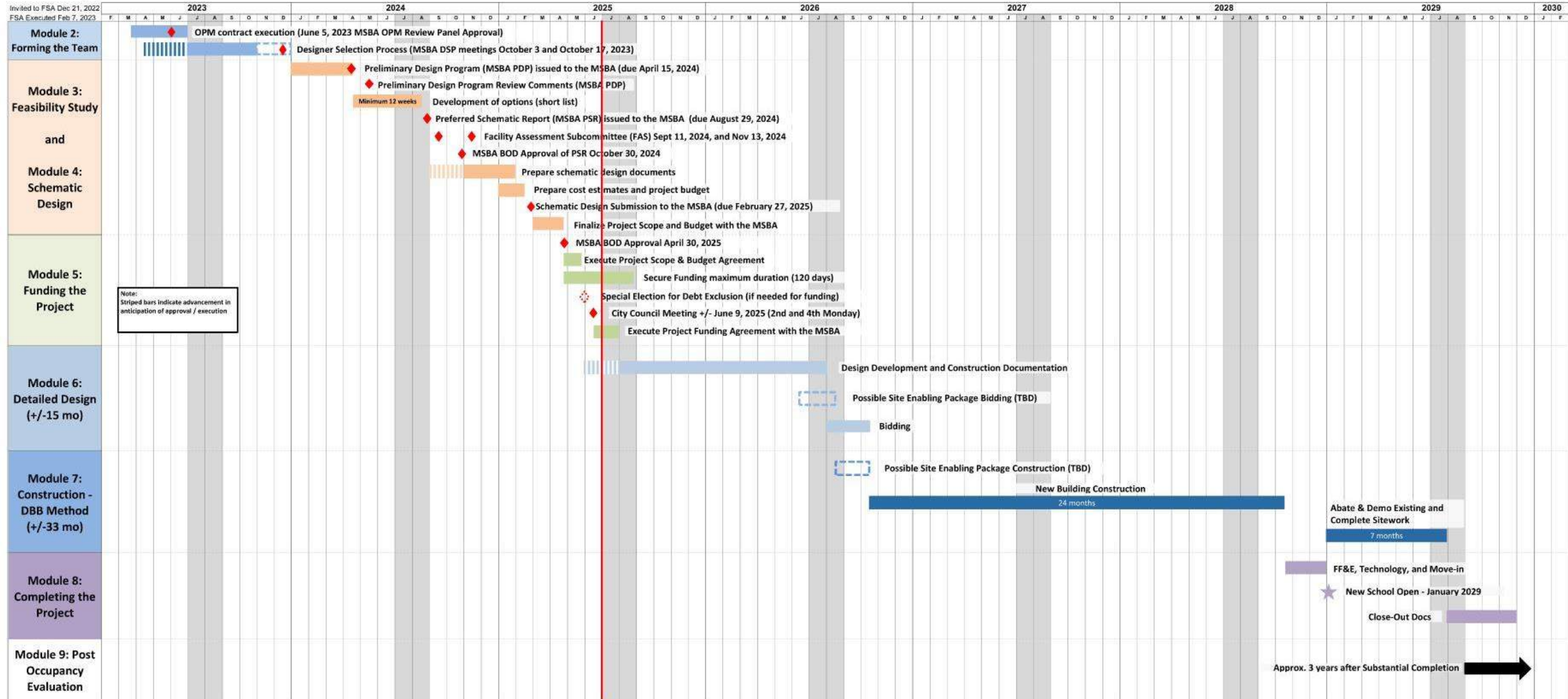
6/3/25 PSBA packet received

6/9/25 City Council voted to approve project funding and authorize borrowing





PROJECT SCHEDULE



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- ➔ 3. Designer Report
 - a. Design Development Update
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5. Public Comment
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DESIGNER REPORT

Switch to MDS presentation slides

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NEXT STEPS

- Wednesday 7/17/25, 2:00pm Culvert & Sewer Bids due
- Tuesday 8/12/25, 1:00pm Regular FBBC Meeting
- Tuesday 9/9/25, 1:00pm Regular FBBC Meeting
- Oct-Nov 2025 (anticipated) Execute Project Funding Agreement
- Friday 12/5/25 DD submission to the MSBA

August 2025

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

FBBC Meeting (pointing to August 7th)

Design Development Meetings with city dept DPW, PD, FD, etc. (pointing to August 12th)

Exterior Design
- Geotech explorations
- Initial energy model
- LEED scorecard (pointing to August 12th-15th)

July 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 | 31 | | |

FBBC Meeting (pointing to July 7th)

Funding the Project - 1 Sign PSBA (pointing to July 13th)

Design Development - 2 User Meetings (pointing to July 20th)

- Develop plans, structure, and MEP
- Lock-in plans and structural grid (pointing to July 20th-25th)

Culvert & Sewer Bids (pointing to July 18th)

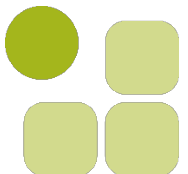
September 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | 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 (pointing to September 1st)

Design Development Materials selection - Begin to prepare DD cost estimate package (pointing to September 15th-18th)

User meetings for FF&E (pointing to September 23rd)



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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

