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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

Mr. Chapdelaine called the meeting to order at 1:03pm.

Roll call was taken and a quorum was present.

## 2 – Administrative Actions

### 2a – Previous Meeting Minutes

A motion to approve the minutes of the meetings held on April 8, 2025, and June 10, 2025, was made by Mr. Chapdelaine and seconded by Mayor Mazzarella. 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 June invoices which included design services under the Feasibility Study and Schematic Design Budget in the amount of \$14,828.29 and design services under the Total Project Budget in the amount of \$62,250.00, for a total of \$77,078.29. Due to the Independence Day holiday, LeftField's invoice for June was not available in time to include it in the warrant, so LeftField will submit that invoice along with the July invoice at the next regular FBBC meeting in August.

A motion to approve warrant number W03FY26 in the amount of \$77,078.29 was made by Mr. Chapdelaine and seconded by Mayor Mazzarella. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

## 2c – Budget Update

LeftField informed the committee that the project is currently in-between Module 5 *Funding the Project* and Module 6 *Detailed Design*. The design team previously identified benefits to starting Module 6 *Detailed Design* at the beginning of June, approximately two months early, which was approved by the city. As such, there are invoices still being submitted under the previous Feasibility Study/Schematic Design Budget for work done at the end of Module 4 *Schematic Design* as well as the first invoices for Module 6 *Detailed Design*.

Module 6 *Detailed Design* is scheduled for approximately one year, which includes two major design efforts: Design Development and Construction Documentation.

LeftField presented the Feasibility Budget/Schematic Design Budget through June 2025. Of the \$2.5 million in the budget, the project has committed 77%, the remaining 33% is surplus budget. The project has expended 70% of the budget. Budget Revision Request (BRR) #4 to fund Designer Contract Amendment #4 (for culvert and sewer construction phase design services) has been submitted to the MSBA, however the MSBA previously advised that BRR #4 is on hold until the Project Scope and Budget Agreement is executed.

LeftField presented the Total Project Budget through June 2025. It was noted that the Feasibility Study/Schematic Design Budget is included in the Total Project Budget of \$114,821,932. The project has committed 13% and expended 2% of the Total Project Budget. Expenses are in line with the progress of the work.

In upcoming FBBC meetings, LeftField will present the project cashflow to help track the progress of the project each month.

## 2d – Project Schedule Update

LeftField presented the current Feasibility Study/Schematic Design schedule. On April 30, 2025, the MSBA Board of Directors authorized the MSBA to enter into a Project Scope and Budget Agreement (PSBA) with the district. The PSBA packet was received by the city on June 3, 2025. On June 9, 2025, the City Council voted to approve project funding and authorized borrowing for the project. The district prepared and returned the required paperwork to the MSBA who will next execute the PSBA and begin preparing the paperwork for the Project Funding Agreement (PFA). The project schedule forecasts the

execution of the PFA by the end of July, but the PFA may not be executed until sometime in the fall of 2025.

LeftField presented the current Project Schedule which shows the anticipated durations of the various phases from Detailed Design through project completion and close-out. The schedule includes two years of construction on the new building, approximately three months to furnish, equip, and move in, and seven months to demolish the existing building and complete the sitework. After final completion of the project, LeftField, MDS, and the General Contractor will continue working with the MSBA to provide all required documents to close out the project, which is shown as four months but can take a year or more.

LeftField addressed the question of whether the construction can be accelerated to open the school in September of 2028 instead of January 2029. That may be possible depending on the General Contractor's construction schedule, which will not be available until after bidding and award.

### 3 – Designer Report

#### 3a – Working Group Proposed Schedule

MDS presented a schedule of Working Group meetings planned for June, July, August, and September 2025. The first meeting was held June 25, 2025, and covered the topics of the space program, architectural layout, and building security. Upcoming meetings are as follows\*:

- Tuesday 7/15: Playground Equipment with Landscape Architect
- Tuesday 7/22: Bathrooms & Other Support Spaces
- Tuesday 8/5: Lobby, Cafeteria, Gymnasium & Media Center designs
- Tuesday 8/19: Exterior Materials & Design Update
- Tuesday 9/2: Classrooms, corridors, project breakouts, & stair designs
- Tuesday 9/15: Art, Stem, Media Project, Special Education designs
- Tuesday 9/30: Interior & Exterior Materials Palette final

\*Working Group dates and topics are subject to change.

Mayor Mazzarella inquired about how to design a school that can accommodate future technologies which may impact public education. The mayor asked for the project team to talk to technology experts about what is anticipated in the future. MDS responded that the building is being designed to what is currently known based on meetings with the educators and administrators, and MDS is also working with their design consultants to understand the direction and future of school design; the design team is focused on creating spaces that are sufficiently flexible to accommodate both current and future needs. Ms. Desmond noted that DESE and the Massachusetts Superintendents network are just scratching the surface on Artificial Intelligence (AI) in education, while the tech industry is further advanced. LeftField and MDS will seek out industry experts that can provide guidance to the district on technology's role in

personalized learning, immersive learning experiences, blending of physical and virtual experiences, access to resources, the evolving role of teachers.

### **3b – Proposed Users and Client Meetings**

MDS presented a list of meetings planned for the school and city:

- Mechanical System design detail
- IT Group to review all Technology, AV, Stage, and Cafeteria
- District Food Service team/Chartwells
- FF&E – various team members
- Admin and Nurse Team
- Plantings/grounds meeting
- Technical Review Committee
- First Responder Meeting
- Town/Community Meetings

The FBBC and project team discussed the low attendance at previous public meetings for the Fall Brook project and possible reasons for the low numbers. To spread awareness of the project, the project team will coordinate with the school to have a presence at parent events, such as back-to-school night and parent-teacher conferences. The FBBC recommends the next public meeting be held in November 2025.

### **3c – Summary from Working Group Meeting**

MDS presented a summary of the topics and discussions from the June 23, 2025, Working Group meeting.

One focus was on the layout of the first and second floor circulation, Project Space, and Media Center in the “knuckle” of the floorplan. The FBBC agreed with the recommendations of the Working Group.

Another focus was on building security. The security consultant and school department’s safety and security specialist discussed general access control and the design of the main entrance vestibule. The FBBC agreed with the Working Group recommendation of layout option 2.

### **3d – Culvert and Sewer Update**

MDS reported on the progress of the culvert and sewer scopes of work. The design for both is complete and the bid documents have been released. A pre-bid walk through for interested contractors is scheduled for Thursday, July 10, 2025. Both scopes have been reviewed by the Conservation Commission and the Order of Conditions have been issued. The Army Corp of Engineers is currently reviewing the culvert relining design. The portion of the sewer re-alignment that extends into Decicco Drive is anticipated to be completed before the start of school. A temporary pavement patch included in

the scope of work will allow continuous access to Samoset Middle School to be maintained during construction. The work to re-line the culvert is not anticipated to impact traffic because the location of the work is off to the sides and below Decicco Drive.

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

There were no items not anticipated 48 hours in advance of the meeting.

#### **5 – Public Comment**

There were no public comments.

#### **6 – Next Steps**

LeftField presented the meetings and activities planned for the next three months. Culvert and sewer bids are due July 17, 2025. The next regularly scheduled FBBC meetings are planned for August 12, 2025, and September 9, 2025. The Project Funding Agreement is anticipated to be executed in late fall 2025. The Design Development package is scheduled to be submitted to the MSBA on December 5, 2025. A special FBBC meeting will be needed in late November or early December, which will be scheduled with the committee closer to that time.

#### **4 – Adjournment**

A motion to adjourn the meeting was made by Mayor Mazarella and seconded by Mr. Chapdelaine. There was no discussion. A show of hands vote was taken. The motion carried unanimously. The meeting was adjourned at 1:58pm.

#### **Documents and Exhibits**

- Fall Brook Building Committee Meeting #30 slideshow presentation by LeftField, dated 7/8/25.
- Fall Brook Elementary School Design Development Meeting 01 slideshow presentation by MDS, dated 7/8/25.

#### **Attachments**

- None