Fall Brook Elementary School

Leominster, MA

Fall Brook Building Committee Meeting #36

December 2, 2025

LEOMINSTER
MASSACHUSETTS

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MDS ARCHITECTS

TODAY'S AGENDA

1. Call to Order & Roll Call
2. Designer Report
    a. MSBA Design Development Submission – **Vote**
3. Items Not Anticipated 48 Hours in Advance of Meeting
4. Public Comment
5. Next Steps
6. Adjournment

MDS ARCHITECTS

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 Mazzarella, Chair		
Ms. Melanie Mikels		
Mr. Elliot Nadeau		
Ms. Jennifer Reddington		
Mr. Brandon Robbins		
Mr. Jeffrey Sullivan		

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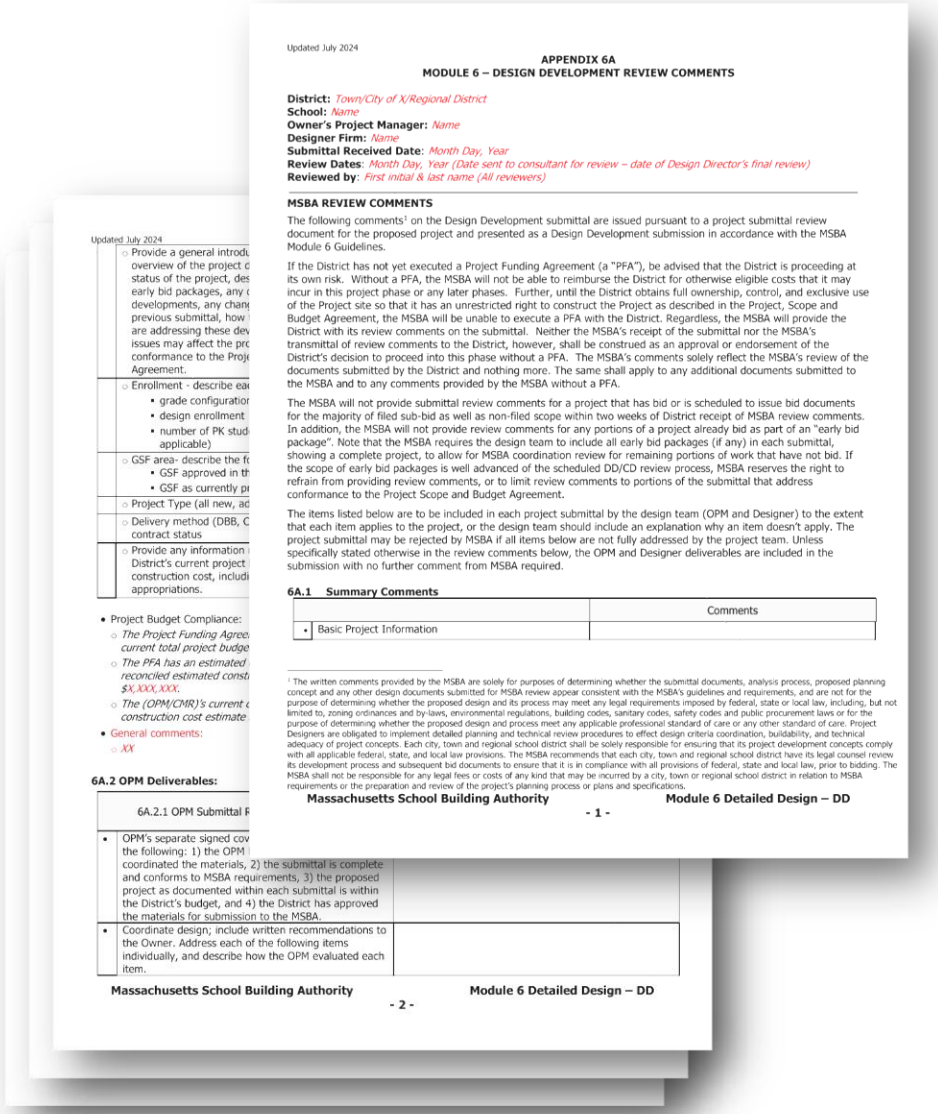
MDS ARCHITECTS

DESIGN DEVELOPMENT SUBMISSION



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APPENDIX 6A
MODULE 6 – DESIGN DEVELOPMENT REVIEW COMMENTS

District: *Town/City of X/Regional District*
School: *Name*
Owner's Project Manager: *Name*
Designer Firm: *Name*
Submittal Received Date: *Month Day, Year*
Review Dates: *Month Day, Year (Date sent to consultant for review – date of Design Director's final review)*
Reviewed by: *First initial & last name (All reviewers)*

MSBA REVIEW COMMENTS

The following comments[1] on the Design Development submittal are issued pursuant to a project submittal review document for the proposed project and presented as a Design Development submission in accordance with the MSBA Module 6 Guidelines.

If the District has not yet executed a Project Funding Agreement (a "PFA"), be advised that the District is proceeding at its own risk. Without a PFA, the MSBA will not be able to reimburse the District for otherwise eligible costs that it may incur in this project phase or any later phases. Further, until the District obtains full ownership, control, and exclusive use of the Project site so that it has an unrestricted right to construct the Project as described in the Project, Scope and Budget Agreement, the MSBA will be unable to execute a PFA with the District. Regardless, the MSBA will provide the District with its review comments on the submittal. Neither the MSBA's receipt of the submittal nor the MSBA's transmittal of review comments to the District, however, shall be construed as an approval or endorsement of the District's decision to proceed into this phase without a PFA. The MSBA's comments solely reflect the MSBA's review of the documents submitted by the District and nothing more. The same shall apply to any additional documents submitted to the MSBA and to any comments provided by the MSBA without a PFA.

The MSBA will not provide submittal review comments for a project that has bid or is scheduled to issue bid documents for the majority of filed sub-bid as well as non-filed scope within two weeks of District receipt of MSBA review comments. In addition, the MSBA will not provide review comments for any portions of a project already bid as part of an "early bid package". Note that the MSBA requires the design team to include all early bid packages (if any) in each submittal, showing a complete project, to allow for MSBA coordination review for remaining portions of work that have not bid. If the scope of early bid packages is well advanced of the scheduled DD/CD review process, MSBA reserves the right to refrain from providing review comments, or to limit review comments to portions of the submittal that address conformance to the Project Scope and Budget Agreement.

The items listed below are to be included in each project submittal by the design team (OPM and Designer) to the extent that each item applies to the project, or the design team should include an explanation why an item doesn't apply. The project submittal may be rejected by MSBA if all items below are not fully addressed by the project team. Unless specifically stated otherwise in the review comments below, the OPM and Designer deliverables are included in the submission with no further comment from MSBA required.

6A.1 Summary Comments

	Comments
• Basic Project Information	

[1] The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA's guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project Designers are obligated to implement detailed planning and technical review procedures to effect design criteria coordination, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable federal, state, and local law provisions. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project's planning process or plans and specifications.

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- Provide a general introdu
  - overview of the project c
  - status of the project, des
  - early bid packages, any c
  - developments, any chang
  - previous submittal, how
  - are addressing these dev
  - issues may affect the pro
  - conformance to the Proje
  - Agreement.
- Enrollment - describe eac
  - grade configuratio
  - design enrollment
  - number of PK stud
  - applicable)
- GSF area- describe the fo
  - GSF approved in th
  - GSF as currently pr
- Project Type (all new, ad
- Delivery method (DBB, C
  - contract status
- Provide any information
  - District's current project
  - construction cost, includi
  - appropriations.

- Project Budget Compliance:
  - *The Project Funding Agree*
    current total project budge
  - *The PFA has an estimated*
    reconciled estimated const
    $X,XXX,XXX.
  - *The (OPM/CMR)'s current c*
    construction cost estimate
- General comments:
  - *XX*

6A.2 OPM Deliverables:

6A.2.1 OPM Submittal R	
• OPM's separate signed cov the following: 1) the OPM coordinated the materials, 2) the submittal is complete and conforms to MSBA requirements, 3) the proposed project as documented within each submittal is within the District's budget, and 4) the District has approved the materials for submission to the MSBA.	
• Coordinate design; include written recommendations to the Owner. Address each of the following items individually, and describe how the OPM evaluated each item.	

DESIGN DEVELOPMENT SUBMISSION

- Basic project information
- OPM Deliverables
  - Review comments
  - Commissioning Agent review comments
  - Updated project schedule (no changes)
  - Reconciled cost estimate
  - Updated total project budget (no changes)
- Designer Deliverables
  - Workplan
  - Narratives
  - Building code analysis
  - Sustainability measures and updated LEED scorecard
  - Site risk assessment
  - Proprietary items
  - Exterior and interior materials
  - Structural calculations
  - Energy model calculations
  - Life cycle cost analysis
  - Heat gain and loss calculations
  - Electrical load calculations
  - Security and visual access requirements
  - Facility and maintenance requirements
  - Quality control narratives
  - Space summary (no changes)
  - Project approvals
  - Designer cost estimate
  - Drawings & project manual
  - Project coordination
- Appendices

MDS ARCHITECTS

DESIGN DEVELOPMENT SUBMISSION

- “Motion to approve the Design Development (DD) submission as presented and authorize the OPM to transmit it to the Massachusetts School Building Authority (MSBA) on December 5, 2025”, 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 Mazzarella, Chair				
Ms. Melanie Mikels				
Mr. Elliot Nadeau				
Ms. Jennifer Reddington				
Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				

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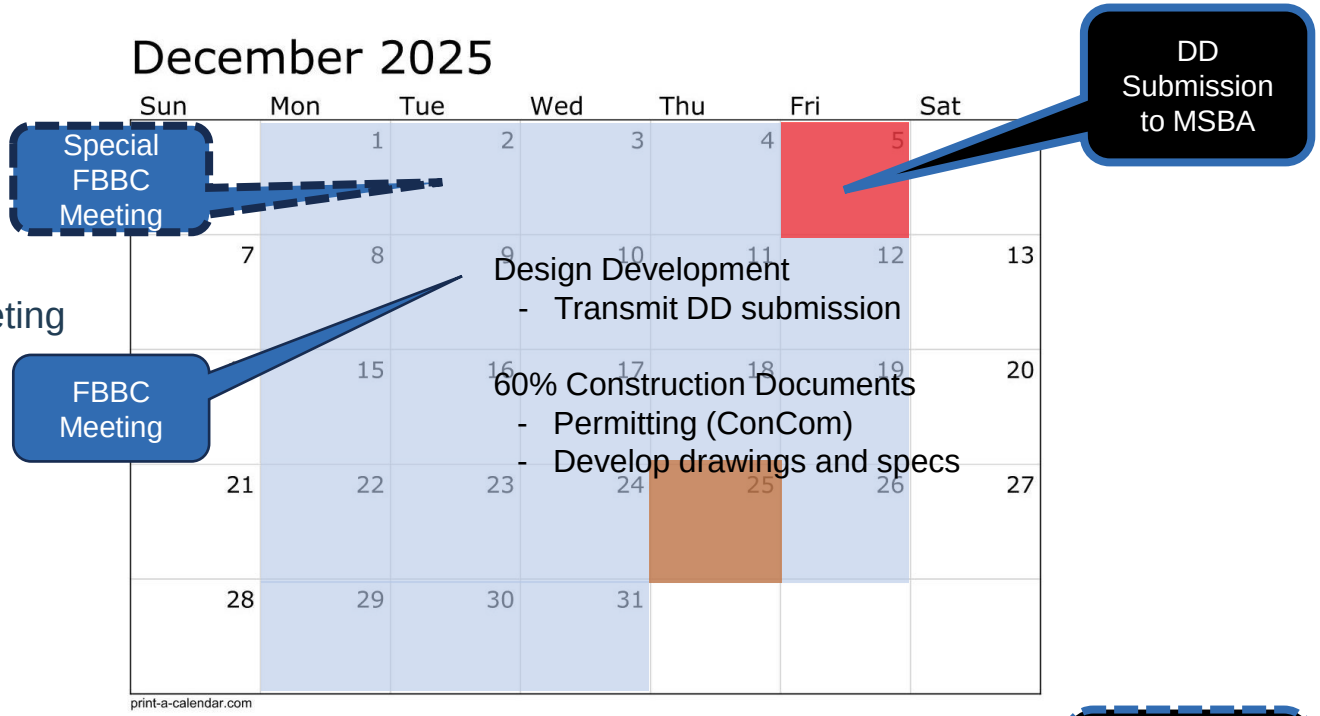
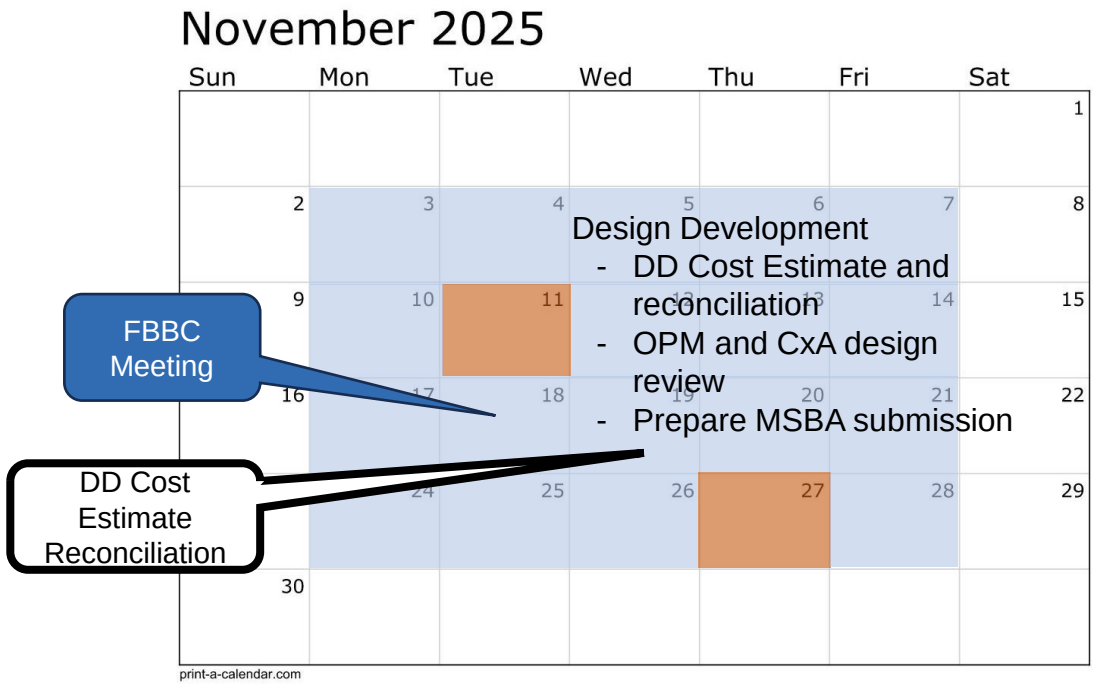
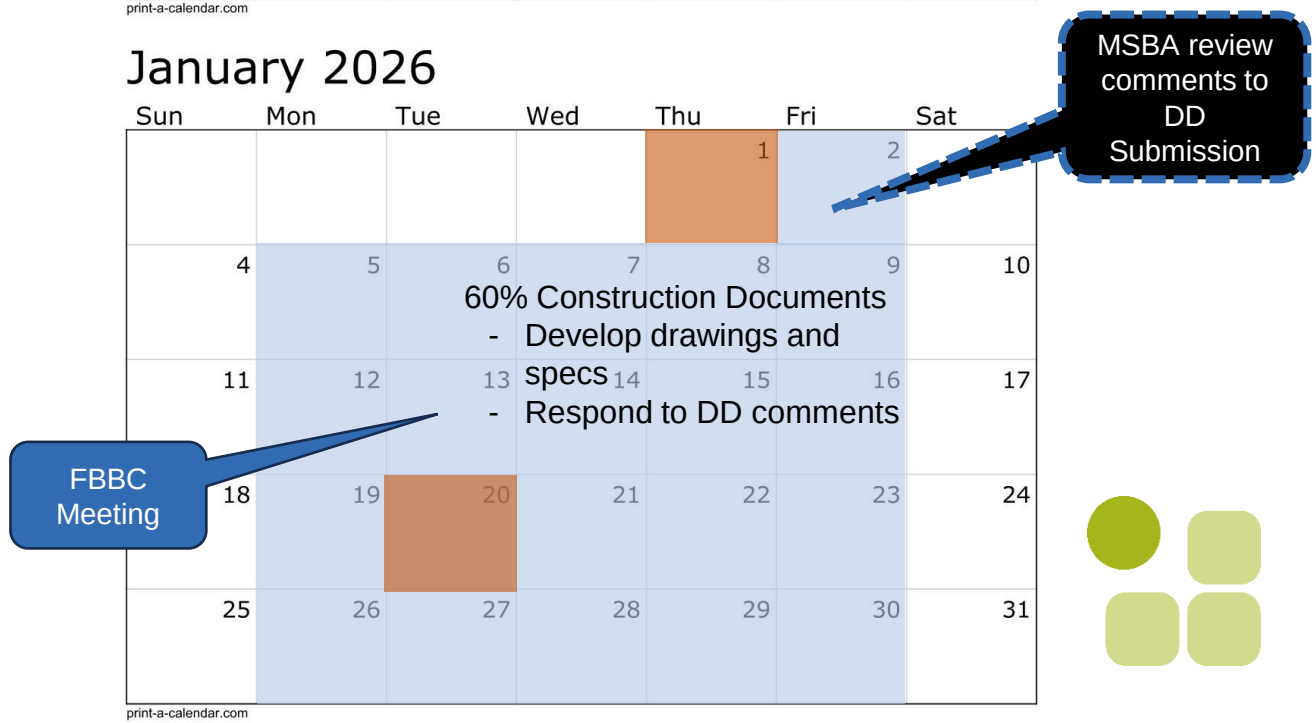
NEXT STEPS

- Wednesday 11/19/25 — DD Cost Estimate Reconciliation Meeting
- Tuesday 12/2/25, 1:00pm — Special FBBC Meeting - Remote
- Friday 12/5/25 — DD submission to the MSBA
- Tuesday 12/9/25, 1:00pm — Regular FBBC Meeting
- Tuesday 1/13/26, 1:00pm — Regular FBBC Meeting







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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 Mazzarella, Chair				
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Mr. Elliot Nadeau				
Ms. Jennifer Reddington				
Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				

MDS ARCHITECTS

THANK YOU!

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THE RIGHT CHOICE IN PROJECT MANAGEMENT

MDS ARCHITECTS