

FALL BROOK ELEMENTARY SCHOOL PROJECT – Leominster, MA

FALL BROOK BUILDING COMMITTEE (FBBC) MEETING #38

Tuesday, January 13, 2026

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		City Councilor
Mr. Mark Bodanza	X	City Councilor
Mr. Greg Chapdelaine	X	City Purchasing Agent
Mr. Bill Charpentier		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	Partial	Mayor and School Committee member
Ms. Melanie Mikels	X	School Business Manager
Mr. Elliot Nadeau	X	School Facilities Director
Ms. Jennifer Reddington	Remote	City Comptroller
Mr. Brandon Robbins	Remote	City Councilor
Mr. Jeffrey Sullivan	Remote - Partial	Fall Brook Elementary School Principal
Other Participants		
Meredith Tarr	X	City of Leominster
Arthur Elbthal	X	Leominster Emergency Management, Director
John Roseberry		Leominster DPW Senior Engineer

Christine Silverman		Leominster Public Schools
Richard Bergeron		Leominster Public Schools
Will Sullivan		Leominster Public Schools
Craig DiCarlo	X	LeftField, Project Director
Jay Faxon		LeftField, MEP Expert
Linda Liporto	Remote	LeftField, Senior Project Manager
Jim Rogers		LeftField, President
Adele Sands		LeftField, Education Liaison
Nereyda Rodriguez	X	Miller Dyer Spears, Principal In Charge
Danyul Cho		Miller Dyer Spears, Project Manager
Amy MacKrell		Miller Dyer Spears, Principal
Erica Patten	Remote	Miller Dyer Spears, Project Architect
Lena Owens		Studio 2112
Lynne Giesecke		Studio 2112
Dana Geva		Studio 2112
Frank Holmes		Langan
Maggie Laracy		Langan
Keith Lane		GGD Consulting Engineers
David Pereira		GGD Consulting Engineers
Louis Vieira		GGD Consulting Engineers
Matthew Woodward		GGD Consulting Engineers

1 – Call to Order

Mr. Bodanza called the meeting to order at 1:01pm. Roll call was conducted, and a quorum was present.

2 – Administrative Actions

2a – Previous Meeting Minutes

A motion to approve the minutes of the meeting held on November 18, 2025, was made by Mr. Chapdelaine and seconded by Mr. Nadeau. 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 November invoices which included OPM services and designer services, for a total of \$556,497.84.

A motion to approve warrant number W30FY26 in the amount of \$556,497.84 was made by Mr. Chapdelaine and seconded by Ms. Mikels. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

2c – Budget Update

LeftField presented the Feasibility Budget/Schematic Design Budget through December 2025. Of the \$2.5 million in the budget, the project has committed 77% and expended 74%.

The project continues to wait for the MSBA to process Budget Revision Request (BRR) #4 to fund Designer Contract Amendment #4, for culvert and sewer construction phase design services. Once the MSBA approves BRR #4, LeftField will update the budget line items accordingly.

LeftField presented the Total Project Budget through December 2025. Of the \$114.8 million in the budget, the project has committed 14% and expended 5%. Expenditure continues to be in line with the progress of the project.

Mr. Fleming inquired about the status of Ricciardi’s work on the culvert and sewer lines. LeftField responded that the civil engineer, Langan, provide a punchlist and met with Ricciardi to review it earlier this week. Collectively, they decided which items will be corrected and/or completed now, and which must wait until spring. The project team will provide a report at the February FBBC meeting.

2d – OPM Contract Amendment #3

LeftField presented OPM Contract Amendment #3 to engage a construction management firm to provide limited preconstruction services including phased logistics plans, a likely construction phase schedule, and a constructability review of the 90% CD set. These professional services were approved at the FBBC meeting held on 12/17/2025.

A motion to approve *Contract for Project Management Services Amendment No. 3* for limited preconstruction services as a reimbursable expense in the amount of \$90,200.00 was made by Mr. Bodanza, seconded by Mr. Chapdelaine.

There was no discussion. A roll call vote was taken.

Voting Member	Yea	Nay	Abstain	Not Present
Mr. Peter Angelini				
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 10-0-0.

2e – Designer Contract Amendment #9

LeftField presented the Contract for Designer Services Amendment #9 to provide ground penetrating radar services and associated revisions to the land survey to locate and document the existing underground electrical primary between Fall Brook Elementary School and Samoset Middle School, for an additional fee of \$2,486. In accordance with authorization previously granted by the FBBC for them to approve contract changes less than \$15,000 when needed for timely execution of the work, Mr. Chapdelaine, Ms. Reddington, and Ms. Mikels reviewed and approved the designer’s Additional Service Request in between FBBC meetings.

A motion to approve *Contract for Designer Services Amendment No. 9* for ground penetrating radar services and revisions to the land survey for an additional fee of \$2,486 was made by Mr. Bodanza and seconded by Mr. Chapdelaine.

There was no discussion. A roll call vote was taken.

Voting Member	Yea	Nay	Abstain	Not Present
Mr. Peter Angelini				
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 10-0-0.

MDS advised that the field work will be performed on January 19, 2026, since it is a school holiday.

2f – Schedule Update

LeftField presented the project schedule. The Detailed Design module, including Design Development and Construction Documentation, is approximately halfway through. The next phase, Bidding, is scheduled to begin in summer 2026.

Mr. Chapdelaine inquired whether destructive investigations will be needed at the Samoset softball field. LeftField responded that at this time, the investigations will be non-destructive. At a future date, test pits may need to be done to confirm the location of the underground electrical primary, but the team will aim to be as minimally disruptive as possible.

Mr. Chapdelaine inquired when the baseball field closer to Union Street will be taken by construction. LeftField responded that the current plan is for that area to be given to the general contractor in late October 2026. The soccer field in the vicinity of the new school may be taken as early as summer 2026.

3 – Designer Report

3a – Public Outreach

In response to a prior request by the FBBC, MDS and LeftField are seeking opportunities to inform the public about the project using passive and active methods in a public outreach campaign. The team is coordinating with Fall Brook school, PTO, mayor’s office, Public Library, and others. LeftField presented a table of events and opportunities over the next 6-7 months which MDS and LeftField will pursue. Prime communication channels will be posters and flyers, Facebook postings, school events, city events, and local media. The team will target members of the community who have a connection to the project and select events that are expected to draw large crowds.

Mayor Mazzarella recommended placing signs on Decicco Drive to inform parents doing drop-off and pick-up.

The public campaign will focus on pointing people to the project website, where interested individuals can get more information about the project.

The committee agreed with the general approach.

3b – Gymnasium Audio-Visual Equipment

MDS advised that the project includes a projector, projection screen, and sound system for the gymnasium as a deduct-alternate in the cost estimate. This equipment was not originally included in the gymnasium but was requested by the school department during a design meeting.

MDS reported that their AV consultant informed them that the cost for a video wall setup has recently come down to match the cost for a traditional projection setup. The team presented a side-by-side comparison of a projection system and all-in-one video wall. The advantages for a video wall include fewer moving parts, lower installation costs, easier structural coordination, easier maintenance/service, and greater durability in a gymnasium environment than a projection system.

Mr. Bodanza inquired which provided a better image. MDS responded that the image quality is comparable, also that a video wall performs better in a bright environment and a projector requires a powerful bulb which has a limited lifespan.

Mr. Chapdelaine inquired about the location of the video wall/projection screen. MDS responded that both the short end and long end of the gymnasium were considered, but in coordination with the other items that will be mounted in the gymnasium, such as a divider curtain, the short end wall was the recommended location. The furniture and equipment package will include approximately 250 folding chairs for use in the gymnasium which can be arranged for viewing the video wall. Mr. Nadeau inquired about floor protection in the gymnasium. MDS responded they will research floor protection. Mr. Chapdelaine inquired whether the video wall can function as the scoreboard. MDS responded they will research that.

The committee indicated their preference to include a video wall in lieu of a projection system in the gymnasium as a deduct alternate.

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

LeftField reported that the MSBA required the project team re-submit the layout plans to DESE. The package was re-submitted to DESE and a copy was included in this month's FBBC meeting packet.

Mr. Chapdelaine advised that Mr. Charpentier has retired and will not continue as a FBBC member. Mr. Arthur Elbthal, Director of Leominster Emergency Management, will be joining the FBBC once appointed by City Council.

5 – Public Comment

There were no public comments.

6 – Next Steps

LeftField presented the meetings and activities planned for the next three months. The team will send district responses to the MSBA Design Development review comments on January 15, 2026. The 60% Construction Documents pricing set will be sent to the cost estimators on January 26, 2026. The cost estimate reconciliation meeting is scheduled February 18, 2026.

A special meeting of the FBBC is requested to be held remotely on Tuesday, February 24, 2026, for the purpose to voting to approve the 60% Construction Documentation submission and authorize transmission to the MSBA on February 27, 2026.

Beginning in March, the design team will begin working on the 90% Construction Documents package. The 100% Construction Documents is scheduled to be complete in July 2026.

7 – Adjournment

A motion to adjourn the meeting was made by Mr. Bodanza 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 1:37pm.

Documents and Exhibits

- Fall Brook Building Committee Meeting #38 slideshow presentation by LeftField, dated 1/13/26

Attachments

- None