

**Fall Brook
Elementary School**
Leominster, MA

Fall Brook Building
Committee Meeting #39

February 10, 2026




LEOMINSTER
MASSACHUSETTS



DRAFT



TODAY'S AGENDA


- 
1. Call to Order & Roll Call
 2. Administrative Actions
 - a. Previous Meeting Minutes – **Vote**
 - b. Monthly Invoice Log and Warrant – **Vote**
 - c. Project Budget Update
 - d. Project Schedule Update
 3. Designer Report
 - a. Design Updates – Site, Exterior, Interior, and Signage
 - b. Public Outreach
 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.
- After new members are appointed by City Council, the MSBA will review and approve the revised roster.

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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CONSTRUCTION REPORT

LANGAN

Page 1 of 2
Langan Project No.: 151040101
Date: 03 December 2025

PUNCHLIST - SITE OBSERVATION REPORT

Fire Project No.:	151040101	Client:	Miller Dyer Spears / The City of Leominster	Date:	03 December 2025
PROJECT:	Sewer Realignment and Culvert Improvements at DeCicco Drive			Weather:	Sunny, 36°F
LOCATION:	Leominster, MA			Time:	11:00am – 12:00pm
Contractor & Equipment:			Present at Site:		
Ricciardi Bros, Inc Insituform			Langan: Katie Laresch Leominster DPW: Jacob Fleming, John Roseberry		
Observations, Discussions, Etc.:					
Representatives from Langan and Leominster DPW were on site Wednesday, 03 December 2025 to visually observe the general construction progress and to generate a punch list for the scope included in the current civil drawing sets titled "Fall Brook Elementary School Sewer Realignment" and "Fall Brook Elementary School Culvert Improvements", issued by Langan on 07/15/2025. At the time of the site walk, utility and site work had been substantially completed by the contractor, including sewer realignment, culvert liner and scour hole installation, temporary repaving, and planting. Refer to line items below which note specific observations that require correction or additional work to meet the requirements of the contract documents. Please also see Attachment A (Site Photos). Item numbers in the list below directly correspond to the numbered site photos.					
EROSION AND SEDIMENT CONTROL – SEWER REALIGNMENT (ES)					COMPLETE
1. Disturbed areas to the east of DeCicco Drive near the sewer realignment and the wetland restoration area were seeded in late November and vegetation has not yet germinated. According to the contract, seeding dates for Fall planting is September 1-October 30. These areas should be reseeded in the spring or until a stand of cover that is acceptable to the owner is established. Erosion control blankets should be applied to slopes greater than 3:1, particularly the sloped section between DeCicco Drive and the bordering vegetated wetlands.					
2. Two ±20-to-30-foot sections of collapsed silt fence observed along DeCicco Drive. These sections should be repaired per detail 2 on CE501.					
EROSION AND SEDIMENT CONTROL – CULVERT IMPROVEMENT (EC)					COMPLETE
1. At the time of this site walk, due to snow cover, it was unclear if or when the disturbed areas near the culvert were seeded. According to the contract, seeding dates for Fall planting is September 1-October 30. These areas should be reseeded in the spring or until a stand of cover that is acceptable to the owner is established. Erosion controls should be left in place until vegetation is stabilized.					
UTILITY (U) – SEWER REALIGNMENT (US)					COMPLETE
1. Pavement has been temporarily patched. Final paving should occur at least 30 days after temporary pavement has been installed, per the City of Leominster DPW Specifications.					
UTILITY (U) – CULVERT IMPROVEMENT (UC)					COMPLETE
1. Pavement has been temporarily patched. Final paving should occur at least 30 days after temporary pavement has been installed, per the City of Leominster DPW Specifications.					

Update on the culvert & sewer scope of work.

LANGAN

SITE PHOTOS (ATTACHMENT A)

Client Name:	Miller Dyer Spears / The City of Leominster	Subject Property Location:	25 DeCicco Drive, Leominster, MA 01453	Project No.:	151040101
Item No. ES-1					11/19/2025
					
					11/19/2025

MEETING MINUTES FOR APPROVAL

- “Motion to approve the minutes from the Fall Brook Building Committee meetings held on December 9, 2025, and January 13, 2026”, 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: February 6, 2026
Re: Fall Brook Elementary School - January 2026 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 \$
0102-0400	LeftField, LLC	2023.009-028	Design Development	Design Development OPM Services for January 2026	\$ 29,212.00
0201-0400	MDS	70163	Design Development	Design Development Designer Services for January 2026	\$ 103,911.70
0201-0500	MDS	70163	Construction Documents	Construction Document Services for January 2026	\$ 537,614.10
0003-0000	MDS	70163	Environmental & Site	FS Phase environmental & Site Services for January 2026	\$ 11,122.46
0204-0300	MDS	70163	Geotechnical/Geo-Environmental	DD/CA Phase Geotech Reimbursable Services for January 2026	\$ 9,350.00
0203-9900	MDS	70163	Other Reimbursables	DD/CA Phase Reimbursable Services for January 2026	\$ 1,870.00
SUB TOTAL:					\$ 693,080.26

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 January 2026 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required February 12, 2026 deadline. All invoices above are included in the January 2026 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

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				SUB TOTAL:	\$ 693,080.26

WARRANT

WARRANT NUMBER: W30FY26
 WEEK ENDING: 1/22/2026

VENDOR NUMBER	Vendor Name	ACCOUNT NUMBER		AMOUNT	School	School Dept. Use Only	
		ORG CODE	OBJECT			SCHL P.O.#	INVOICE #
37733	LeftField, LLC	3205300	530500	\$ 29,211.00	FALL		2023.009-027
40967	MDS	3205300		498,776.16	FALL		0070140
40967	MDS	3205300		8,168.42	FALL		0070140
40967	MDS	3205300	530500	\$ 20,342.26	FALL		0070140
				TOTAL	\$ 556,497.84		

Update



WARRANT APPROVAL

- “Motion to approve warrant number W FY26 in the amount of \$693,080.26” 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				

TOTAL PROJECT BUDGET

Feasibility Budget:

\$2,500,000

As of January 2026:

- Committed: 77%
 - Expended: 75%
- \$1,922,254
- \$1,864,518

Budget Revision Request #4 to fund Designer Contract Amendment #4 (culvert and sewer construction phase) awaiting MSBA approval

Fall Brook Elementary School - Leominster, MA										January 31, 2026	
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	\$ 455,599	102%	\$ 397,863	89%	\$ 57,737	\$ (9,587)	BRR#2, pending BRR#4
0004-0000	Other	\$ 250,000	\$ 340,453	\$ 590,453	\$ 3,120	1%	\$ 3,120	0%	\$ -	\$ 587,333	BRR#1, #2, #3, #4
	SUB-TOTAL	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,922,254	77%	\$ 1,864,518	75%	\$ 57,737	\$ 577,746	
ADMINISTRATION											
0101-0000	Legal Fees	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	\$ -	
	Owner's Project Manager	\$ 3,128,000	\$ -	\$ 3,514,326	\$ 3,309,280	94%	\$ 264,489	8%	\$ 3,249,837	\$ -	
0102-0400	Design Development	\$ 233,689	\$ -	\$ 233,689	\$ 233,688	100%	\$ 233,689	100%	\$ -	\$ -	
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	\$ 5,280	3%	\$ -	0%	\$ 186,326	\$ -	
0102-1000	Reimbursables & Other Services	\$ 100,000	\$ -	\$ 100,000	\$ 176,000	176%	\$ 30,800	31%	\$ 69,200	\$ -	
0102-1100	Cost Estimates	\$ 100,000	\$ -	\$ 100,000	\$ -	0%	\$ -	0%	\$ 100,000	\$ -	
0103-0000	Advertising & Printing	\$ 3,000	\$ -	\$ 3,000	\$ -	0%	\$ 138	5%	\$ 2,862	\$ -	
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	\$ 3,309,280	93%	\$ 264,627	7%	\$ 3,282,699	\$ -	
A&E											
0201-0400	A/E Basic Services	\$ 8,733,419	\$ -	\$ 8,733,419	\$ 8,436,921	97%	\$ 2,615,848	30%	\$ 6,117,571	\$ -	
	Design Development	\$ 2,076,115	\$ -	\$ 2,076,115	\$ 2,078,359	100%	\$ 2,078,234	100%	\$ (2,119)	\$ -	
0201-0500	Construction Documents	\$ 3,792,469	\$ -	\$ 3,792,469	\$ 3,584,938	95%	\$ 537,614	14%	\$ 3,254,855	\$ -	
0201-0600	Bidding	\$ 310,135	\$ -	\$ 310,135	\$ 311,980	101%	\$ -	0%	\$ 310,135	\$ -	
0201-0700	Construction Administration	\$ 2,310,800	\$ -	\$ 2,310,800	\$ 2,317,744	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	\$ 1,183,214	99%	\$ 185,159	15.5%	\$ 1,008,711	\$ -	
0203-0200	Printing (over minimum)	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	\$ -	
0203-9900	Other Reimbursables	\$ 535,416	\$ -	\$ 535,416	\$ 476,310	89%	\$ 172,729	32%	\$ 362,687	\$ -	
0204-0200	HazMat (incl. monitoring)	\$ 106,920	\$ -	\$ 106,920	\$ 108,570	102%	\$ 3,080	3%	\$ 103,840	\$ -	
0204-0300	Geotechnical/Geo-Environmental	\$ 428,984	\$ -	\$ 428,984	\$ 522,984	122%	\$ 9,350	2%	\$ 419,634	\$ -	
0204-0400	Site Survey & Site Requirements	\$ 22,550	\$ -	\$ 22,550	\$ 22,550	100%	\$ -	0%	\$ 22,550	\$ -	
0204-0500	Wetlands	\$ 50,000	\$ -	\$ 50,000	\$ 41,800	84%	\$ -	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	\$ 9,620,135	97%	\$ 2,801,007	28%	\$ 7,126,282	\$ -	



TOTAL PROJECT BUDGET

Total Project Budget:

\$114,821,932

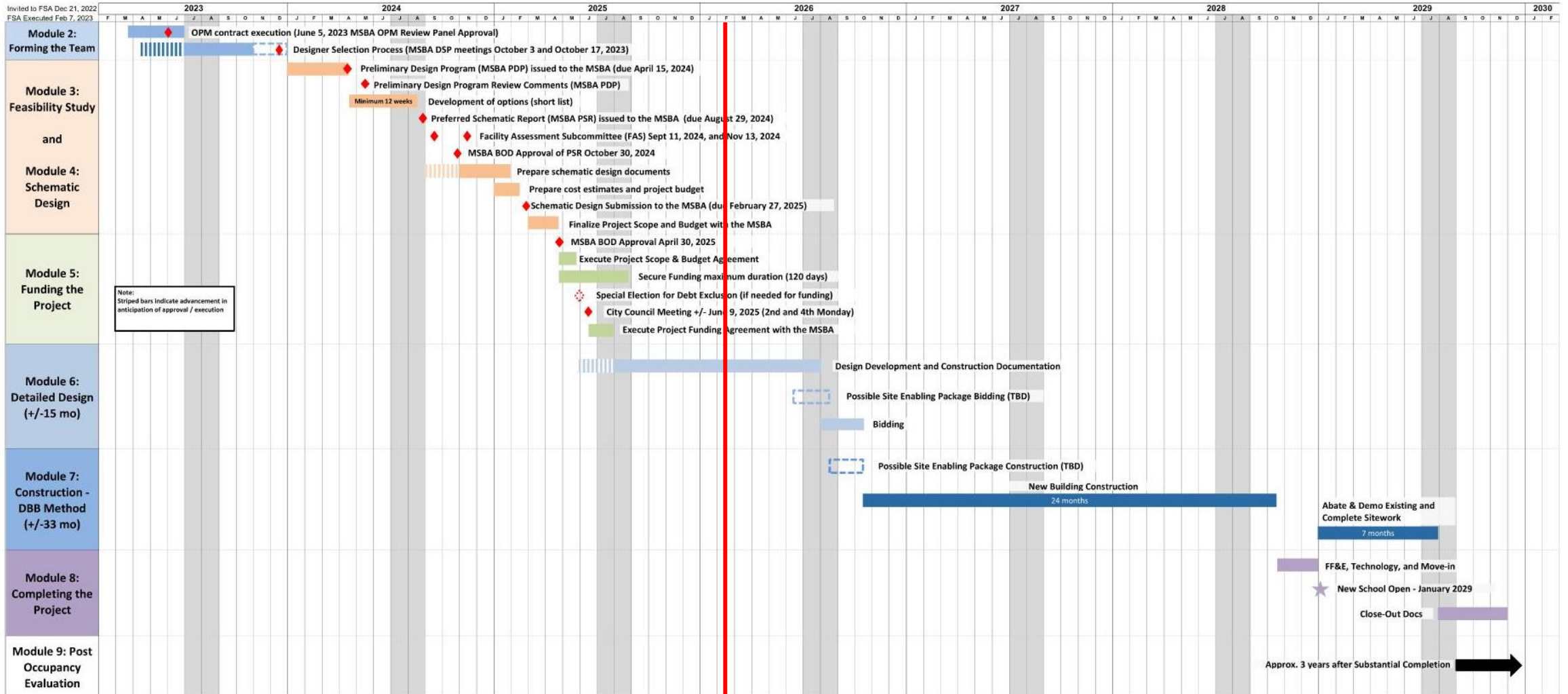
As of January 2026:

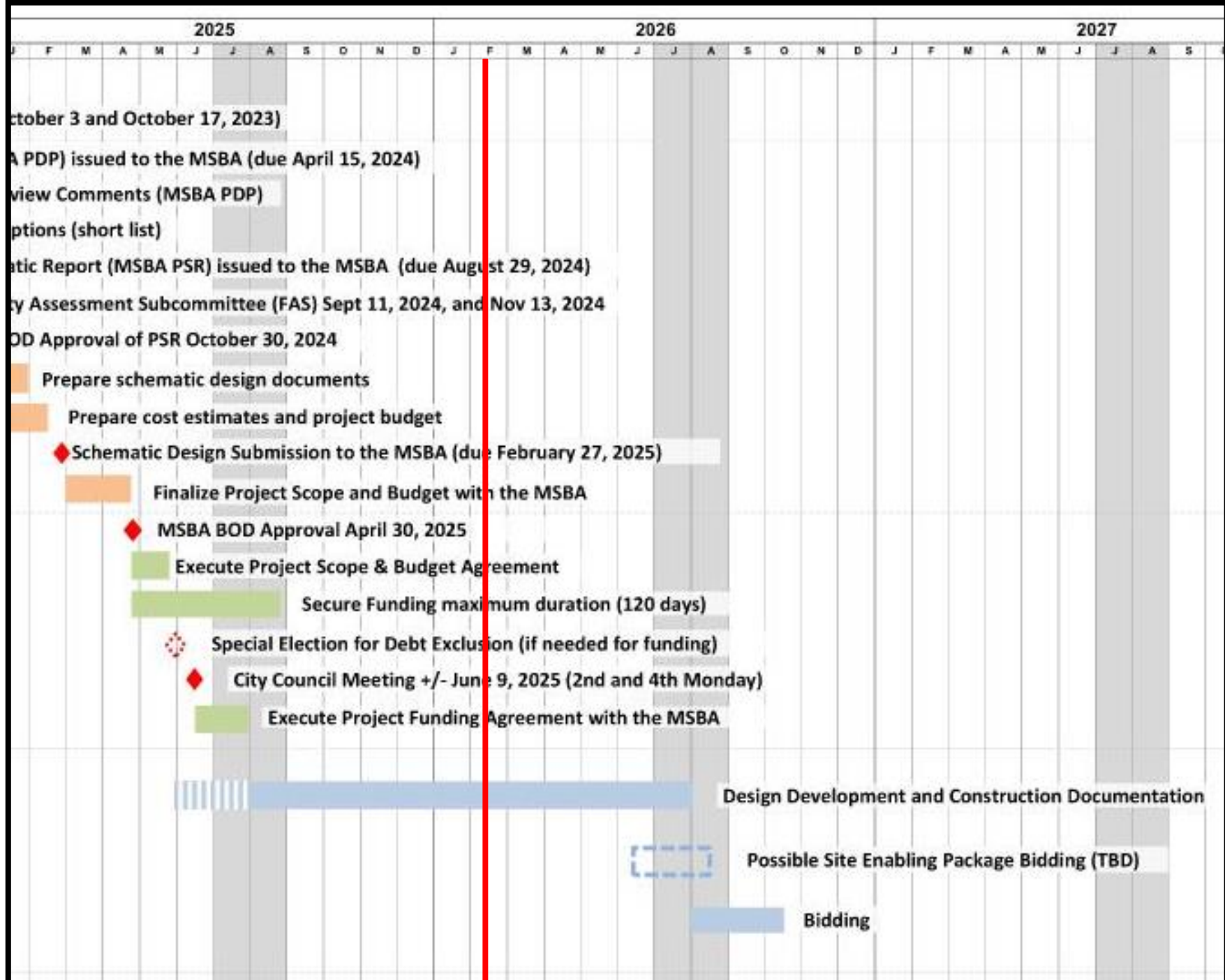
- Committed: 14%
 - Expended: 5%
- \$16,022,569
- \$5,956,006

Fall Brook Elementary School - Leominster, MA											
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
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	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	\$ -	
CONSTRUCTION COSTS											
0502-0001	Construction Budget	\$ 89,759,943		\$ 89,759,943	\$ 1,170,900	1%	\$ 1,025,854	1%	\$ 88,734,089		
0508-0000	Change Orders	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -		
	SUB-TOTAL	\$ 89,759,943	\$ -	\$ 89,759,943	\$ 1,170,900	1%	\$ 1,025,854	1%	\$ 88,734,089	\$ -	
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		
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	\$ 16,022,569	14%	\$ 5,956,006	5%	\$ 108,865,926	\$ 577,746	
FUNDING SOURCES											
	Maximum State Share	\$ 64,368,241				56.06%					
	Minimum Local Share	\$ 50,453,691				43.94%					
	SUB-TOTAL	\$ 114,821,932				100.00%					



PROJECT SCHEDULE





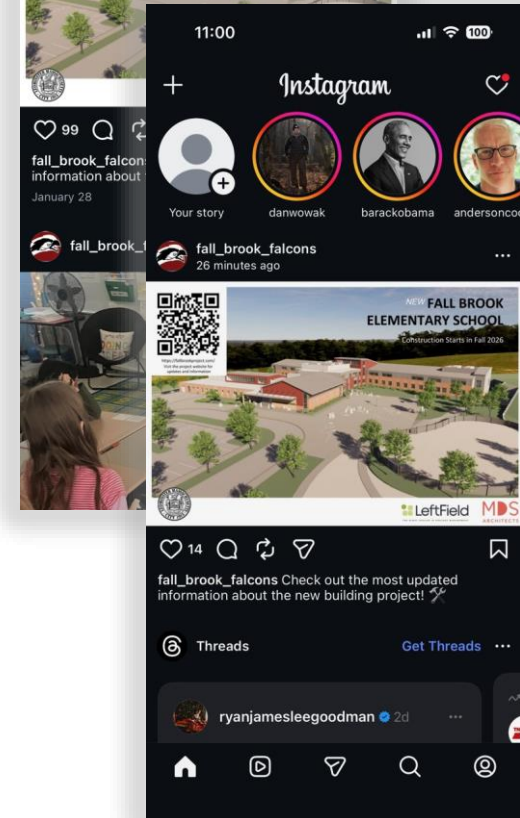
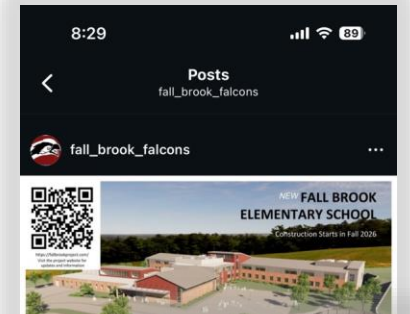
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DESIGNER REPORT

Switch to MDS presentation slides

PUBLIC OUTREACH CAMPAIGN



Fall Brook Elementary School - Leominster, MA February 6, 2026

Outreach Campaign 2026

OPPORTUNITY				METHOD / CHANNEL						
Yes/No	Event	Audience	Date	Poster	Flier	Info Table	Presentation / Q&A	Text Blurb & Link to Website	Other Content for Distribution	Project Website Announcement
Passive Outreach:										
Yes	Fall Brook, Main lobby	School	Ongoing	X						
Yes	Public Library (Alex Lent)	Library	February	X				X		
Yes	PTO Facebook Page (Kristine Roddy)	PTO	TBD					X		
Yes	PTO Instagram Page (Lynn Fiandaca)	PTO	TBD					X		
Yes	Fall Brook drop-off, pick-up sign	School	ASAP after 60% CD	X						
Yes	Samoset Principal (Mark Trainor)	MS PTO	TBD	X				X		
TBD	Samoset PTO (Mindy Spar)	MS PTO	TBD							
Active Outreach:										
Maybe	City Council & School Committee Jt Mtg	All	TBD				X			X
Yes	School Committee Mtg	All	TBD				X			X
Yes	Mayor's cable show, Inside Leominster	City	Feb 19, 2026, 4:00pm				X			X
No	Bingo Night (Kristine Roddy)	PTO	March			X				X
Yes	City Council Public Schools Subcom	All	March 17, 18, 19, evening				X			X
Yes	Talent Show (Lynn Fiandaca)	School	Thurs, March 26, 5:30-7:30pm			X				X
Yes	Spring Concert	School	Thurs April 30, 6-7pm			X				X
Yes	Mayor's podcast on LTV	City	April?				X			X
Maybe	Public Library event?	Library	TBD			X				X

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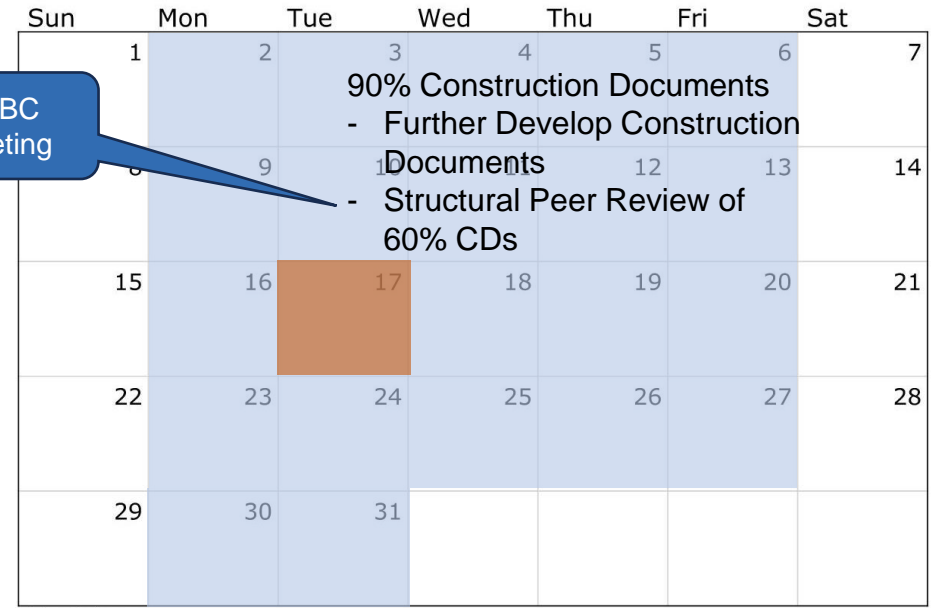
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NEXT STEPS

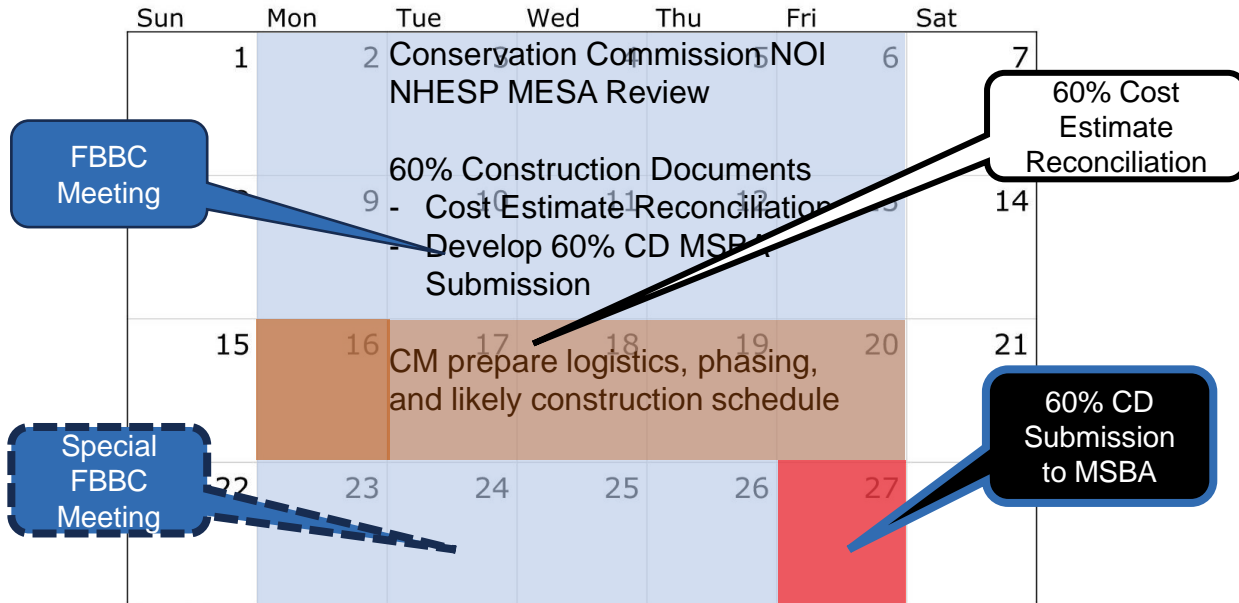
- Tuesday 2/10/26, 1:00pm Regular FBBC Meeting
- Wednesday 2/18/26 60% CD Cost Estimate Reconciliation
- Tuesday 2/24/26, 1:00pm Special FBBC Meeting
- Friday 2/27/26 60% CD submission to the MSBA
- Tuesday 3/10/26, 1:00pm Regular FBBC Meeting
- Tuesday 4/14/26, 1:00pm Regular FBBC Meeting

March 2026



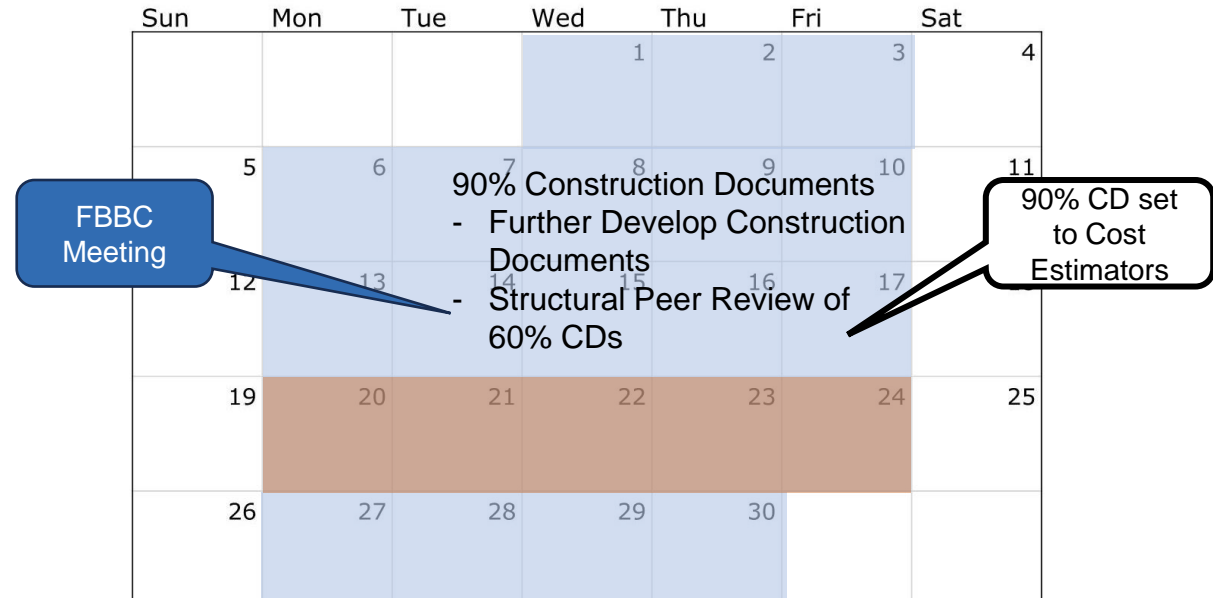
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February 2026



print-a-calendar.com

April 2026



print-a-calendar.com

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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

