FALL BROOK ELEMENTARY SCHOOL PROJECT – Leominster, MA

FALL BROOK BUILDING COMMITTEE (FBBC) MEETING #43

Tuesday, May 19, 2026 In-Person 1:00pm

Office of Emergency Management
37 Carter Street, Leominster, MA

Mark Bodanza	Greg Chapdelaine	Sandra Cucchiara	Robin Desmond
Arthur Elbthal	Jacob Fleming	Suzanne Koehler	Steven Mammone
Dean Mazzarella, Chair	Melanie Mikels	Elliot "Butch" Nadeau	Jennifer Reddington
	Brandon Robbins	Jeffrey Sullivan	

In memoriam Peter Angelini (1956-2025)

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 = 8)	Present	Notes
Mr. Mark Bodanza		City Councilor
Mr. Greg Chapdelaine	X	City Purchasing Agent
Ms. Sandra Cucchiara	Remote	School Committee Member
Ms. Robin Desmond	Remote	Superintendent of Schools
Mr. Arthur Elbthal	X	Leominster Emergency Management, Director
Mr. Jacob Fleming	X	Leominster DPW Business Manager
Ms. Suzanne Koehler		Former School Committee Member
Mr. Steven Mammone	Remote	Asst. Superintendent of Schools
Mayor Dean Mazzarella, Chair	X	Mayor and School Committee member
Ms. Melanie Mikels	Remote	School Business Manager
Mr. Elliot Nadeau	X	School Facilities Director
Ms. Jennifer Reddington	X	City Comptroller
Mr. Brandon Robbins	Remote	City Councilor
Mr. Jeffrey Sullivan	X	Fall Brook Elementary School Principal
Other Participants		
Meredith Tarr	X	City of Leominster

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John Roseberry		Leominster DPW Senior Engineer
Christine Silverman		Leominster Public Schools
Lynn Fiandaca		Leominster Public Schools
Richard Bergeron		Leominster Public Schools
Will Sullivan	X	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	Remote	Miller Dyer Spears, Principal in Charge
Danyul Cho	Remote	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

Mayor Mazzarella called the meeting to order at 1:03pm. Roll call was conducted, and a quorum was present.

2 – Administrative Actions

2a – Previous Meeting Minutes

A motion to approve the minutes of the meetings held on April 14, 2026, and February 10, 2026, 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 for the April invoices which included OPM services and designer services, for a total of $624,670.03.

A motion to approve Warrant number W48FY26 in the amount of $624,670.03 was made by Mayor Mazzarella and seconded by Mr. Chapdelaine. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

2c – Budget Update

LeftField presented the Total Project Budget through April 2026. The project has committed 14% and expended 6% of the $114.8 million budget. Expenditure continues to be in line with the progress of the project.

2d – Schedule Update

LeftField presented the project schedule showing the anticipated completion of the new school building by the fall term 2028 and the completion of demolition and site improvements by October 2029. The project team is preparing to issue the Early Site Package (ESP) for bidding in June. The ESP will be bid in June, and the work will be performed in Summer 2026. The scope includes underground work to relocate existing service lines within the vicinity of the new building footprint. The main bid package will be bid in late summer / early fall and awarded in October.

Mayor Mazzarella advised that he has scheduled a meeting with the neighboring church about using the parking lot near Union Street for teacher parking during construction.

LeftField reported that the detailed procurement schedule has been developed; prequalification of general contractors and filed sub-bidders will begin in June and bidding will be in August and September.

2e – Public Outreach Campaign

LeftField provided an update to the building committee on the progress of the public outreach campaign. LeftField and MDS have completed several key activities, including appearing on *Inside Leominster* hosted by Mayor Mazzarella, presenting to the City Council Public Schools Subcommittee, hosting an informational table at the Fall Brook Talent Show and Fall Brook Spring Concert, posting information to social media, and displaying posters in Fall Brook, Samoset, the Public Library, and City Hall. Upcoming activities include Presenting at the School Committee meeting on June 1, 2026, and delivering a pair of sandwich boards for display at Fall Brook's drop-off and pick-up line. The efforts have been geared to inform the public of the project before work begins at the end of June and point interested parties to the project website to learn more about the project.

Mr. Elbthal inquired about the results of the outreach campaign. LeftField advised that in the first 6 months of 2025, which was before the outreach campaign, the project website recorded 1,871 views; in the same timeframe in 2026, which is during the outreach campaign, the project website recorded 2,458 views, which is a significant increase. Speaking to individuals at the in-person events, all seem to

be familiar with the project, but surprised to learn it is beginning June 2026, which was the impetus for conducting a public outreach campaign.

2f – Designer Contract Amendment #12

LeftField presented Additional Service Request (ASR) #12 for services to pre-characterization of the soil in the footprint of the new school which will be included in Designer Contract Amendment #12. The purpose is to test the soil, in accordance with state requirements, to understand its composition and include that information in the bid documents. Ms. Reddington inquired how this scope is different than ASR #11 for borings. The project team responded that the borings in ASR #11 were for geotechnical purposes such as properties and strength of the soils, while ASR #12 is for geo-environmental purposes such as looking for contaminants in the soil. ASR #12 also includes the fee for a licensed site professional to monitor excavation work.

A motion to approve *Additional Services Request #12* for soil pre-characterization for a fee of $22,525.00 and reimbursable expenses in the amount of $250 plus $49,850.00 for a total of $50,100.00, and to add it to *Designer Contract Amendment 12*, was made by Mayor Mazzarella and was seconded by Mr. Nadeau.

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

Voting Member	Yea	Nay	Abstain	Not Present
Mr. Mark Bodanza				X
Mr. Greg Chapdelaine	X			
Ms. Sandra Cucchiara	X			
Ms. Robin Desmond	X			
Mr. Arthur Elbthal	X			
Mr. Jacob Fleming	X			
Ms. Suzanne Koehler				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 12-0-0.

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3 – Designer Report

3a – 90% Construction Documents MSBA Submission

LeftField presented the 90% Construction Documents (90% CD) submission, which was previously distributed to the Fall Brook Building Committee (FBBC) via email. LeftField provided a high-level overview of the contents of the submission.

LeftField presented a table comparing the two independent cost estimates which were reconciled and show construction to be well within the construction budget of $89,759,943. The designer's cost estimator, A.M. Fogarty, estimated the 90% CD package at $87,983,033, and the city's cost estimator, PM&C, estimated the project at $87,404,848. The variance is 0.7%, which is very small for a project of this size. These values include $1,172,400 for the actual cost for the culvert improvements and sewer relocation performed last year and the estimated cost for the Early Site Package.

Mr. Chapdelaine inquired about higher fuel costs. LeftField responded that the project team asked the question to the cost estimators. The cost estimators advised that they can only estimate based on the information that is known at the time of the estimates, but 1.5% escalation is included to cover cost increases such as higher fuel costs. A discussion was held regarding the cost estimating process.

A motion to approve the 90% Construction Documents submission as presented and authorize the OPM to transmit it to the Massachusetts School Building Authority (MSBA) on May 22, 2026, was made by Mayor Mazzarella and seconded by Mr. Chapdelaine.

There was no further discussion. A show of hands vote was taken. The motion carried unanimously.

3b – Fence Along Tree Line

LeftField presented information on a fence behind the playing fields that was requested at a prior FBBC meeting. The city recommended a fence at the rear of the site to contain students on the playing fields during recess. The cost is estimated at $63,000 for the fence and two gates and is included in the 90% CD cost estimate.

Mr. Chapdelaine inquired whether the proposed fence is black vinyl coated. MDS will look into the material and report back. Mr. Nadeau inquired if both a top and bottom rail will be included. MDS confirmed both are included.

The FBBC expressed general approval of the fence being included in the scope of the project.

3c – Monumental Sign Options

LeftField presented estimated costs for three monumental sign options, 1) a static sign at Fall Brook for $39,000, 2) a monumental sign with a digital component at Fall Brook for $60,800, and 3) a static sign at Fall Brook and a separate digital sign near Union Street $71,700. LeftField anticipates the MSBA

would determine the electronic sign at Union Street to be ineligible for reimbursement. A discussion was held.

A digital sign near Union Street would be powered from a nearby utility pole with a pole mounted electric meter and would be controlled wirelessly. Mayor Mazzarella spoke about the community benefits of a digital sign near Union Street.

Mr. Williams advised that the school department has recently purchased similar signs for about half the estimated cost. Ms. Reddington inquired about the city purchasing the digital sign on their own and whether the MSBA requires a monumental sign. Mr. Chapdelaine inquired about the MSBA reimbursement for a sign that is purchased directly by the city. MDS advised that all public schools tend to have a monumental sign, and that one is recommended for Fall Brook for parity with other Leominster Public Schools. LeftField will inquire with the MSBA and report back, and the decision can be made at the June meeting.

3d – Bid Alternate

LeftField reported that the koi pond (estimated construction cost $49,050) is currently the only bid alternate that the project team is aware of. The building committee may add bid alternates for monumental school sign options. LeftField advised that the alternates must be accepted in the order they are listed in the bid documents. The project team requested direction from the FBBC at the next FBBC meeting.

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

LeftField advised that per M.G.L. c. 149, §§ 44D½ and 44D¾ public building contracts estimated to cost $10 million or more must prequalify contractors and subcontractors to bid. The makeup of the selection committee is required to be two individuals from Awarding Authority, one individual from OPM, and one individual from Designer.

A motion to form a prequalification committee, in accordance with M.G.L. c. 149 requirements, and to include Gregory Chapdelaine, Meredith Tarr, Craig DiCarlo, and Nereyda Rodriguez or their designees, was made by Ms. Reddington and seconded by Mayor Mazzarella.

There was no discussion. A show of hands vote was taken. The motion carried unanimously.

5 – Public Comment

Prior to the meeting, LeftField was informed that the planning department and others in the city have been asking about where to find project information. All the project information is currently on the

website, but somewhat difficult to access because it is buried in the very large files used for MSBA submissions. LeftField recommends the following documents be posted to the project website:

- Meeting minutes going back to the start of 2026 or earlier
- Architectural renderings
- Presentation-style project schedule

The FBBC expressed general agreement with LeftField's recommendation.

6 – Next Steps

LeftField presented the meetings and activities planned for the next three months.

The Early Site Package (ESP) bid documents will be available to bidders on May 27, 2026, bids will be due June 10, 2026, and the notice to proceed is anticipated June 24, 2026. The Request for Qualifications (RFQ) will become available and general contractor and filed sub-bidder qualifications will be due in June. The main package 100% Construction Documents will be ready July 17, 2026, which will become the basis for the Bid Package in August.

7 – Adjournment

A motion to adjourn the meeting was made by Mayor Mazzarella 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 2:00pm.

Documents and Exhibits

- Fall Brook Building Committee Meeting #43 slideshow presentation by LeftField, dated 5/19/26.

Attachments

- None

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