Fall Brook Elementary School

Leominster, MA

Fall Brook Building Committee Meeting #44

June 9, 2026

LEOMINSTER
MASSACHUSETTS

LeftField

MDS ARCHITECTS

TODAY'S AGENDA

1. Call to Order & Roll Call
2. Administrative Actions
    a. OPM Site Representative
    b. Previous Meeting Minutes – **Vote**
    c. Monthly Invoice Log and Warrant – **Vote**
    d. Project Budget Update
    e. Project Schedule Update
    f. Public Outreach Update
    g. Designer Contract Amendments - **Vote**
3. Designer Report
    a. Final Design Renderings
    b. Monumental Sign Options
4. Items Not Anticipated 48 Hours in Advance of Meeting
5. Public Comment
6. Next Steps
7. Adjournment

MDS ARCHITECTS

ROLL CALL

- Eight (8) voting members are required for a quorum

Voting Member	Present	Absent
Mr. Mark Bodanza		
Mr. Greg Chapdelaine		
Ms. Sandra Cucchiara		
Ms. Robin Desmond		
Mr. Arthur Elbthal		
Ms. Suzanne Koehler		
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		

MDS ARCHITECTS

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MDS ARCHITECTS

MEETING MINUTES FOR APPROVAL

- “Motion to approve the minutes from the Fall Brook Building Committee meeting held on May 19, 2026”, made by _____, seconded by _____.
- Discussion
- Vote

Voting Member	Yea	Nay	Abstain	Absent
Mr. Mark Bodanza				
Mr. Greg Chapdelaine				
Ms. Sandra Cucchiara				
Ms. Robin Desmond				
Mr. Arthur Elbthal				
Mr. Jacob Fleming				
Ms. Suzanne Koehler				
Mr. Steven Mammone				
Mayor Dean Mazzarella, Chair				
Ms. Melanie Mikels				
Mr. Elliot Nadeau				
Ms. Jennifer Reddington				
Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				

MDS ARCHITECTS

INVOICE LOG

INVOICES (Payments)					
ProPay Code	**Vendor**	**Invoice #**	**Budget Category**	**Description of Services**	**Invoice $**
0102-0500	LeftField, LLC	193666	Construction Documents	Construction Document OPM Services for May 2026	$ 40,558.00
0102-1100	LeftField, LLC	193666	Cost Estimates	Cost Estimate Services for April/May 2026	$ 22,000.00
0102-1000	LeftField, LLC	193666	Reimbursables & Other Services	Other Reimbursable OPM Services for May 2026	$ 2,640.00
0201-0500	MDS	70263	Construction Documents	Construction Document Services for May 2026	$ 537,614.10
0203-9900	MDS	70263	Other Reimbursables	DD/CA Phase Reimbursable Services for May 2026	$ 5,696.17
0103-0000	ProjectDog	23560	Advertising & Printing	Bid Advertising Services for May 2026	$ 1,490.00
				SUB TOTAL:	**$ 609,998.27**

WARRANT

WARRANT NUMBER: W52FY26
WEEK ENDING: 6/25/2026

VENDOR NUMBER	Vendor Name	ACCOUNT NUMBER		AMOUNT	School	School Dept. Use Only	
		ORG CODE	OBJECT			SCHL P.O.#	INVOICE #
37733	*LeftField, LLC*	3205300	530500	$ 40,558.00	FALL		193666
37733	*LeftField, LLC*	3205300	530500	$ 22,000.00	FALL		193666
37733	*LeftField, LLC*	3205300	530500	$ 2,640.00	FALL		193666
40967	*MDS*	3205300	530500	$ 537,614.10	FALL		0070263
40967	*MDS*	3205300	530500	$ 5,696.17	FALL		0070263
	ProjectDog	3205300	530500	$ 1,490.00	FALL		23560
			TOTAL	$ 609,998.27			

MDS ARCHITECTS

INVOICE & WARRANT APPROVAL

- “Motion to approve warrant number W52FY26 in the amount of $609,998.27” made by _____, seconded by _____.
- Discussion
- Vote

Voting Member	Yea	Nay	Abstain	Absent
Mr. Mark Bodanza				
Mr. Greg Chapdelaine				
Ms. Sandra Cucchiara				
Ms. Robin Desmond				
Mr. Arthur Elbthal				
Mr. Jacob Fleming				
Ms. Suzanne Koehler				
Mr. Steven Mammone				
Mayor Dean Mazzarella, Chair				
Ms. Melanie Mikels				
Mr. Elliot Nadeau				
Ms. Jennifer Reddington				
Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				

MDS ARCHITECTS

TOTAL PROJECT BUDGET

Total Project Budget:

$114,821,932

Fall Brook Elementary School - Leominster, MA — April 30, 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%	$ 401,220	90%	$ 54,380	$ (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%**	**$ 1,867,875**	**75%**	**$ 54,380**	**$ 577,746**	
	ADMINISTRATION										
0101-0000	Legal Fees	$ -		$ -	$		$ -	0%	$ -	$ -	
	Owner's Project Manager	**$ 3,128,000**	**$ -**	**$ 3,514,**			**355,363**	**10%**	**$ 3,095,163**	**$ 205,046**	
0102-0400	Design Development	$ 233,689					233,689	100%	$ -	$ 1	
0102-0500	Construction Documents	$ 243,349					121,674	50%	$ 121,675	$ 1	
0102-0600	Bidding	$ 120,407					-	0%	$ 120,407	$ (1)	
0102-0700	Construction Administration	$ 2,327,984					-	0%	$ 2,327,984	$ (1)	
0102-0800	Closeout	$ 202,571					-	0%	$ 202,571	$ -	
0102-0900	Extra Services	$ 186,326					-	0%	$ 186,326	$ 181,046	
0102-1000	Reimbursables & Other Services	$ 100,000					-	0%	$ 100,000	$ 9,800	
0102-1100	Cost Estimates	$ 100,000			85,800	86%	$ 63,800	64%	$ 36,200	$ 14,200	
0103-0000	Advertising & Printing	$ 3,000		3,000	$ -	0%	$ 138	5%	$ 2,862	$ 3,000	
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	$ 30,000	
	SUB-TOTAL	**$ 3,547,326**	**$ -**	**$ 3,547,326**	**$ 3,309,280**	**93%**	**$ 419,301**	**12%**	**$ 3,128,025**	**$ 238,046**	
	A&E										
	A/E Basic Services	**$ 8,733,419**	**$ -**	**$ 8,733,419**	**$ 8,574,837**	**98%**	**$ 4,262,515**	**49%**	**$ 4,470,904**	**$ 158,582**	
0201-0400	Design Development	$ 2,076,115		$ 2,076,115	$ 2,078,359	100%	$ 2,078,234	100%	$ (2,119)	$ (2,244)	
0201-0500	Construction Documents	$ 3,792,469		$ 3,792,469	$ 3,722,854	98%	$ 2,184,281	58%	$ 1,608,188	$ 69,615	
0201-0600	Bidding	$ 310,135		$ 310,135	$ 311,980	101%	$ -	0%	$ 310,135	$ (1,845)	
0201-0700	Construction Administration	$ 2,310,800		$ 2,310,800	$ 2,317,744	100%	$ -	0%	$ 2,310,800	$ (6,944)	
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	$ 100,000	
	Extra/Reimbursable Services	**$ 1,193,870**	**$ -**	**$ 1,193,870**	**$ 1,183,214**	**99%**	**$ 235,489**	**19.7%**	**$ 958,381**	**$ 10,656**	
0203-0200	Printing (over minimum)	$ -		$ -	$ -	0%	$ -	0%	$ -	$ -	
0203-9900	Other Reimbursables	$ 535,416		$ 535,416	$ 476,310	89%	$ 223,059	42%	$ 312,357	$ 59,106	
0204-0200	HazMat (incl. monitoring)	$ 106,920		$ 106,920	$ 108,570	102%	$ 3,080	3%	$ 103,840	$ (1,650)	
0204-0300	Geotechnical/Geo-Environmental	$ 428,984		$ 428,984	$ 522,984	122%	$ 9,350	2%	$ 419,634	$ (94,000)	
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	$ 8,200	
0204-1200	Traffic Studies	$ 50,000		$ 50,000	$ 11,000	22%	$ -	0%	$ 50,000	$ 39,000	
	SUB-TOTAL	**$ 9,927,289**	**$ -**	**$ 9,927,289**	**$ 9,758,051**	**98%**	**$ 4,498,004**	**45%**	**$ 5,429,285**	**$ 169,238**	

Update

TOTAL PROJECT BUDGET

Total Project Budget:

$114,821,932

As of May 2026:

- Committed: 14%
  $16, 233,110
- Expended: 7%
  $8,421,032

Fall Brook Elementary School - Leominster, MA — April 30, 2026

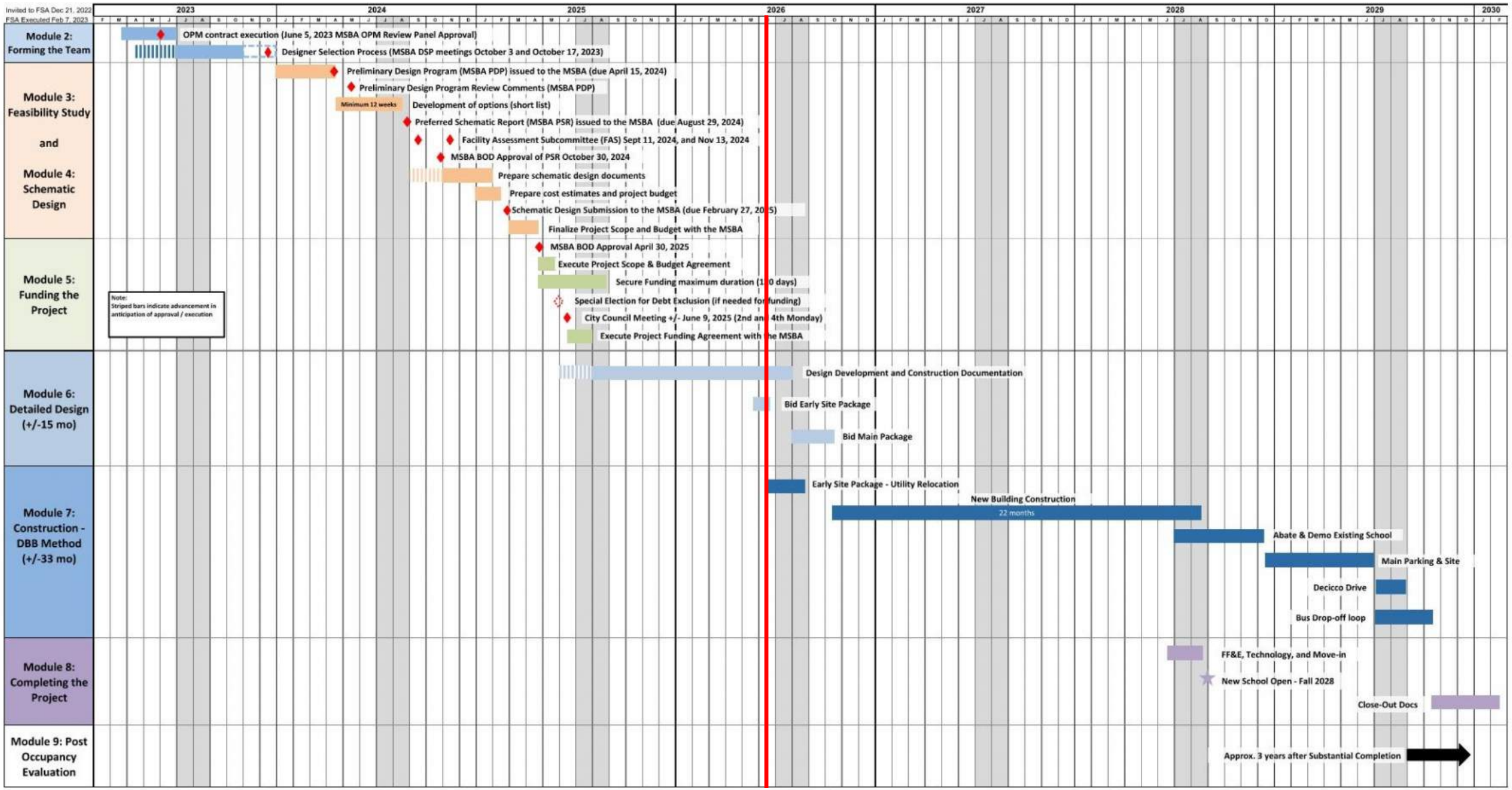
Total Project Budget Status Report

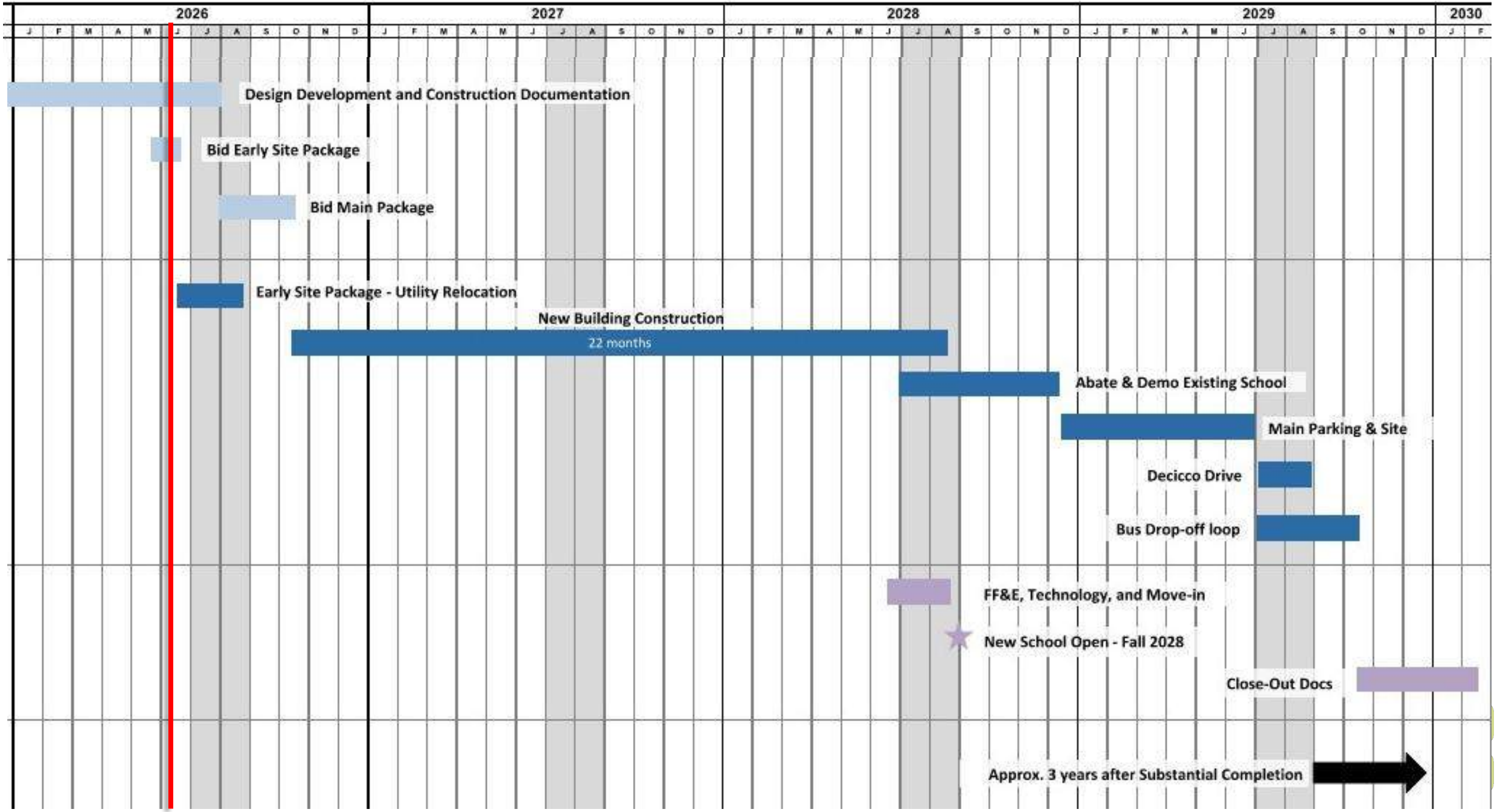
ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Uncommitted	Comments
	SITE ACQUISITION										
0301-0000	Land/Bldg. Purchase/Associated Services	$ -		$ -	$ -	0%	$ -	0%	$ -	$ -	
	SUB-TOTAL	$ -	$ -	$ -	$ -	0%	$ -	0%	$ -	$ -	
	PRE CONSTRUCTION COSTS										
0501-0000	CMR Pre-Con Services			$ -	$		-	0%	$ -	$ -	
	SUB-TOTAL	$ -	$ -	$			-	0%	$ -	$ -	
	CONSTRUCTION COSTS										
0502-0001	Construction Budget	$ 89,759,943					1,025,854	1%	$ 88,734,089	$ 88,589,043	
0508-0000	Change Orders	$ -					-	0%	$ -	$ -	
	SUB-TOTAL	$ 89,759,943	$				1,025,854	1%	$ 88,734,089	$ 88,589,043	
	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	$ 4,390,473	
	Miscellaneous Project Costs	$ 850,000	$ -	$ 850,000	$ -	0%	$ -	0%	$ 850,000	$ 850,000	
0601-0000	Utility Company Fees	$ 200,000		$ 200,000	$ -	0%	$ -	0%	$ 200,000.00	$ 200,000	
0602-0000	Testing Services	$ 350,000		$ 350,000	$ -	0%	$ -	0%	$ 350,000	$ 350,000	
0699-0000	Other Project Costs	$ 300,000		$ 300,000	$ -	0%	$ -	0%	$ 300,000	$ 300,000	
	Furnishings and Equipment	$ 2,806,000	$ -	$ 2,806,000	$ -	0%	$ -	0%	$ 2,806,000	$ 2,806,000	
0701-0000	Furnishings	$ 1,830,000		$ 1,830,000	$ -	0%	$ -	0%	$ 1,830,000	$ 1,830,000	
0702-0000	Equipment	$ -		$ -		0%		0%		$ -	
0703-0000	Technology Equipment	$ 976,000		$ 976,000	$ -	0%	$ -	0%	$ 976,000	$ 976,000	
0801-0000	Owner's Contingency	$ 1,040,901		$ 1,040,901	$ -	0%	$ -	0%	$ 1,040,901	$ 1,040,901	
	TOTAL PROJECT BUDGET	$ 114,821,932	$ -	$ 114,821,932	$ 16,160,485	14%	$ 7,811,034	7%	$ 107,010,898	$ 98,661,447	

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%

Update

PROJECT SCHEDULE




2026
2027
2028
2029
2030
Design Development and Construction Documentation
Bid Early Site Package
Bid Main Package
Early Site Package - Utility Relocation
New Building Construction
22 months
Abate & Demo Existing School
Main Parking & Site
Decicco Drive
Bus Drop-off loop
FF&E, Technology, and Move-in
New School Open - Fall 2028
Close-Out Docs
Approx. 3 years after Substantial Completion

PUBLIC OUTREACH CAMPAIGN

- Inside Leominster
- City Council Public Schools Subcom meeting on 3/10/26
- Fall Brook Talent Show on 3/19/26
- Fall Brook Spring Concert on 4/30/26
- Regular social media posts
- Poster boards on display
- Sandwich boards at Fall Brook drop off & pick up
- School Committee meeting 6/1/26

MDS ARCHITECTS

CONTRACT FOR MATERIALS TESTING SERVICES

Proposals were solicited for Independent Materials Testing and Inspection Services

6 Proposals were received:

- Fenagh Engineering & Testing, Inc.
- John Turner Consulting
- Prime Consulting
- Thompson & Lichtner
- UTS of Massachusetts, Inc.
- Yankee Testing & Engineering

The Selection Committee identified **Yankee Testing & Engineering** as the most advantageous based on qualifications, experience, price, and other factors.

MDS ARCHITECTS

CONTRACT FOR MATERIALS TESTING SERVICES

- "Motion to authorize the City to contract with Yankee Testing & Engineering for Independent Materials Testing and Inspection services based on unit costs and a not-to-exceed fee of $250,000" made by _____, seconded by _____.
- Discussion
- Vote

Voting Member	Yea	Nay	Abstain	Absent
Mr. Mark Bodanza				
Mr. Greg Chapdelaine				
Ms. Sandra Cucchiara				
Ms. Robin Desmond				
Mr. Arthur Elbthal				
Mr. Jacob Fleming				
Ms. Suzanne Koehler				
Mr. Steven Mammone				
Mayor Dean Mazzarella, Chair				
Ms. Melanie Mikels				
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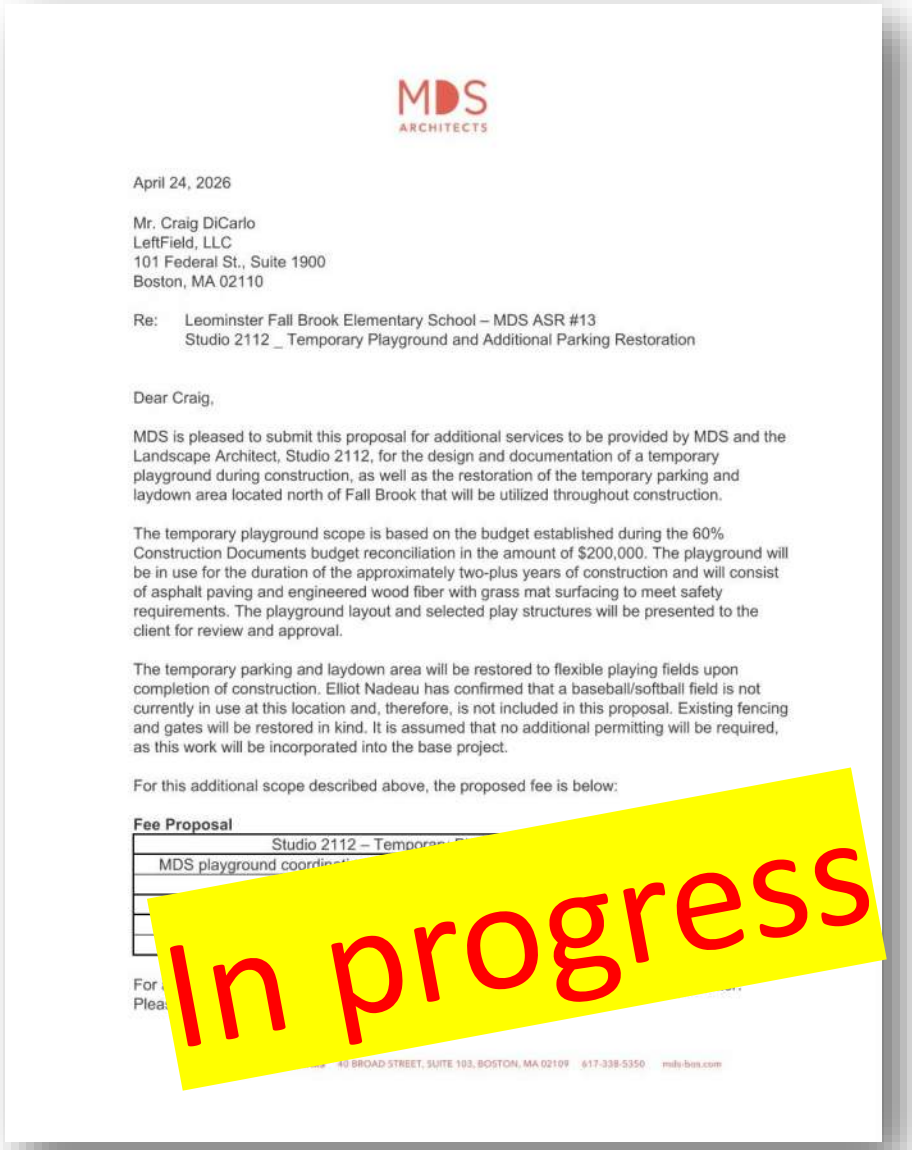
MDS ARCHITECTS

DESIGNER ADDITIONAL SERVICE REQUEST 13



MDS
ARCHITECTS

April 24, 2026

Mr. Craig DiCarlo
LeftField, LLC
101 Federal St., Suite 1900
Boston, MA 02110

Re: Leominster Fall Brook Elementary School – MDS ASR #13
Studio 2112 _ Temporary Playground and Additional Parking Restoration

Dear Craig,

MDS is pleased to submit this proposal for additional services to be provided by MDS and the Landscape Architect, Studio 2112, for the design and documentation of a temporary playground during construction, as well as the restoration of the temporary parking and laydown area located north of Fall Brook that will be utilized throughout construction.

The temporary playground scope is based on the budget established during the 60% Construction Documents budget reconciliation in the amount of $200,000. The playground will be in use for the duration of the approximately two-plus years of construction and will consist of asphalt paving and engineered wood fiber with grass mat surfacing to meet safety requirements. The playground layout and selected play structures will be presented to the client for review and approval.

The temporary parking and laydown area will be restored to flexible playing fields upon completion of construction. Elliot Nadeau has confirmed that a baseball/softball field is not currently in use at this location and, therefore, is not included in this proposal. Existing fencing and gates will be restored in kind. It is assumed that no additional permitting will be required, as this work will be incorporated into the base project.

For this additional scope described above, the proposed fee is below:

Fee Proposal

Studio 2112 – Temporary Playground	$8,500
MDS playground coordination + Meeting/Presentation	$1,850
Studio 2112 Parking Restoration	
Construction Administration - Add	
MDS 10% Coo	

In progress

Purpose:

- Provide landscape design services for the temporary playground and restoration of the northern baseball / soccer field
- Resulting from acceptance of the site logistics and phasing plans

Fee Proposal

Studio 2112 – Temporary Playground	$8,500
MDS playground coordination + Meeting/Presentation	$1,850
Studio 2112 Parking Restoration	
Construction Administration - Add	
MDS 10% Coo	

In progress

MDS
ARCHITECTS

DESIGNER ADDITIONAL SERVICE REQUEST 13

- "Motion to approve *Additional Services Request #13* for design servic… playground and restoration of the existing playing fields to the north … to add it to *Designer Contract Amendment 13*" made by _____ _____.
- Discussion
- Vote

In progress

Voting Member	Yea	Nay	Abstain	Absent
Mr. Mark Bodanza				
Mr. Greg Chapdelaine				
Ms. Sand…				
Ms. R…				
Mr. Ar…				
Mr. Ja…				
Ms. Suzanne Koehler				
Mr. Steven Mammone				
Mayor Dean Mazzarella, Chair				
Ms. Melanie Mikels				
Mr. Elliot Nadeau				
Ms. Jennifer Reddington				
Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				

In progress

MDS ARCHITECTS

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MDS ARCHITECTS

DESIGNER REPORT

Switch to MDS presentation slides

MDS ARCHITECTS

MONUMENTAL SIGN

In progress

MDS ARCHITECTS

BID ALTERNATES

For the Bid Documents, building committee direction is needed for alternates and their order

ALTERNATE NO. 1 - ADD KOI POND	$49,050
SCHOOL SIGN OPTION NO. 2	$21,800
SCHOOL SIGN OPTION NO. 3	$32,700

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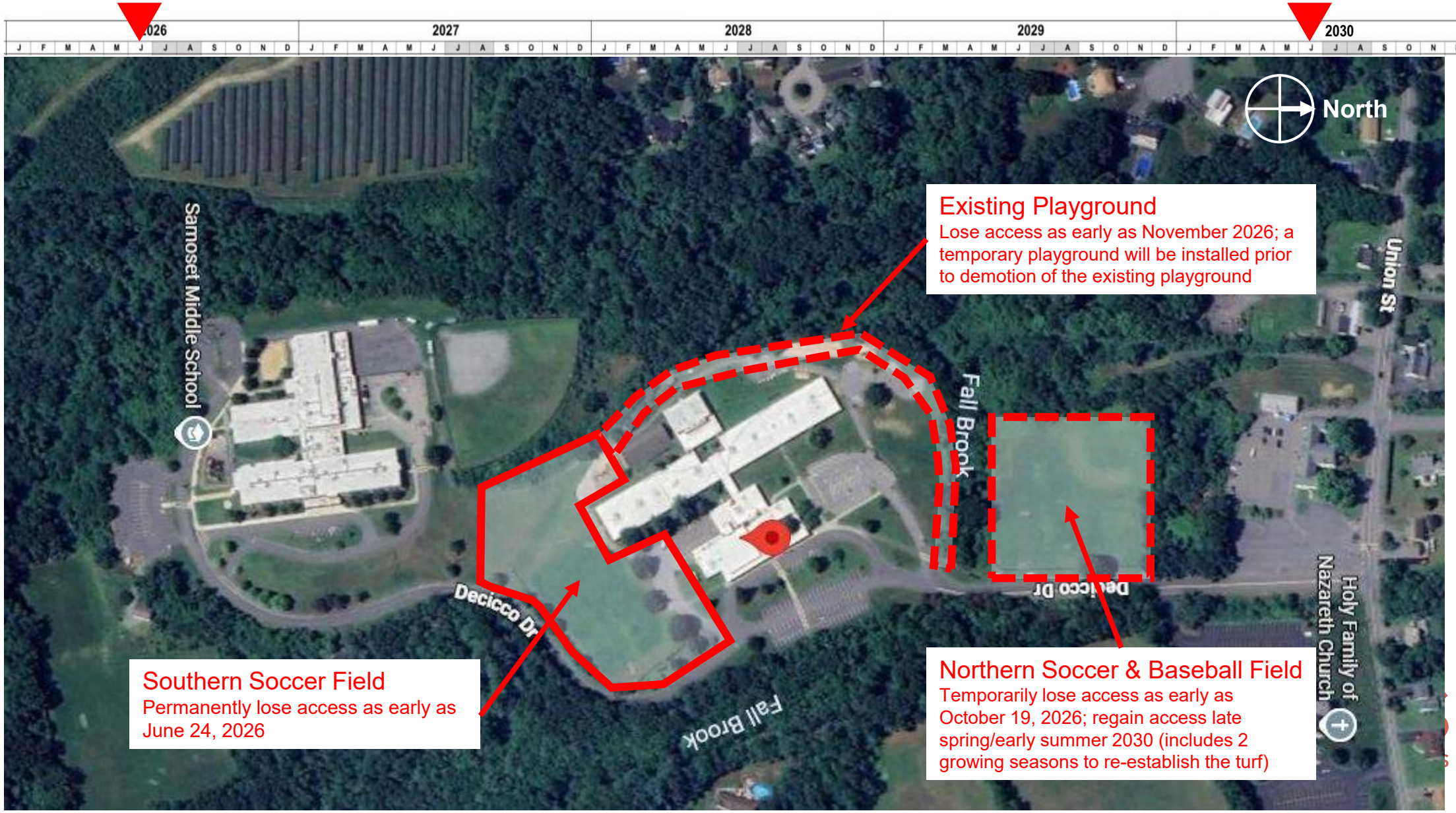
MDS ARCHITECTS

USE OF FIELDS DURING CONSTRUCTION



CAMERAS DURING CONSTRUCTION

1. Security cameras
    a. Feed to Police and Fire Departments
    b. Crime Deterrence
    c. Record for Investigation
2. Building Mounted Cameras
    a. Progress Images
    b. Time-lapse Photography
    c. Livestream Video
3. Drone Images & Video
    a. Record of progress
    b. Public engagement
4. Considerations

MDS ARCHITECTS

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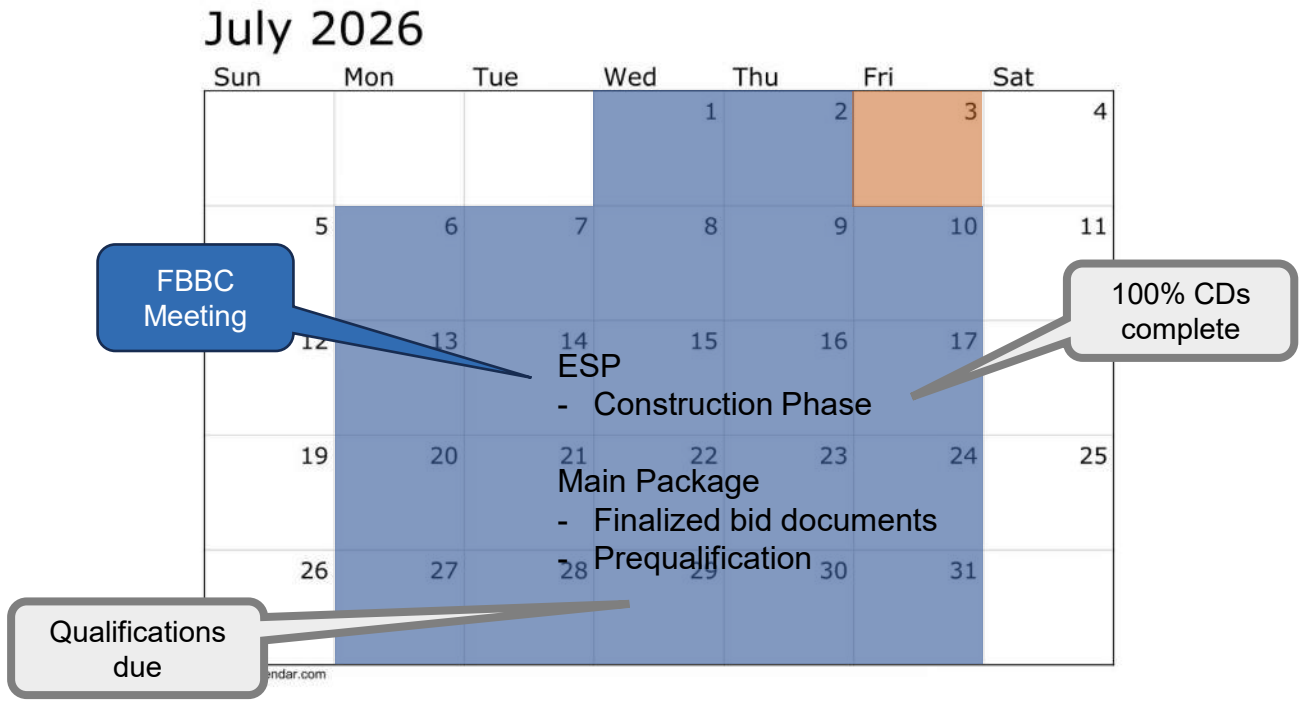
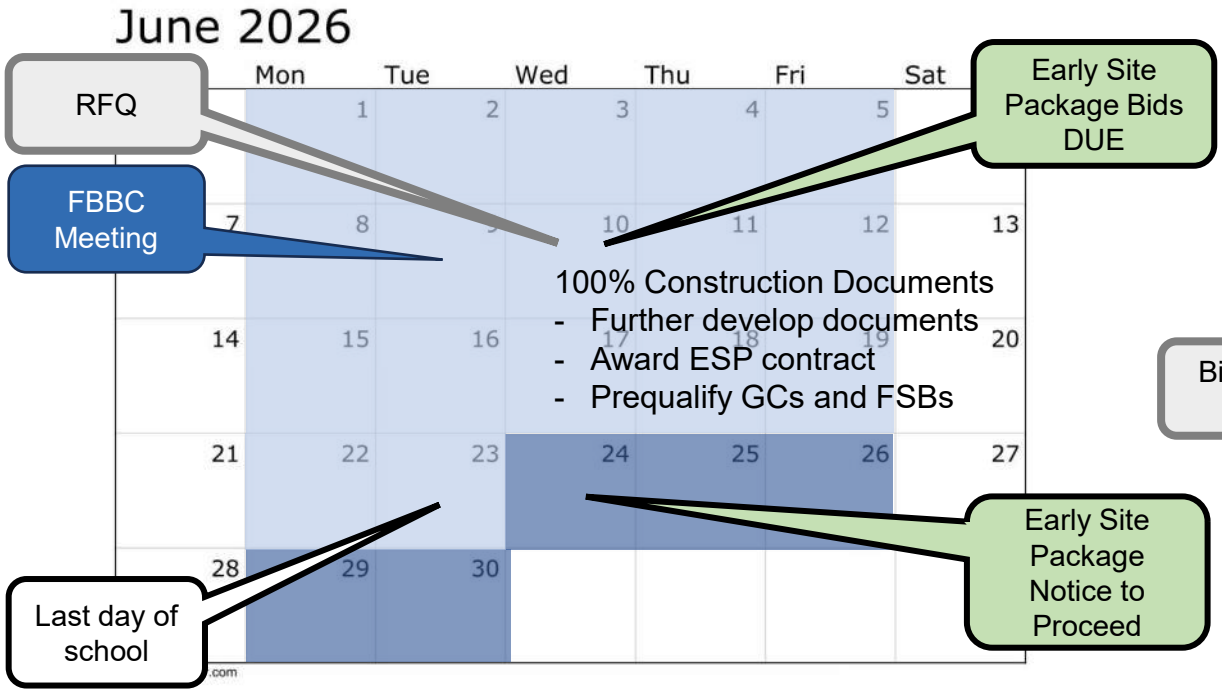
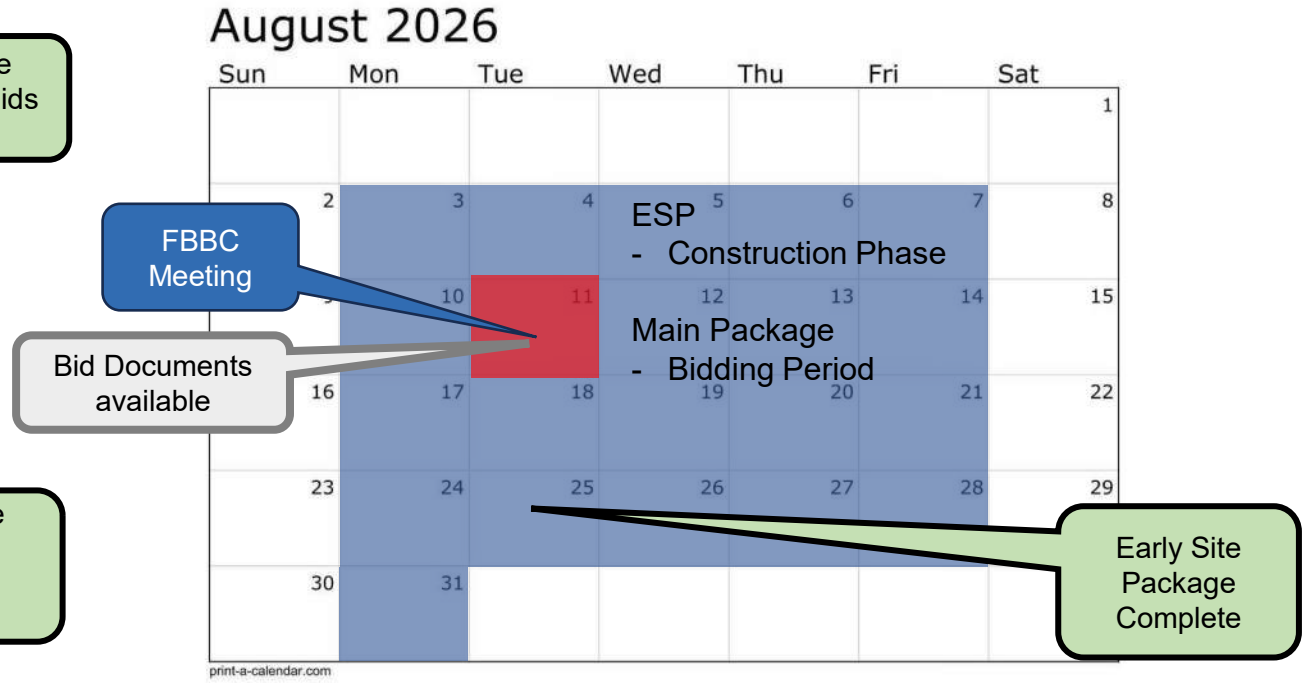
MDS ARCHITECTS

NEXT STEPS

- Tuesday 7/14/26, 1:00pm Regular FBBC Meeting
- Tuesday 8/11/26, 1:00pm Regular FBBC Meeting
- Wednesday 8/5/26, 11:00am Bid Documents available
- Thursday 8/27/26, 2:00pm Filed Sub-bids due
- Wednesday 9/23/26, 2:00pm General Contractor bids due







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5. Public Comment
6. Next Steps
7. Adjournment

MDS ARCHITECTS

ADJOURNMENT

- “Motion to adjourn” made by _____, seconded by _____.
- Discussion
- Vote

Voting Member	Yea	Nay	Abstain	Absent
Mr. Mark Bodanza				
Mr. Greg Chapdelaine				
Ms. Sandra Cucchiara				
Ms. Robin Desmond				
Mr. Arthur Elbthal				
Mr. Jacob Fleming				
Ms. Suzanne Koehler				
Mr. Steven Mammone				
Mayor Dean Mazzarella, Chair				
Ms. Melanie Mikels				
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

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ARCHITECTS