Fall Brook Elementary School

Leominster, MA

Fall Brook Building Committee Meeting #46

August 11, 2026

LEOMINSTER
MASSACHUSETTS

LeftField

MDS ARCHITECTS

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. Designer Contract Amendments – **Vote**
    d. Project Budget Update
    e. Project Schedule Update
    f. Contractor Prequalification Results
3. Designer Report
4. Construction Report
    a. Early Site Package Update
5. Items Not Anticipated 48 Hours in Advance of Meeting
6. Public Comment
7. Next Steps
8. 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		
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

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. Designer Contract Amendments – **Vote**
    d. Project Budget Update
    e. Project Schedule Update
    f. Contractor Prequalification Results
3. Designer Report
4. Construction Report
    a. Early Site Package Update
5. Items Not Anticipated 48 Hours in Advance of Meeting
6. Public Comment
7. Next Steps
8. Adjournment

MDS ARCHITECTS

MEETING MINUTES FOR APPROVAL

- “Motion to approve the minutes from the Fall Brook Building Committee meeting held on July 14, 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	196704	Construction Documents	Construction Document OPM Services for July 2026	$ 40,558.00
0201-0500	MDS	70339	Construction Documents	Construction Document Services for July 2026	$ 398,962.90
0203-9900	MDS	70339	Other Reimbursables	DD/CA Phase Reimbursable Services for July 2026	$ 10,635.31
0103-0000	ProjectDog	23629	Advertising & Printing	Bid Advertising Services for June/July 2026	$ 890.00
0602-0000	Yankee Engineering & Testing, Inc.	35753	Testing Services	Testing Services for July 2026	$ 6,525.00
				SUB TOTAL:	**$ 457,571.21**
ProPay Code	**Vendor**	**Invoice #**	**Budget Category**	**Description of Services**	**Invoice $**
0502-0001	Castello Landscaping	001	Construction Budget	Construction Services for June 2026 - Early Site Work	$ 154,004.50
0502-0001	Castello Landscaping	002	Construction Budget	Construction Services for July 2026 - Early Site Work	$ 256,557.00
				SUB TOTAL CONSTRUCTION:	**$ 410,561.50**
				TOTAL:	**$ 868,132.71**

WARRANT

WARRANT NUMBER: W08FY27
WEEK ENDING: 8/20/2026

VENDOR NUMBER	Vendor Name	ACCOUNT NUMBER		AMOUNT	School	School Dept. Use Only	
		ORG CODE	OBJECT			SCHL P.O.#	INVOICE #
43819	*LeftField, LLC*	3205300	530500	$ 40,558.00	FALL		196704
40967	*MDS*	3205300	530500	$ 398,962.90	FALL		0070339
40967	*MDS*	3205300	530500	$ 10,635.31	FALL		0070339
33758	*Project Dog*	3205300	530500	$ 890.00	FALL		23629
16181	*Yankee Engineering & Testing, Inc.*	3205300	530500	$ 6,525.00	FALL		35753
	Castello Landscaping	3205300	530500	$ 154,004.50	FALL		001
	Castello Landscaping	3205300	530500	$ 256,557.00	FALL		002
			TOTAL	$ 868,132.71			

INVOICE & WARRANT APPROVAL

- “Motion to approve warrant number W08FY27 in the amount of $868,132.71” 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

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	$ 446,012	100%	$ 401,220	90%	$ 44,793	$ -	BRR#2, 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	$ 1,912,667	77%	$ 1,867,875	75%	$ 44,793	$ 587,333	
	ADMINISTRATION										
0101-0000	Legal Fees	$ -		$ -	$ -	0%	$ -	0%	$ -	$ -	
	Owner's Project Manager	$ 3,128,000	$ -	$ 3,514,326	$ 3,309,280	94%	$ 479,677	14%	$ 2,948,849	$ 205,046	
0102-0400	Design Development	$ 233,689		$ 233,689	$ 233,688	100%	$ 233,689	100%	$ -	$ 1	
0102-0500	Construction Documents	$ 243,349		$ 243,349	$ 243,348	100%	$ 243,348	100%	$ 1	$ 1	
0102-0600	Bidding	$ 120,407		$ 120,407	$ 120,408	100%	$ -	0%	$ 120,407	$ (1)	
0102-0700	Construction Administration	$ 2,327,984		$ 2,327,984	$ 2,327,985	100%	$ -	0%	$ 2,327,984	$ (1)	
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	$ 181,046	
0102-1000	Reimbursables & Other Services	$ 100,000		$ 100,000	$ 90,200	90%	$ 2,640	3%	$ 97,360	$ 9,800	
0102-1100	Cost Estimates	$ 100,000		$ 100,000	$ 85,800	86%	$ 85,800	86%	$ 14,200	$ 14,200	
0103-0000	Advertising & Printing	$ 3,000		$ 3,000	$ -	0%	$ 3,542	118%	$ (542)	$ 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%	$ 569,019	16%	$ 2,978,307	$ 238,046	
	A&E										
	A/E Basic Services	$ 8,733,419	$ -	$ 8,733,419	$ 8,628,802	99%	$ 5,530,673	63%	$ 3,202,746	$ 104,617	
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	$ 3,739,804	99%	$ 3,452,439	91%	$ 340,030	$ 52,665	
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	$ 37,015	37%	$ -	0%	$ 100,000	$ 62,985	
	Extra/Reimbursable Services	$ 1,193,870	$ -	$ 1,193,870	$ 1,192,801	100%	$ 291,890	24.4%	$ 901,980	$ 1,069	
0203-0200	Printing (over minimum)	$ -		$ -	$ -	0%	$ -	0%	$ -	$ -	
0203-9900	Other Reimbursables	$ 535,416		$ 535,416	$ 496,110	93%	$ 279,460	52%	$ 255,956	$ 39,306	
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	$ 532,571	124%	$ 9,350	2%	$ 419,634	$ (103,587)	
0204-0400	Site Survey & Site Requirements	$ 22,550		$ 22,550	$ 22,550	100%	$ -	0%	$ 22,550	$ -	
0204-0500	Wetlands	$ 50,000		$ 50,000	$ 22,000	44%	$ -	0%	$ 50,000	$ 28,000	
0204-1200	Traffic Studies	$ 50,000		$ 50,000	$ 11,000	22%	$ -	0%	$ 50,000	$ 39,000	
	SUB-TOTAL	$ 9,927,289	$ -	$ 9,927,289	$ 9,821,603	99%	$ 5,822,563	59%	$ 4,104,726	$ 105,686	

TOTAL PROJECT BUDGET

Total Project Budget:

$114,821,932

Through July 2026:

- Committed: 15%
  $17,379,480
- Expended: 8%
  $9,291,835

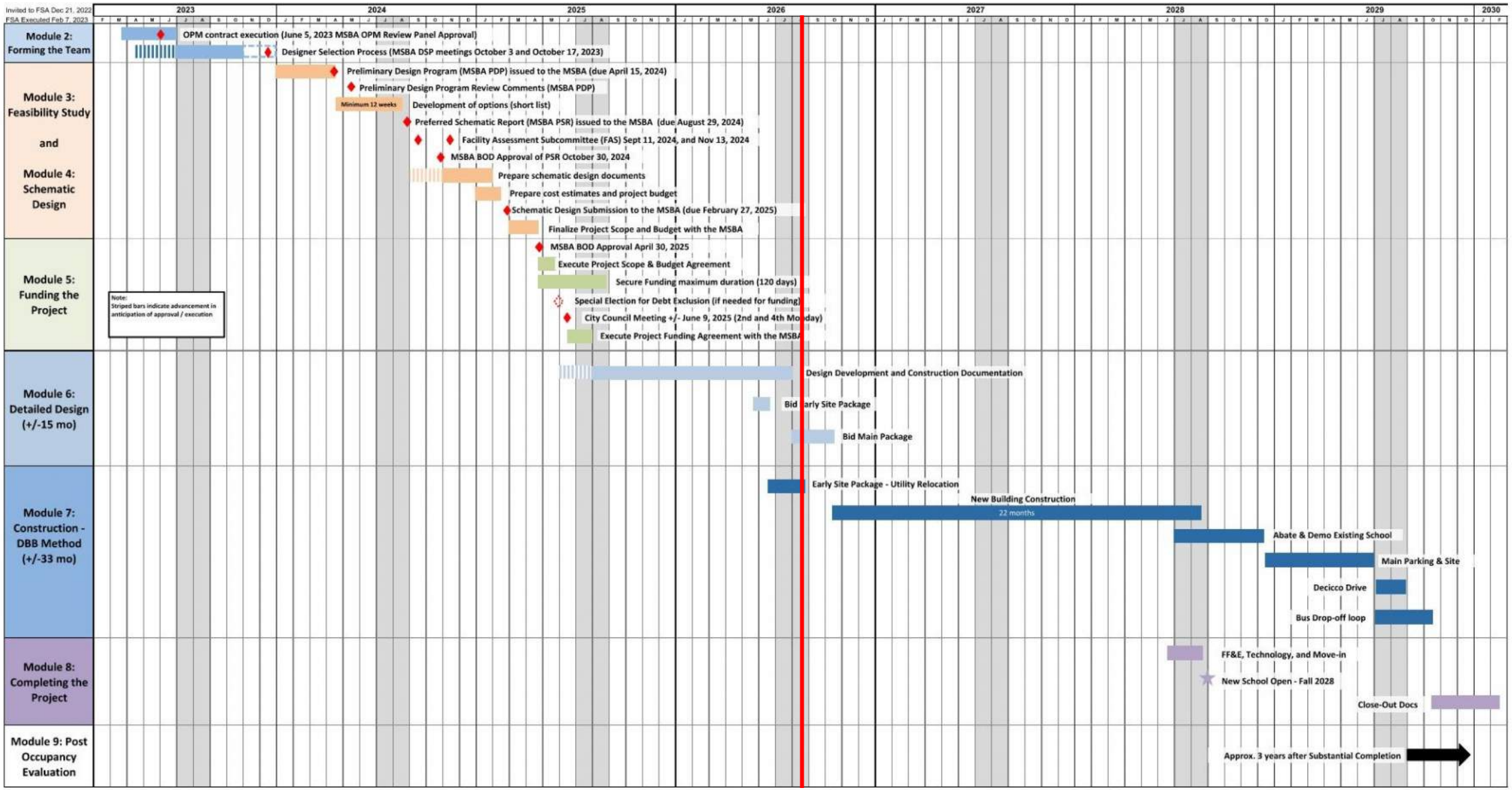
Fall Brook Elementary School - Leominster, MA — July 31, 2026

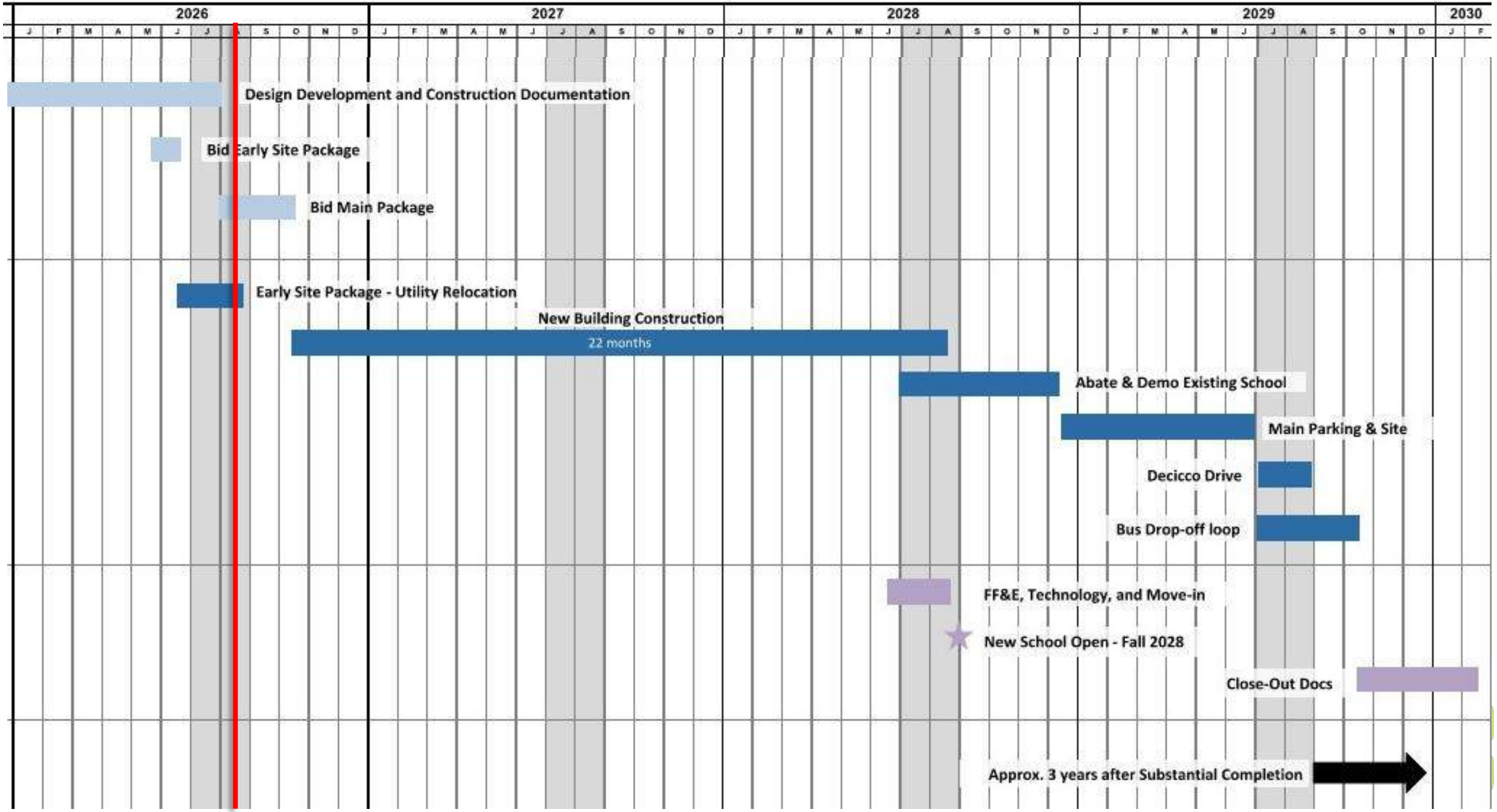
Total Project Budget Status Report

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
	SUB-TOTAL	$ -	$ -	$ -	$ -	0%	$ -	0%	$ -	$ -	
	CONSTRUCTION COSTS										
0502-0001	Construction Budget	$ 89,759,943		$ 89,759,943	$ 2,085,930	2%	$ 1,025,854	1%	$ 88,734,089	$ 87,674,013	
0508-0000	Change Orders	$ -		$ -	$ -	0%	$ -	0%	$ -	$ -	
	SUB-TOTAL	$ 89,759,943	$ -	$ 89,759,943	$ 2,085,930	2%	$ 1,025,854	1%	$ 88,734,089	$ 87,674,013	
	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	$ 250,000	29%	$ 6,525	1%	$ 843,475	$ 600,000	
0601-0000	Utility Company Fees	$ 200,000		$ 200,000	$ -	0%	$ -	0%	$ 200,000.00	$ 200,000	
0602-0000	Testing Services	$ 350,000		$ 350,000	$ 250,000	71%	$ 6,525	2%	$ 343,475	$ 100,000	
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	
	SUB-TOTAL	$ 9,087,374	$ -	$ 9,087,374	$ 250,000	3%	$ 6,525	0%	$ 9,080,849	$ 8,837,374	
	TOTAL PROJECT BUDGET	$ 114,821,932	$ -	$ 114,821,932	$ 17,379,480	15%	$ 9,291,835	8%	$ 105,530,097	$ 97,442,452	

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




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

PREQUALIFICATION

- Received 5 Statements of Qualifications from GCs
  - All 5 were prequalified by the Prequalification Committee
- Received 99 SOQs from Filed Sub-Bidders in 14 trades
  - Masonry – 5 prequal'ed, 1 rejected
  - Misc Metals – 6 prequal'ed, 1 rejected
  - WD&C – 5 prequal'ed, 1 rejected
  - Roofing – 6 prequal'ed, 2 rejected
  - Glass & Glazing – all 10 prequal'ed
  - Tile – all 7 prequal'ed
  - Acoustical Tile – all 4 prequal'ed
  - Resilient Floors – 4 prequal'ed, 1 rejected
  - Painting – 10 prequal'ed, 1 rejected
  - Elevators – 0 prequal'ed (only 1 received, if less than 3 must reject all)
  - Fire Protection – all 4 prequal'ed
  - Plumbing – 9 prequal'ed, 7 rejected
  - HVAC – 10 prequal'ed, 1 rejected
  - Electrical – all 3 prequal'ed

MDS ARCHITECTS

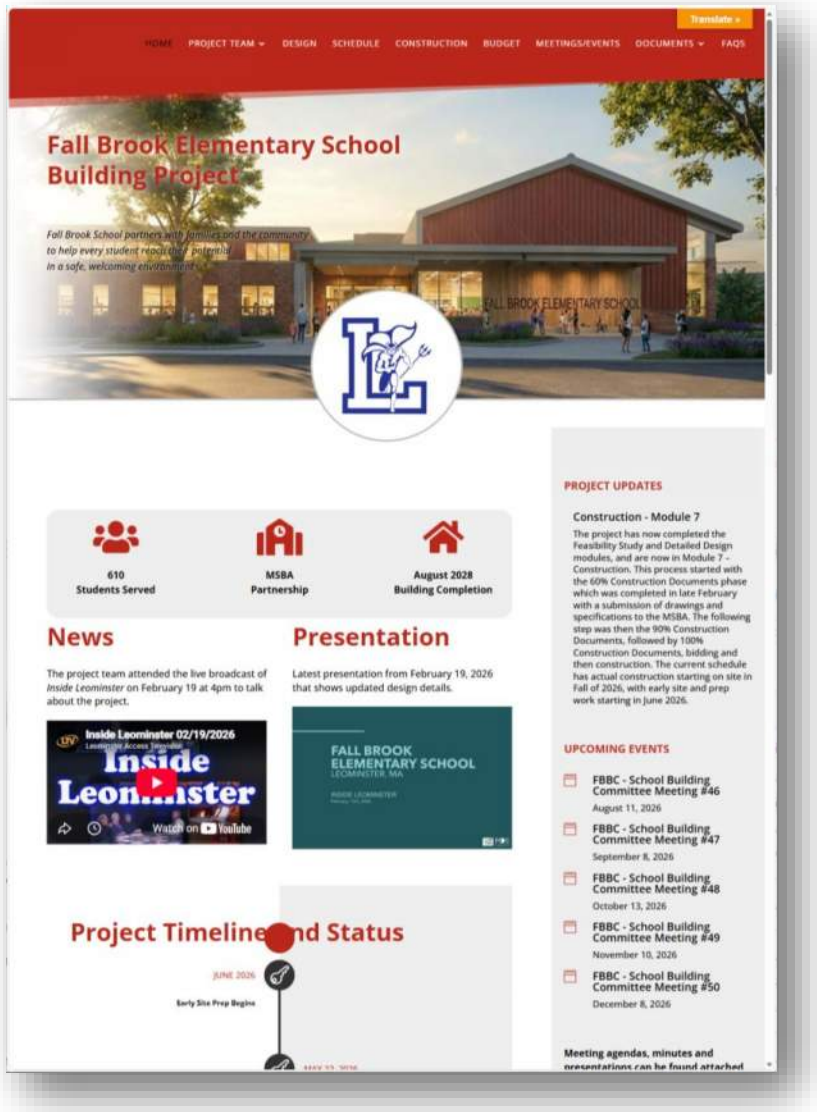
CONTRACTOR PROCUREMENT

- Only prequalified GCs and FSBs are allowed to submit bids, except for Elevators*
- Invitation for Bids (IFB)
  - Bid Set available August 12, 2026 on PROJECTDOG (eBidding service)
  - Pre-bid conference and walkthrough August 20, 2026, at 9:30 AM at Fall Brook Elementary School
  - FSB Bids due September 3, 2026 (3 weeks)
  - GC Bids due September 30, 2026 (+4 weeks)

* Elevator subs will be allowed to submit bids without being prequalified due to the low response and not having 3 prequalified companies

MDS ARCHITECTS

PROJECT WEBSITE ADDITIONS



At the June FBBC meeting, the committee requested additional information be added to the project website, which is now complete.

- Gantt chart schedule to project website.
- An instructional note to point to the documents.
- A “coming soon" construction page with brief description of what will be posted there
- Monthly OPM reports to the Documents tab
- MSBA Total Project Budget and percentages of the budget that are committed and expended

MDS ARCHITECTS

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. Designer Contract Amendments – **Vote**
    d. Project Budget Update
    e. Project Schedule Update
    f. Contractor Prequalification Results
3. Designer Report
4. Construction Report
    a. Early Site Package Update
5. Items Not Anticipated 48 Hours in Advance of Meeting
6. Public Comment
7. Next Steps
8. Adjournment

MDS ARCHITECTS

CONSTRUCTION UPDATE – EARLY SITE PACKAGE

Water Pipe Installation along the East Edge of the Eastern Parking Area

Water Pipe Installation at the Beginning of the Roadway Leading to Samoset

MDS ARCHITECTS

CONSTRUCTION UPDATE – EARLY SITE PACKAGE

Trench Excavation

Paving Water Pipe Trenches in the Roadway Leading to Samoset

MDS ARCHITECTS

CONSTRUCTION UPDATE – EARLY SITE PACKAGE

Water Pipe Trenching at the Hill South of the Proposed School

Earthwork for New Parking Spaces

MDS ARCHITECTS

CONSTRUCTION UPDATE – EARLY SITE PACKAGE

Water Pipe Installation Working East to West Toward the South Wing

Water Pipe and Forced Sewer Main Pipe

MDS ARCHITECTS

CONSTRUCTION UPDATE – EARLY SITE PACKAGE

Installing Final Sections of Water Line along the South Face of the South Wing

MDS ARCHITECTS

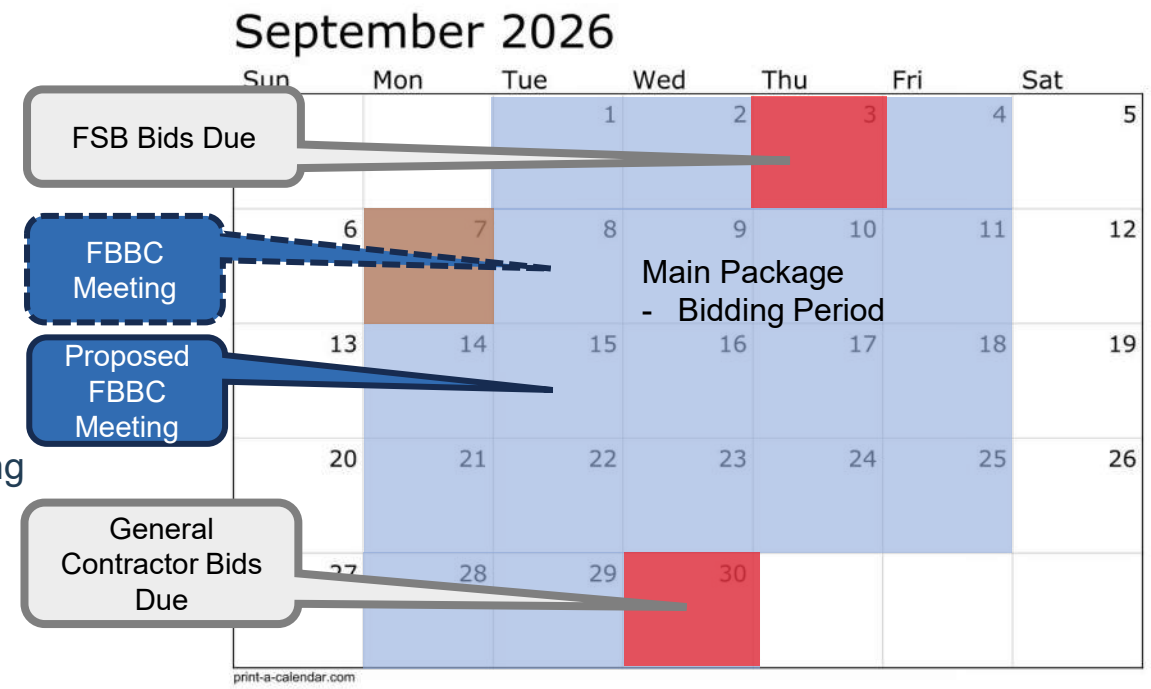
TODAY'S AGENDA

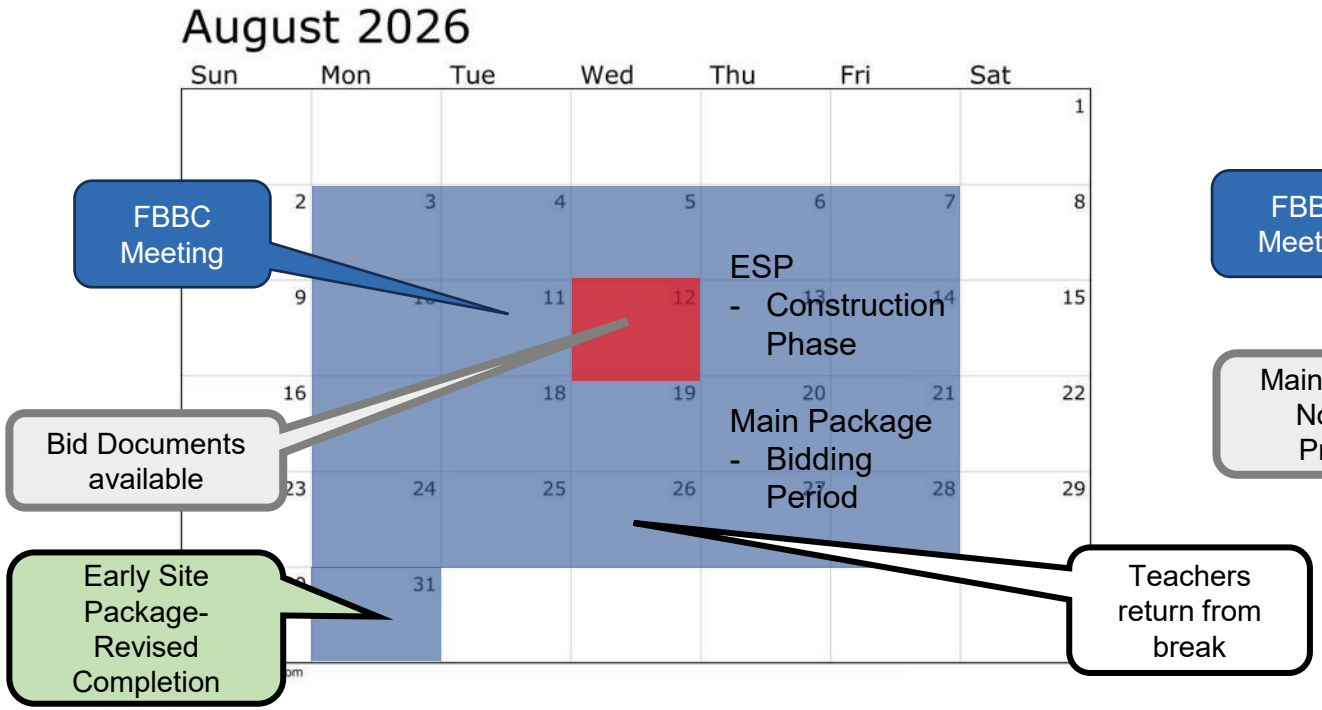
1. Call to Order & Roll Call
2. Administrative Actions
    a. Previous Meeting Minutes – **Vote**
    b. Monthly Invoice Log and Warrant – **Vote**
    c. Designer Contract Amendments – **Vote**
    d. Project Budget Update
    e. Project Schedule Update
    f. Contractor Prequalification Results
3. Designer Report
4. Construction Report
    a. Early Site Package Update
5. Items Not Anticipated 48 Hours in Advance of Meeting
6. Public Comment
7. Next Steps
8. Adjournment

MDS ARCHITECTS

NEXT STEPS

- Wednesday 8/12/26, 11:00am — Bid Documents available
- Thursday 8/20/26, 9:30am — Pre-bid conference and site visit
- Thursday 9/3/26, 2:00pm — Filed sub-bids sue
- Tuesday 9/15/26, 1:00pm — Proposed alternate FBBC meeting
- Wednesday 9/30/26, 2:00pm — General Contractor bids due
- Tuesday 10/13/26, 1:00pm — Regular FBBC meeting





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. Designer Contract Amendments – **Vote**
    d. Project Budget Update
    e. Project Schedule Update
    f. Contractor Prequalification Results
3. Designer Report
4. Construction Report
    a. Early Site Package Update
5. Items Not Anticipated 48 Hours in Advance of Meeting
6. Public Comment
7. Next Steps
8. 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!

LeftField
THE RIGHT CHOICE IN PROJECT MANAGEMENT

MDS
ARCHITECTS