FALL BROOK ELEMENTARY SCHOOL PROJECT – Leominster, MA

FALL BROOK BUILDING COMMITTEE (FBBC) MEETING #46

Tuesday, July 14, 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	X	School Committee Member
Ms. Robin Desmond	Remote	Superintendent of Schools
Mr. Arthur Elbthal		Leominster Emergency Management, Director
Mr. Jacob Fleming	X	Leominster DPW Business Manager
Ms. Suzanne Koehler	X	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	Remote	City Comptroller
Mr. Brandon Robbins	Remote	City Councilor
Mr. Jeffrey Sullivan	Remote	Fall Brook Elementary School Principal
Other Participants		
Meredith Tarr		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
Bill Sullivan	X	Leominster Public Schools
Craig DiCarlo	X	LeftField, Project Director
Jay Faxon		LeftField, MEP Expert
Linda Liporto	Remote	LeftField, Senior Project Manager
Bill Shaw		LeftField, Site Representative
Jim Rogers		LeftField, President
Adele Sands		LeftField, Education Liaison
Nereyda Rodriguez		Miller Dyer Spears, Principal in Charge
Danyul Cho	X	Miller Dyer Spears, Project Manager
Amy MacKrell		Miller Dyer Spears, Principal
Erica Patten		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

Councilor Robbins called the meeting to order at 1:01 PM. 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 July 14, 2026, was made by Mayor Mazzarella and seconded by Mr. Chapdelaine.

There was no discussion. A voice vote was taken. The motion carried unanimously.

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2b – Invoice Log and Warrant Approval

LeftField presented the invoice log for the July invoices which included OPM services, designer services, electronic bidding platform, materials testing and inspection services, and two Castello Landscaping's Applications for Payment for the Early Site Package, for a total of $868,132.71.

A motion to approve Warrant number W08FY27 in the amount of $868,132.71 was made by Mayor Mazzarella and seconded by Mr. Chapdelaine.

There was no discussion. A voice vote was taken. The motion carried unanimously.

2c – Budget Update

LeftField presented the Total Project Budget through July 2026 which was included in the monthly OPM report which is forwarded to the FBBC members and posted on the project website. The project has committed 15% and expended 8% of the approximate $114.8 million project budget. The committed amount will increase substantially once the contract for construction Expenditure continues to be in line with the progress of the project.

2d – Schedule Update

LeftField presented the project schedule. Construction on the Early Site Package (ESP) is nearing completion, prequalification is complete, and bidding is scheduled to begin on August 12, 2026.

2e – Contractor Procurement

LeftField presented the results of the prequalification process, which began with a Request for Qualifications (RFQ) and concluded with the receipt and evaluation of Statements of Qualifications (SOQs). The project received SOQs from five general contractors and from 99 filed sub-bidder. The prequalification committee reviewed each SOQ and evaluated them. The results were as follows:

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 prequalified, 1 rejected
- Miscellaneous Metals – 6 prequalified, 1 rejected
- WD&C – 5 prequalified, 1 rejected
- Roofing – 6 prequalified, 2 rejected
- Glass & Glazing – all 10 prequalified
- Tile – all 7 prequalified
- Acoustical Tile – all 4 prequalified
- Resilient Floors – 4 prequalified, 1 rejected

- Painting – 10 prequalified, 1 rejected
- Elevators – 0 prequalified (only 1 received, if less than 3 must reject all)
- Fire Protection – all 4 prequalified
- Plumbing – 9 prequalified, 7 rejected
- HVAC – 10 prequalified, 1 rejected
- Electrical – all 3 prequalified

Of note, the project only received a single elevator SOQ from Delta Beckwith, despite soliciting twice, so the project was forced to reject all SOQs and will solicit bids from any DCAMM-certified elevator filed sub-bidders. Also, only three electrical companies were pre-qualified, but fortunately all three are well-known to public school projects. Also, an unusually high number of plumbing companies submitted SOQs but were not prequalified due to lack of experience on similar projects.

Only prequalified GCs and FSBs are allowed to submit bids, except for Elevators. The Invitation for Bids (IFB) will be posted on the electronic bidding platform, Projectdog, on August 12, 2026. A pre-bid conference and walkthrough is scheduled for August 20, 2026, at 9:30 AM at Fall Brook Elementary School. Filed Sub- Bid bids due on September 3, 2026, and general contractor bids are due on September 30, 2026.

2f – Project Website Additions

At the June FBBC meeting, the committee requested additional information be added to the project website, which is now complete. LeftField presented recent updates and additions to the project website, including:

- 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.

3 – Designer Report

3a – Ongoing Design Work

The design team has been focused on finalizing the bid documents and preparing for the bid phase. There are no other items for building committee review at this time.

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4 – Construction Report

4a – Early Site Package

MDS presented an update on the construction on the Early Site Package (ESP) by Castello Landscaping, which is nearing completion with about two weeks remaining. The ESP has been proceeding on schedule with only minor exceptions. Recent work has included water pipe installation along the east edge of the eastern parking area, water pipe installation at the beginning of the roadway leading to Samoset, trench excavation, paving water pipe trenches in the roadway leading to Samoset, water pipe trenching at the hill south of the proposed school, earthwork for new parking spaces, water pipe installation working east to west toward the south wing, water pipe and forced sewer main pipe, installing final sections of water line along the south face of the south wing.

At the end of the summer, Castello will leave the temporary pavement patches, then in spring of 2027 they will return to mill and overlay the road. This is done to allow the patches to settle before the final pavement surface is installed.

NGRID previously sent forms and a price for the relocation of the natural gas main, however they made a mistake in their price calculation, and the forms were required to be re-signed by the city. Due to delays in the NGRID's process, it is not anticipated that the gas main relocation will be completed before the start of summer.

Ms. Cucchiara inquired about parking for staff and teachers. LeftField responded that most of the existing parking spaces will remain while the new school building is constructed. Parking will become very limited once the new school is built and occupied and the existing school is being demolished. There are a few options that are open to the project to alleviate parking, including sharing a parking lot owned by one of the churches near Union Street, parking along Decicco, or using a portion of the contractor lay down area. The final solution will be worked out before parking is needed.

Mr. Sullivan inquired about when the ESP service lines will be activated. LeftField responded that will be part of the discussion at the ESP owner-architect-contractor (OAC) meeting later in the day on August 11, 2026. The timing will be coordinated to not interrupt school.

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

There were no items not anticipated 48 hours in advance of the meeting.

6 – Public Comment

There was no public comment.

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7 – Next Steps

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

The ESP work in the roadway will be complete before the Fall Brook staff return on August 26, 2026. The bid documents will be available on August 12, 2026, and the pre-bid conference and site visit is scheduled for August 20, 2026. Filed sub-bids are due September 3, 2026, and general contractor bids are due September 30, 2026.

LeftField proposes the September FBBC meeting be rescheduled to September 15, 2026.

The contract for construction is targeted to be executed in the first couple weeks of October and mobilization is anticipated in late October.

8 – Adjournment

A motion to adjourn the meeting was made by Mayor Mazzarella and seconded by Ms. Cucchiara. There was no discussion. A voice vote was taken. The motion carried unanimously.

The meeting was adjourned at 1:34 PM.

Documents and Exhibits

- Fall Brook Building Committee Meeting #46 slideshow presentation by LeftField, dated 8/11/26.

Attachments

- None

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