

**Chelmsford Parker School Building Committee**

Town of Chelmsford  
Chelmsford School Department's Administrative Office  
230 North Road  
Chelmsford, MA 01824  
Meeting Minutes  
February 19, 2026

**Members Present:** Select Board Member, Chair Patrick Maloney  
Town Finance Director, John Sousa  
CPS Finance Director, Joanna Johnson-Collins  
School Committee Member, Dennis King  
Town Manager, Paul Cohen  
CPS Superintendent, Dr. Jay Lang  
CPS Facilities Director, Brian Curley  
Town DPW Facilities Manager, Matthew Schweitzer  
Town DPW Director, Christine Clancy  
Town Finance Committee, James Clancy (via Zoom)

**Members Absent:** Parker School Principal, Joshua Blagg  
Town Permanent Building Committee, Timothy Powderly  
Resident, Brandon Kelly

**Others Present:** David Saindon, Project Director, LeftField PM, LLC  
Hamdi Cobanoglu, Sr. Project Manager, LeftField PM, LLC  
Troy Randall, Ai3 Architects  
Julie Rivera, Ai3 Architects  
Tori Geier, Ai3 Architects  
Kris Kendall, Ai3 Architects

All documents referenced in these minutes are available for review at the Chelmsford School Department's Administrative Office, located at 230 North Road. This meeting was hand-recorded via the Recording Secretary and recorded through Chelmsford Telemedia.

**1. Call to Order**

Chair Maloney called the Meeting to order at 6:00 PM.

**2. Approval of Meeting Minutes  
January 15, 2026**

**Motion:** by Mr. Cohen to approve the Meeting Minutes of January 15, 2026, as presented. Seconded by Mr. King. **Motion carries, unanimous, 10-0.**

### 3. Approval of Monthly Project Invoices

Mr. Saindon commented that before we get into housekeeping with approval of the invoices, Mr. Saindon asked Mr. Randell to introduce Ms. Kristin Kendall to the Committee. Ms. Kendall will lead the design team after Ms. Rivera leaves for maternity leave.

Mr. Saindon summarized the budget to date and presented the invoices and invoice packet #9, which contained project invoices through January 31, 2026. The invoice for Leftfield was \$20,859.00; the invoice for Ai3 was \$138,470.00, for a total invoice packet value of \$159,329.00.

**Motion:** by Mr. King to approve the invoice packet #9, for a total invoice packet value of \$159,389.00, as presented. Seconded by Mrs. Clancy. **Motion carries, unanimous, 10-0.**

### 4. Schedule Overview

Ms. Rivera reported that in March, the MSBA will provide them with their PDP review comments, and the professional team will respond to the comments.

On March 11, 2026, the supported options will be sent out for cost estimating to be ready for the April meeting, at which time one final option will be chosen.

The next Community Forum will be held on the same night as the next Committee meeting.

The Educational Program will be in its final draft in April. The School Committee will vote on it at its April 14, 2026, meeting.

The next Building Committee meeting will be on April 16, 2026.

### 5. MSBA PDP Submission Overview

Ms. Rivera presented information regarding the MSBA requirement for Grade Reconfiguration and District Approval Certification as part of finalizing the Educational Program. It was noted that the MSBA requires formal certification when a district proposes changes to grade configurations within a school building project. This certification, typically submitted during the Feasibility Study (Module 3), documents that the School Committee has formally approved the proposed grade reconfiguration.

It was also noted that the Educational Program will be updated to reflect the preferred grade configuration, subject to School Committee approval, and that this certification will be included as part of the MSBA submission process.

The project team provided an update on the MSBA Preliminary Design Program (PDP) submission and initial review process. It was noted that the PDP was submitted to the MSBA on January 22, 2026, and consisted of approximately 2,030 pages. The MSBA acknowledged receipt and issued cursory review comments on January 30, 2026. LeftField and Ai3 prepared and submitted responses to these initial comments on February 5, 2026. The team noted that the MSBA's formal review comments are still forthcoming. Mr. Saindon noted for the record that the PDP was submitted to the MSBA on January 20, 2026, as originally planned. However, he

expressed concern about the duration of the MSBA's issuance of PDP review comments, as the timing may overlap with, or be close to, the upcoming PSR submission anticipated in late April.

#### **6. Update on Evaluation of Existing Conditions**

The project team provided an update on the soils investigation follow-up at the Parker Middle School site. Phase I testing completed in November 2025 identified contaminated soil (acetone) at two locations (B-6 and B-9). Additional borings and monitoring wells installed in January 2026 confirmed that the contamination is limited in extent (approximately 7.5 cubic yards) and that groundwater was not impacted.

The team noted that the proposed remediation approach meets the requirements for a Limited Removal Action (LRA) under the Massachusetts Contingency Plan (MCP), allowing removal of the contaminated soil without immediate notification to MassDEP. The project's geo-environmental consultant is coordinating with Chelmsford DPW to complete the work during the April vacation period. If completed within 120 days (by May 6, 2026), the site can avoid entering the formal cleanup process; otherwise, MassDEP notification will be required.

A Parker Middle School site plan showing all boring and monitoring well locations was shown.

#### **7. Ai3 Contract Amendment**

The project team presented a proposed contract amendment for geo-environmental extra services associated with the Parker Middle School project. The amendment includes services related to the Limited Removal Action (LRA), including development of a site-specific health and safety plan, landfill disposal application, excavation oversight and soil sampling, monitoring well abandonment, preparation of the LRA report, and coordination meetings. The total value of the amendment is \$25,883.00.

There will be no change to the LeftField contract.

**Motion:** by Mr. King to approve the presented amendments to the A13 Contract in the amount of \$25,883.00. Seconded by Mr. Clancy. **Motion carries, unanimous, 10-0.**

#### **8. BRR Approval**

This is a standard MSBA form which transfers \$25,883 from the Owner's Contingency account to the Project Designer's contract to fund the environmental consultant services.

**Motion:** by Mr. King to approve the request to transfer the amount of \$25,883.00 from the Owner's Contingency Account to the Project Designers account, as presented. Seconded by Mr. Clancy. **Motion carries, unanimous, 10-0.**

#### **9. Development of the Design Options**

Ms. Kendall reported that the Graniteville and McCarthy locations were eliminated as options at the previous meeting.

Three areas were identified as suitable for development. Twelve options for the building's configuration were shown, of which two garnered the most support.

Academic wings will be separate from the Community Core. A draft design was shown and described, featuring three wings joined into a single larger space. This would be a three-story building. Floor plans were described and elaborated on. The first floor will be fourth grade, the second floor will be fifth grade, and the third floor will be the sixth grade. The Dining Commons will be very open.

A 5-8 grade option was also considered, which would house the fourth and fifth grades on the lowest floor, sixth grade on the second floor, and the seventh and eighth grades on the third floor. Configurations were developed from input received at prior input sessions with multiple groups.

Dr. Lang explained how teachers are aligned in the various grades and subjects. This concept will be finalized later. Mr. King questioned the impacts on the modulars, the existing building, parking, and playgrounds during construction. Ms. Rivera explained that more phasing design will be done as the project moves forward. Some areas may move around during construction. One edge of the new building is very close to an existing modular building. Things will be further refined over the next year, and considerations for the wetlands will be incorporated.

The next School Building Committee Meeting will be held at the Chelmsford Elks on March 19, 2026. Following the meeting, there will be a Community Forum at the same location. A flyer will be distributed as soon as possible to promote these events.

#### **10. Public Comment**

No one from the public was present at this time.

#### **11. Adjournment**

**Motion:** by Mr. King to adjourn the meeting at 6:43 PM. Seconded by Mr. Clancy. **Motion carries, unanimous, 10-0.**

Respectfully submitted,  
Vivian W. Merrill

Supporting documents:

- Draft Minutes
- Ai3/ LeftField Slide Presentation