



Town of Reading Meeting Minutes

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Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2023-05-15

Time: 6:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Session: Open Session

Purpose: General Business

Version: Final

Attendees: **Members - Present:**

Chair Patrick Tompkins, Vice Chair Carla Nazzaro, John Coote, Karen Gately Herrick, Kirk McCormick, Sarah McLaughlin (remote), Ed Ross, Greg Stepler, Nancy Twomey

Members - Not Present:

Others Present:

Town Manager Fidel Maltez, School Superintendent Tom Milaschewski (remote), Facilities Director Joe Huggins, Dale Gienapp (remote), Jackie McCarthy (remote), Mia Terva Corporation (remote), Joseph Naughton (remote), Emily Sisson (remote), Jack (remote), Joe Clausi (remote), Vivian Varbedian (remote), Deborah Marai (remote)

Minutes Respectfully Submitted By: Jacquelyn LaVerde

Topics of Discussion:

This meeting was held in-person in the Town Hall Select Board Meeting Room and remotely via Zoom.

Call to order

Chair Pat Tompkins called the meeting to order at 6:03 pm.

Roll call attendance: Carla Nazzaro, John Coote, Karen Gately Herrick, Kirk McCormick, Ed Ross, Greg Stepler, Nancy Twomey, Sarah McLaughlin, Pat Tompkins.

Review Responses from OPM RFS/ Discuss and Vote on Minimum of 3 Respondents/ Discuss and Vote on Interview Sub Committee

The Committee reviewed the responses to the Owner's Project Manager's Request for Services. Members based their scores on many factors including: attention to detail on the RFP, quality of the product, staff and proposed staff, staff experience, staff's length of time with the company, past performance, reliance on consultants for experience, satisfactory working relationships, knowledge of Commonwealth procurement laws, state building codes, knowledge of New England Collaborative of High Performance Schools, LEED, and lifecycle analysis. Consultant Dale Gienapp shared his opinion on each of the firms, and concurred with some of the Committee's criteria including staffing and number of staff compared to number of projects, and relying on one person for past experience.

Following a lengthy discussion, members agreed that CREF and Leftfield could be eliminated from being interviewed.

The interviews are scheduled and posted for Wednesday, May 17, 2023, beginning at 9:00 am in hybrid format. The interviews will be open to the public, available on Zoom, and live streamed on RCTV. However, only the subcommittee will be allowed to ask questions, and there will be no comments or questions from the public.

Committee members discussed their availability and potential conflicts, and agreed that the Interview Subcommittee would include John Coote, Carla Nazzaro, Karen Gately Herrick, and Nancy Twomey, although Ms. Twomey stated that can only attend until 12:00 pm.

The Committee briefly discussed interview questions to ask. Pat Tompkins suggested asking each firm who will be the "boots on the ground" person in charge, and ensure that person will collaborate and solve problems. Town Manager Fidel Maltez had shared example questions with the Committee from consultant Dale Gienapp to use as a starting point.

On a motion by Carla Nazzaro, and seconded by Nancy Twomey, the Killam School Building Committee vote 9-0-0 to interview Colliers, Terva, Answer Advisory, and Hill International on Wednesday, May 17, 2023.

Roll call vote: Carla Nazzaro – Yes, John Coote – Yes, Karen Gately Herrick – Yes, Kirk McCormick – Yes, Ed Ross – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Sarah McLaughlin – Yes, Pat Tompkins – Yes.

On a motion by Carla Nazzaro, and seconded by Greg Stepler, the Killam School Building Committee voted 9-0-0 to create an interview subcommittee with Nancy Twomey, Karen Gately Herrick, John Coote, and Carla Nazzaro.

Roll call vote: Carla Nazzaro – Yes, John Coote – Yes, Karen Gately Herrick – Yes, Kirk McCormick – Yes, Ed Ross – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Sarah McLaughlin – Yes, Pat Tompkins – Yes.

Next Meeting Dates/Future Agenda Items

The Subcommittee will interview the selected respondents this Wednesday, May 17th. The full Committee is scheduled to meet next Monday, May 22nd at 6:00 pm to discuss the subcommittee's ranking and recommendations, and vote to enter contract negotiations with the top ranked OPM respondent.

Approve Minutes from Previous Meeting

On a motion by Carla Nazzaro, and seconded by Ed Ross, the Killam School Building Committee voted 9-0-0 to approve the meeting minutes of March 20, 2023.

Roll call vote: Carla Nazzaro – Yes, John Coote – Yes, Karen Gately Herrick – Yes, Kirk McCormick – Yes, Ed Ross – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Sarah McLaughlin – Yes, Pat Tompkins – Yes.

On a motion by Carla Nazzaro, and seconded by Kirk McCormick, the Killam School Building Committee voted 9-0-0 to adjourn at 7:22 pm.

Roll call vote: Carla Nazzaro – Yes, John Coote – Yes, Karen Gately Herrick – Yes, Kirk McCormick – Yes, Ed Ross – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Sarah McLaughlin – Yes, Pat Tompkins – Yes.