



Town of Reading Meeting Posting with Agenda

2018-07-16 LAG

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2023-10-30

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Agenda:

Purpose: General Business

Meeting Called By: Jacquelyn LaVerde on behalf of Chair Carla Nazzaro

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

This meeting will be held in the Town Hall Select Board Meeting Room and remotely via Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/87642166070>

Meeting ID: 876 4216 6070

One tap mobile

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Dial by your location

• +1 646 518 9805 US (New York)

• +1 646 558 8656 US (New York)

Find your local number: <https://us06web.zoom.us/u/kejyKNbRAW>

AGENDA:

1. Killam School Building Member Reports
2. Discuss Request for Services Submittals
3. Discussion on Designer Selection Process
4. Discussion on Killam School Building Project Website
5. Approval of Prior Meeting Minutes
6. Future Agenda Items and Next Meeting Dates



Office of the Town Manager
16 Lowell Street
Reading, MA 01867
781-942-9043

To: Killam School Building Committee
From: Jacquelyn LaVerde, Executive Assistant
Date: October 24, 2023
RE: Designer Request for Services Submittals

Greetings All!

To keep your packet to a manageable size, all submissions for Designer Request for Services have been uploaded to the Killam School Building Committee webpage:

<https://www.readingma.gov/872/Request-for-Designer-Services>

JSL

From: [Jennifer Flynn](#)
To: [Maltez, Fidel](#)
Cc: [Thomas Milaschewski School Email](#); mike.carroll@collierseng.com; [Suzanna Yeung](#); [Robin McElaney](#)
Subject: MSBA/Reading: Killam ES, DSP Target Dates
Date: Tuesday, August 29, 2023 3:22:49 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon, Mr. Maltez:

As determined based on availability by the MSBA, we are continuing to track the Town of Reading for the following dates at the Designer Selection Panel ("DSP") based upon review/approval of the draft Designer RFS:

November 7, 2023: Applications Review

November 21, 2023: Potential Interviews

I am confirming receipt of the District's draft designer RFS and will be routing for internal MSBA review.

Please note that confirmation of the District's DSP Interview date is determined at the conclusion of the DSP applications review and is subject to change based on availability of DSP meeting availability.

Please feel free to reach out with any questions.

Thank you,
Jenn

Jennifer Flynn

Senior Project Coordinator
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Town of Reading Meeting Minutes

2016-09-22 LAG

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2023-08-21

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Session: Open Session

Purpose: General Business

Version: Draft

Attendees: **Members - Present:**

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

Members - Not Present:

Others Present:

Town Manager Fidel Maltez, School Superintendent Thomas Milaschewski (remote), Killam Principal Lindsey Fulton (remote), School Director of Finance Derek Pinto (remote), RMLD Tom Ollila, Project Director Mike Carroll (remote), Facilities Director Joe Huggins (remote), Assistant Facilities Director Kevin Cabuzzi (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 Carla Nazzaro called the meeting to order at 7:00 pm.

Roll call attendance: Sara McLaughlin (remote), Kirk McCormick, Greg Stepler, Nancy Twomey, John Coote, Karen Gately Herrick, Ed Ross, Carla Nazzaro. Pat Tompkins joined remotely at 7:02 pm.

Review Designer Selection Schedule and Process:

Chair Nazzaro clarified the Designer Selection Process. The Town will send three representatives to be included on the MSBA Designer Review Panel, which has thirteen members. The MSBA typically likes those representatives to consist of the Town Manager, School Superintendent, and a member of the School Building Committee. The Select Board will vote to appoint the Town Manager, and the School Committee will vote to appoint the Superintendent as those representatives. The role of the Killam Design Review Subcommittee will be to review the packages received, although the entire Committee will be invited to review them. The interviews will be conducted with the MSBA.

Colliers Project Director Mike Carroll shared a draft timeline of the selection process. The draft Request for Services (RFS) must be returned to the MSBA by Wednesday, August 30th. The advertisement will be placed in the Central Register and local newspaper by September 9th, so that it appears in the Central Register on September 13th. Applications will be due October 11th. Copies of applications must be provided to the MSBA by October 19th. There

will be a meeting with the MSBA on November 7th, at which the list of applicants will be reduced to three. Interviews with the short list of applicants will be conducted with the MSBA at the November 21st meeting. Colliers will conduct reference checks and provide them to the Committee and the MSBA.

Review Draft Request for Services for Designer:

The Request for Services (RFS) is a template provided by the MSBA, portions of which can be customized, while other portions cannot be changed. Mr. Carroll stated that attachments will be added to the RFS including: addendums to the OPM RFS, AHERA report, population and enrollment forecast study, educational profile questionnaire, MSBA design enrollment certification, and master planning report.

The RFS includes affirmative action, Minority Owned Business, and Women Owned Business goals aligned with state goals. Designers will be asked to provide workforce reports. Town Counsel and the Procurement Officer will review the RFS as well.

Mr. Carroll walked the Committee through the draft RFS, along with questions and comments posed by Colliers. The Committee discussed the importance of project objectives including net-zero energy, consideration for carbon neutrality, life cycle cost analysis, and maximization of reimbursement. Because Gienapp conducted a holistic review of town-owned land and school locations just a few years ago, the consensus of the Committee was to remove Site Location from the list of project objectives.

Additional attachments that will be added to the RFS that may be helpful for prospective designers include the existing building construction documents, and the Gienapp site study report.

The Committee reviewed the list of basic services and questioned whether a Laboratory Consultant and a Theatrical Consultant were needed, as elementary age students are not likely to need lab space, and a cafetorium is a more common element than an auditorium in an elementary school. They also discussed adding a lifecycle cost consultant. While the Sustainability/Green Design Consultant should be able to address that, Photovoltaic was specifically added.

The site visit for prospective bidders is scheduled for September 22nd at 1:00 pm.

Members of the Committee will review the revised draft and send any further suggested changes and comments to the Town Manager and his staff.

Future meeting agenda items:

The next meeting is scheduled for September 18th at 7:00 pm.

Approve prior meeting minutes:

On a motion by Karen Gately Herrick, seconded by Greg Stepler, the Killam School Building Committee voted 7-0-2 to approve the meeting minutes of August 7, 2023 as presented, with Kirk McCormick and John Coote abstaining, as they were not present at that meeting.

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

On a motion by Karen Gately Herrick, seconded by John Coote, the Killam School Building Committee voted 9-0-0 to adjourn at 8:32 pm.

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