



Town of Reading Meeting Minutes

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Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2024-01-08

Time: 7:00 PM

Building: Reading Town Hall

Location: Conference Room

Address: 16 Lowell Street

Session: Open Session

Purpose: General Business

Version: Final

Attendees: **Members - Present:**

Chair Carla Nazzaro, Vice Chair Karen Gately Herrick, Ed Ross (remote), Greg Stepler, Pat Tompkins, Nancy Twomey

Members - Not Present:

John Coote, Kirk McCormick, Sarah McLaughlin

Others Present:

Acting Town Manager Matt Kraunelis, Killam School Principal Lindsey Fulton, School Superintendent Thomas Milaschewski (remote), School Director of Finance Derek Pinto (remote), Facilities Director Joe Huggins (remote), Assistant Director of Facilities Kevin Cabuzzi (remote), Director of Operations Jayne Wellman, Chief Financial Officer Sharon Angstrom (remote), Colliers Project Director Mike Carroll, Colliers Project Manager Suzanna Yeung (remote), LBA Architect Leigh Sherwood, LBA Project Manager Jenni Katajamaki, Bill Bullock - RMLD, Tom Ollila - RMLD (remote), Molly Pike - RMLD (remote)

Minutes Respectfully Submitted By: Jacquelyn LaVerde

Topics of Discussion:

This meeting was held in-person in the Conference Room of Town Hall, and remotely via Zoom.

Chair Carla Nazzaro called the meeting to order at 7:01 pm.

Roll call attendance: Ed Ross (remote), Karen Gately Herrick, Greg Stepler, Pat Tompkins, Nancy Twomey, Carla Nazzaro.

Not present: Kirk McCormick, Sarah McLaughlin, John Coote.

KSBC Member Reports

Carla Nazzaro stated that the Executive Leadership Team will have their kickoff meeting with the Massachusetts School Building Authority (MSBA) tomorrow, January 10th at 9:30 am. There will also be a Killam Community meeting this Thursday, January 11th at 5:15 pm in the Killam Cafeteria, which all KSBC members are welcome and encouraged to attend. LBA held a similar meeting with Killam teachers last week to gather input on what they would like in a new building. The Executive Leadership Team began work with Designer Lavallee Brensinger Architects (LBA) well before the holidays. Executive Leadership Team meetings will be held every two weeks, and KSBC meetings will happen every two weeks alternating with the Executive Leadership Meetings.

LBA Amendments 1 through 5

Colliers Project Manager Suzanna Yeung presented the five amendments to the LBA contract that were reviewed and signed off by former Town Manager Fidel Maltez and by Colliers. The amendments include: land survey, traffic study and consulting, hazardous materials consulting, phase I ESA and soil sampling, and geotechnical services.

The Committee will vote on the amendments at the next meeting. Any future amendments will be brought to the Committee for a vote before any signoffs.

Funds for these services were not included in the \$850,000 designer contract, but are included in the \$2.2 million allocated for the Killam feasibility study, and are reimbursable expenses.

LBA: Designer Update

LBA Project Manager Jenni Katajamaki provided an update on what they have accomplished since beginning their work in early December including: developed a detailed schedule and work plan for the feasibility study and schematic design; developed a detailed work plan for educational visioning; hosted the first project charter meeting with Killam staff and scheduled a project charter meeting for the whole community for later this week; engaged all the basic services consultants such as structural engineer, civil engineer, and landscape architect; and received some existing conditions documents from the town. Ms. Katajamaki and Principal Architect Leigh Sherwood presented a broad overview project schedule that included: feasibility study, submissions to MSBA, approvals by MSBA, town vote, and construction timeline.

The Committee discussed the scheduling of a special election. Ms. Nazzaro explained that the Select Board would include a debt exclusion Article on the Annual Town Meeting Warrant for April 2025. The Town Charter states that votes do not take effect until seven days after the conclusion of Town Meeting, then the Town Clerk gives 35 days' notice for a special election. If Town Meeting ends after four nights on May 8, 2025, the special election could be scheduled at the end of June. Nancy Twomey suggested that a Special Town Meeting could be called at the start of Annual Town Meeting on April 28, 2025, and the special election could be held 35 days after the conclusion of that Special Town Meeting.

LBA Architect Leigh Sherwood provided an overview of the feasibility study work plan, which included the preliminary design program and preferred schematic report. He reviewed the plan to establish the Project Charter, gather information on sustainability and educational planning, conduct a site survey, conduct a traffic study and recommendations, assess existing conditions, plan for programming, develop alternatives, and consistently engage with the community and the Committee throughout the process.

Over the next two weeks, LBA's next steps will include: attending the MSBA kickoff meeting with the Executive Leadership team tomorrow, beginning educational vision with shadowing at Killam and touring other recent MSBA schools, hosting a community meeting, and assessing Killam's existing conditions. The week of the 22nd, LBA will report their findings to the KSBC, host another community meeting, conduct a site survey, and continue with ongoing Executive Leadership Team meetings.

Discuss and Assign Members to Working Groups

Educational Leadership Team

The Educational Leadership Team (EdLT) includes Superintendent Tom Milaschewski, Killam Principal Lindsey Fulton, Facilities Director Joe Huggins, and three teachers and paraprofessionals who work at the school. This working group has started working with a special consultant and is progressing forward. Committee Member Sarah McLaughlin will also attend when she can.

Sustainability

The Sustainability Working Group will meet once a month for the rest of the year, then quarterly for the second year. This group typically consists of about eight people, including two from the designer, one of which is an energy consultant, and six from the district.

Suggested members include Superintendent Dr. Milaschewski and Facilities Director Joe Huggins. Volunteers for this group include Committee members Greg Stepler, Karen Gately Herrick, Nancy Twomey, and John Coote, as well as Bill Bullock of RMLD, and Molly Pike of RMLD. The Committee agreed to also include a member of the Climate Advisory Committee.

Communications

The Communications Working group will meet every two weeks. Recommended members include Superintendent Dr. Milaschewski, Principal Lindsey Fulton, and "the person who knows a lot of people". Committee members Karen Gately Herrick, Carla Nazzaro, and Ed Ross, and Director of Operations Jayne Wellman volunteered for the Communications Working Group. Principal Lindsey Fulton noted that the school and the district have already been working on communication with families and neighbors.

Executive Leadership Team

The Executive Leadership Team (ExLT) is already established and includes Chair Carla Nazzaro, Vice Chair Karen Gately Herrick, Acting Town Manager Matt Kraunelis, Superintendent Tom Milaschewski, Designer LBA, Owner's Project Manager Colliers, Principal Lindsey Fulton, and Facilities Director Joe Huggins. ExLT meetings will be held biweekly on the weeks alternating the biweekly KSBC meetings.

Website Proposals

Suzanna Yeung stated that she received two website proposals, one from Boston Web Designers, and one from Mandile Web Design. She presented the proposed figures for initial setup, hosting, monthly updates at approximately eight hours per month, and optional social media management, and compared those to Colliers internal rates. Ms. Yeung continued to compare the two companies and noted that Boston Web Designers does have experience with MSBA project websites, and the owner has a connection who could assist with a separate "Yes for Killam" campaign.

Jayne Wellman expressed concern about communication being fragmented, and suggested that the Communications team take a deeper dive into the website and social media services. Ms. Yeung will get further information from both companies on social media management, and will share it with the Communications Team so they can make a recommendation to the KSBC.

Approval of Prior Meeting Minutes

On a motion by Karen Gately Herrick, seconded by Greg Stepler, the Killam School Building Committee voted 5-0-1 to approve the meeting minutes of December 4, 2023, with Pat Tompkins abstaining, as he was not present at that meeting.
Roll call vote: Ed Ross – Yes, Nancy Twomey – Yes, Pat Tompkins – Abstain, Greg Stepler – Yes, Karen Gately Herrick – Yes, Carla Nazzaro – Yes.

Future Agenda Items and Next Meeting Dates

On a motion by Karen Gately Herrick, seconded by Greg Stepler, the Killam School Building Committee voted 6-0 to adjourn at 8:40 pm.
Roll call vote: Ed Ross – Yes, Pat Tompkins – Yes, Nancy Twomey – Yes, Greg Stepler – Yes, Karen Gately Herrick – Yes, Carla Nazzaro – Yes.