



Town of Reading Meeting Minutes

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Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2024-01-22

Time: 7:00 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 Carla Nazzaro, Vice Chair Karen Gately Herrick (remote 7:05pm), John Coote, Sarah McLaughlin (remote), Kirk McCormick (remote), Ed Ross, Pat Tompkins, Nancy Twomey

Members - Not Present:

Greg Stepler

Others Present:

Acting Town Manager Matt Kraunelis, School Superintendent Tom Milaschewski (remote), Killam Principal Lindsey Fulton (remote), Director of Operations Jayne Wellman, School Director of Finance Derek Pinto (remote 7:11pm), Chief Financial Officer Sharon Angstrom (remote), Director of Facilities Joe Huggins (remote), Assistant Director of Facilities Kevin Cabuzzi (remote), Colliers Project Manager Suzanna Yeung, Colliers Project Director Mike Carroll (remote), LBA Project Manager Jenni Katajamaki, LBA Architect Leigh Sherwood, Tom Ollila - RMLD (remote), Bill Bullock - RMLD (remote 7:34pm)

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: John Coote, Kirk McCormick (remote), Sarah McLaughlin (remote), Ed Ross, Pat Tompkins, Nancy Twomey, and Carla Nazzaro.
Karen Gately Herrick joined remotely at 7:05 pm.

Not Present: Greg Stepler

Public Comment

There was no comment from the public.

KSBC Liaison Reports

Director of Operations Jayne Wellman shared that the Communications Working Group held its first meeting last Thursday, and plans to meet the next four Thursdays. The group created a general agenda to continually take up in-person public engagement, digital

engagement, and communications campaigns. The next step is to review the proposals from the website vendors, then make a recommendation to the Committee.

LBA Project Manager Jenni Katajamaki stated that the first meeting of the Sustainability Working Group is scheduled for January 29th. The group will review existing Town sustainability goals and discuss incentives that are available. The primary goal of the meeting will be to identify sustainability goals for the project that include site, energy, water, air quality, and materials.

Carla Nazzaro stated that the Executive Leadership Team held a kick-off meeting with the Massachusetts School Building Authority (MSBA), where they discussed expectations, and moving forward through the feasibility study and schematic design phases. The Educational Leadership Team has three meetings coming up on February 2nd, 9th, and 16th.

Lindsey Fulton stated that there were a number of site visits this week that went well. They asked great questions and saw the grounds inside and outside. She thanked Facilities and Technology for their help with the site visits.

School Superintendent Dr. Milaschewski noted that Killam representatives have done a great job representing the staff and disseminating information among the rest of the staff.

Carla Nazzaro noted that the first community meeting with the public was held on January 11th. There were approximately forty-five attendees, and some good information was gathered there, which LBA will share in their update.

Designer (LBA) Report/Update

Updates from last 2 weeks/Plans for the next 2 weeks

LBA Project Manager Jenni Katajamaki quickly reviewed the recent and upcoming activities including: MSBA kick-off meeting, observing the existing school with the educational planner, touring three other elementary schools across Massachusetts with District and Killam representatives, hosting the first community meeting, assessing existing conditions, and Communications Working Group kick-off. The existing conditions assessments are continuing, the survey team began their survey today, and the traffic analysis will begin next week.

Reviewing the Project Charter

LBA Architect Leigh Sherwood reviewed the initial Project Charter meetings. The first one was held with the Killam faculty, and the second one with the community. They elicited ideas from both groups to try and determine what their priorities were. Five themes that emerged were Focus on Education, Community-Centered, Realistic Sustainability, Safe & Healthy, and "A Sense of Belonging". The themes and ideas were then used to shape the draft Project Charter. Mr. Sherwood suggested that the KSBC members review the themes and ideas, and note what they think the priorities are, for further discussion at the next meeting.

Ms. Katajamaki and Mr. Sherwood explained that the Project Charter is the list of priorities that the Committee will follow when making decisions. Though it is not required by the MSBA, it is a very important tool for the project.

Vote of acknowledgement on the Design Team Amendments 01-05

Colliers Project Manager Suzanna Yeung reviewed LBA Amendments one through five, that were presented at the last meeting. The ask is for a vote of acknowledgement so the amendments can be finalized and sent to the MSBA.

Typically, changes will come to the Committee for approval prior to sign-off. However, these amendments were expedited, and signed off by the former Town Manager, to get the process started. Changes are monitored by Colliers to ensure that they are within budget.

On a motion by Karen Gately Herrick, seconded by Nancy Twomey, the Killam School Building Committee voted 8-0-0 to acknowledge the design team amendments one through five.

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

Assigning a designee to act on behalf of the KSBC

Colliers Project Manager Suzanna Yeung explained the workflow process for any changes, invoices, or purchase orders. Everything should go to Colliers for review & recommendation for approval, then sent to the designee. The proposed figure suggests the amount up to \$100,000. Everything would be brought to the Committee for a vote of acknowledgement, but anything over \$100,000, or anything the designee would prefer to have approval prior to signing off, would be brought straight to the Committee for a vote. The Committee discussed the amount, and agreed that they were more comfortable with \$50,000 as the authorized amount for the designee. The Committee can vote to change the amount in the future if they choose. They further discussed and agreed that the Town Manager and Director of Facilities should be the designees in collaboration when both are available.

On a motion by Karen Gately Herrick, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to assign as the Killam School Building Committee designee the Town Manager and the Director of Facilities to act on behalf of the KSBC for contracts, purchase orders, and change orders up to a maximum amount of \$50,000.

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

Owner's Project Manager (Colliers) Report

Schedule Update

Colliers Project Manager Suzanna Yeung reviewed the updated master schedule and the tracking of activities thus far. We are currently in the feasibility study phase. The first submission of the Preliminary Design Program (PDP) to the MSBA is on target for May 20, 2024. Following the review and acceptance process for the PDP, the next target submission is August 21, 2024, for the Preferred Schematic Report (PSR). Next, we will move into Module 4, Schematic Design in September 2024, with the Schematic Design submission targeted for February 10, 2025. Then funding the project, Module 5, aims to go to Town Meeting in April/May 2025, then have the Town Election in June 2025. Design Phase Module 6 beginning in June 2025, Construction Phase Module 7 beginning in August 2026, and Project Closeout Module 8 beginning in August 2029, have also been added to the master schedule in broad detail.

Website Update

Ms. Yeung stated that she reached back out to both Boston Web Designers and Mandile Web Design, to talk about their social media package offerings. She noted that Mandile was far more willing to offer the full package and create a lot of content for no additional cost than what was already included in his previous proposal. Any content would be approved before it goes out. Boston Web Designers is willing to do some more content creation. Though they have a hefty cost to set everything up, plus \$375 per week for content creation and engagement, plus \$200 monthly costs for meetings, analytics, and reporting. The Communications Working Group will meet this Thursday to review the proposals with Derek Osterman of Colliers, who will be able to answer questions and speak about other projects he has done with third party public relations groups. The Communications Working Group will then make a recommendation to the Committee at the next meeting.

Warrant/ Invoices

There were no invoices for review.

Approval of Prior Meeting Minutes

On a motion by Karen Gately Herrick, seconded by Ed Ross, the Killam School Building Committee approved the meeting minutes of January 8, 2024, by a vote of 5-0-3, with John Coote, Kirk McCormick, and Sarah McLaughlin abstaining, as they were not present at that meeting.

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

Future Agenda Items and Next Meeting Dates

The Committee will review invoices from Colliers and LBA at the next meeting, along with edits to the Project Charter, a vote on a proposal from the Communications Working Group for a web designer, and a review of sustainability goals. The next meeting will be held on February 12, 2024.

On a motion by Karen Gately Herrick, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to adjourn at 8:21 pm.