



Town of Reading Meeting Minutes

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Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2024-03-11

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, John Coote, Kirk McCormick, Ed Ross, Greg Stepler (remote), Pat Tompkins, Nancy Twomey

Members - Not Present:

Sarah McLaughlin

Others Present:

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

Minutes Respectfully Submitted By: Jacquelyn LaVerde

Topics of Discussion:

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

Call to Order

Chair Carla Nazzaro called the meeting to order at 7:00 pm.

Roll Call Attendance: Kirk McCormick, Ed Ross, Greg Stepler (remote), Pat Tompkins, Nancy Twomey, John Coote, Carla Nazzaro. Karen Gately Herrick arrived at 7:02 pm.

Not present: Sarah McLaughlin

Public Comment

There was no comment from the public.

KSBC Liaison Reports

There were no Liaison Reports.

Website Launch

Carla Nazzaro introduced the project website, killamschool.com. Superintendent Dr. Milaschewski provided an overview of the website, the process behind it, and its features. Thanks to volunteerism on the setup, and staff learning to maintain it, the website cost is only about \$200 for the year. Operations Director Jayne Wellman noted that staff will be

able to maintain and control this website in-house, and it saves the Town from having to spend \$30,000 to \$40,000 on a consultant.

Designer Report

Tasks Completed

LBA Project Manager Jenni Katajamaki reviewed tasks completed since the last meeting including: educational visioning, site survey, and sustainability goals. The space program is 90% complete. The traffic study, traffic analysis, and existing conditions assessment are complete, and the SBC will hear those reports at the next meeting.

Sustainability goals

Ms. Katajamaki briefly shared the revised sustainability goals based on feedback from the Committee and the community.

Educational Visioning Outcomes

LBA Architect Leigh Sherwood introduced Educational Planner and Consultant Mike Pirollo of MLP Integrated Design. Mr. Pirollo reviewed his background and his process for educational visioning. Stakeholders were engaged so they could envision what is possible. They went on three school tours, did a shadow day to learn the activities at Killam, held three visioning workshops, then ended with a program workshop. Outcomes from the workshops included identifying the goals and priorities, developmental considerations, envisioning the future of the school, and design considerations. The next step is to use the outcomes to help shape what the building program will be. Over the next month, the educational program document will be developed, that will align with the space summary, which will go to the MSBA.

Next Steps

Ms. Katajamaki stated that the project is entering the first design phase. She, Mr. Sherwood, and the project designer will be meeting to put together some initial options, and will share those with the SBC at the April 8th meeting. At the March 25th meeting, the Committee will hear about traffic, site analysis, existing conditions, and site planning options. The next community meetings are March 18th, for the site and traffic listening session, and April 1st for the community to hear about site plan options. The first round of cost estimating is approaching on April 15th to May 3rd. And the PDP submittal to MSBA is on target for May 20th.

OPM Report

Financials

Colliers Project Director Mike Carroll provided a brief financial update. There was one invoice that was paid to the Daily Times Chronicle for an advertisement for designer services that Colliers added to their budget. The KSBC needed to approve the transfer from the contingency line item to the "other project costs" line item. The estimated project cash flow is trending just slightly under projections.

Warrant/ Invoices

On a motion by Karen Gately Herrick, seconded by Ed Ross, the Killam School Building Committee voted 8-0 to approve the commitment of \$269.67 to the Daily Times Chronicle for the advertisement of the designer selection.

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

Approval of Prior Meeting Minutes

On a motion by Karen Gately Herrick, seconded by Ed Ross, the Killam School Building Committee voted 8-0 to approve the meeting minutes of February 12, 2024.

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

Future Agenda Items and Next Meeting Dates

The next meetings are scheduled for Monday, March 25th and Monday, April 8th. The next Community meetings are scheduled for Monday, March 18th and Monday, April 1st.

The OPM will coordinate dates and times for the Committee to visit recently completed schools in Watertown and Acton.

On a motion by Nancy Twomey, seconded by Karen Gately Herrick, the Killam School Building Committee voted 8-0 to adjourn at 8:17 pm.

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