



Town of Reading Meeting Posting with Agenda

2018-07-16 LAG

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

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-person in the Town Hall Conference Room and remotely via Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/86808401538>

Meeting ID: 868 0840 1538

One tap mobile

+16465189805,,86808401538# US (New York)

+16465588656,,86808401538# US (New York)

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/j/kcL4K5M048>

AGENDA:

- Call to Order
- Public Comment
- KSBC Liaison Reports
- Website launch
- Designer Report
 - Tasks Completed
 - Sustainability goals
 - Educational Visioning Outcomes
 - Next Steps
- OPM Report
 - Financials
- Warrant/ Invoices (possible vote)
- Approval of Prior Meeting Minutes
- Future Agenda Items and Next Meeting Dates

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.

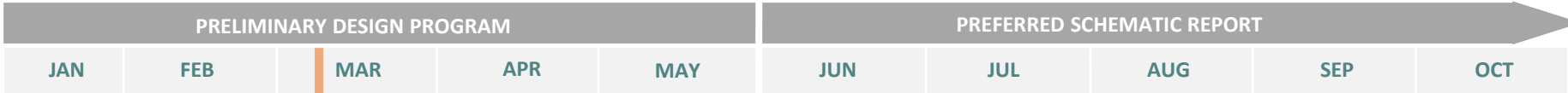
"A PLACE WHERE EVERYONE BELONGS"



TASKS COMPLETED

- **Educational Visioning** – Completed
- **Space Program** - Completed
- **Site Survey** – Completed
- **Traffic Study** – Traffic analysis; will report to SBC on 3/25
- **Existing Conditions Assessments** – Completed; will report to SBC on 3/25
- **Sustainability Goals** – Completed

2024



SUSTAINABILITY

EDUCATIONAL PLANNING

TRAFFIC, SITE, & COMMUNITY

DESIGN & COST ESTIMATING

MSBA PROCESS

KEY

   SBC MEETING / RECAP / VOTE
   COMMUNITY MEETING / RECAP / VOTE
 USER GROUP MEETING
  MSBA SUBMITTAL / APPROVAL

TODAY

5/20/24 PDP
SUBMITTAL

7/18/24 PDP
ACCEPTANCE8/21/24 PSR
SUBMITTAL

10/30/24
MSBA BOD

SUSTAINABILITY GOALS: OVERALL

- Support Reading's overall sustainability goal of meeting the MA Clean Energy and Climate Plan for 2050, by minimizing greenhouse gas emissions.
- Evaluate design decisions based on multiple criteria, including life cycle cost, first cost, ease of maintenance, embodied carbon, and operational carbon.
- Practice responsible sustainability, using LEED as a guideline, but focusing on cost-effective, verifiable sustainability outcomes.
- Pursue all available rebates and incentives, balanced against costs.

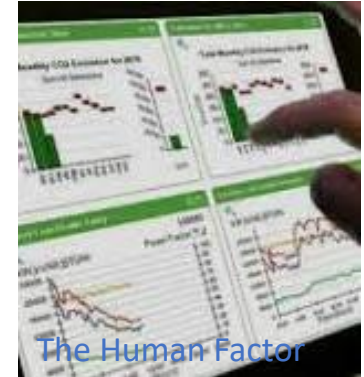
SUSTAINABILITY GOALS: SITE

- Select high-albedo roof and paving materials and use shading to reduce urban heat island effect. Consider solar PV shade structures at parking areas.
- Provide safe routes to promote walking and cycling.
- Consider alternatives for rainwater management such as rain gardens and other onsite options.
- Select exterior lighting that reduces light pollution while providing adequate illumination for safety and visibility.
- Incorporate opportunities for environmental science and nature-based learning and play.



SUSTAINABILITY GOALS: ENERGY

- Reduce the building's operational carbon footprint by employing passive strategies and high-efficiency building systems.
- Minimize fossil fuel combustion from the project, and consider an all electric building.
- Incorporate solar PV and geothermal systems if they make sense from a cost-value perspective.



SUSTAINABILITY GOALS: WATER

- Conserve water through efficient indoor fixtures, water metering, and HVAC condensate capture.
- Utilize native plants that are low-maintenance, require less water, and support the local ecosystem.



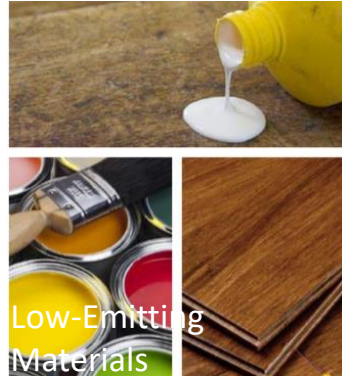
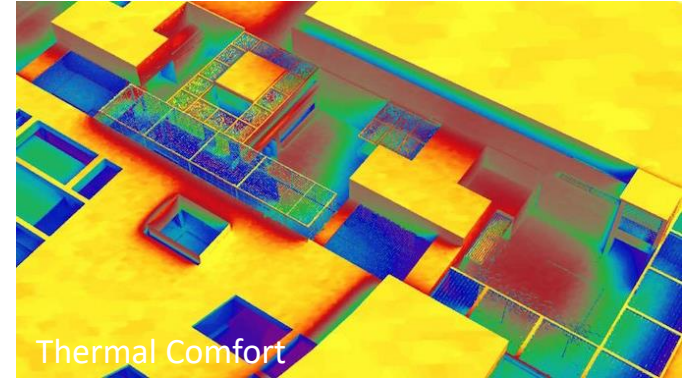
SUSTAINABILITY GOALS: MATERIALS AND RESOURCES

- Select durable materials with low embodied carbon to reduce the building's total carbon footprint.
- Incorporate solid waste reduction strategies including recycling and food waste composting.



SUSTAINABILITY GOALS: INDOOR ENVIRONMENTAL QUALITY

- Select interior materials that promote occupant well-being, avoiding high-VOC and Red List materials.
- Provide natural daylight to all occupied spaces, with operable windows and climate controls that allow for individual options for thermal comfort.
- Design spaces that support learning for people of all abilities, with lighting controls and good acoustic performance in appropriate teaching spaces.



Process Overview

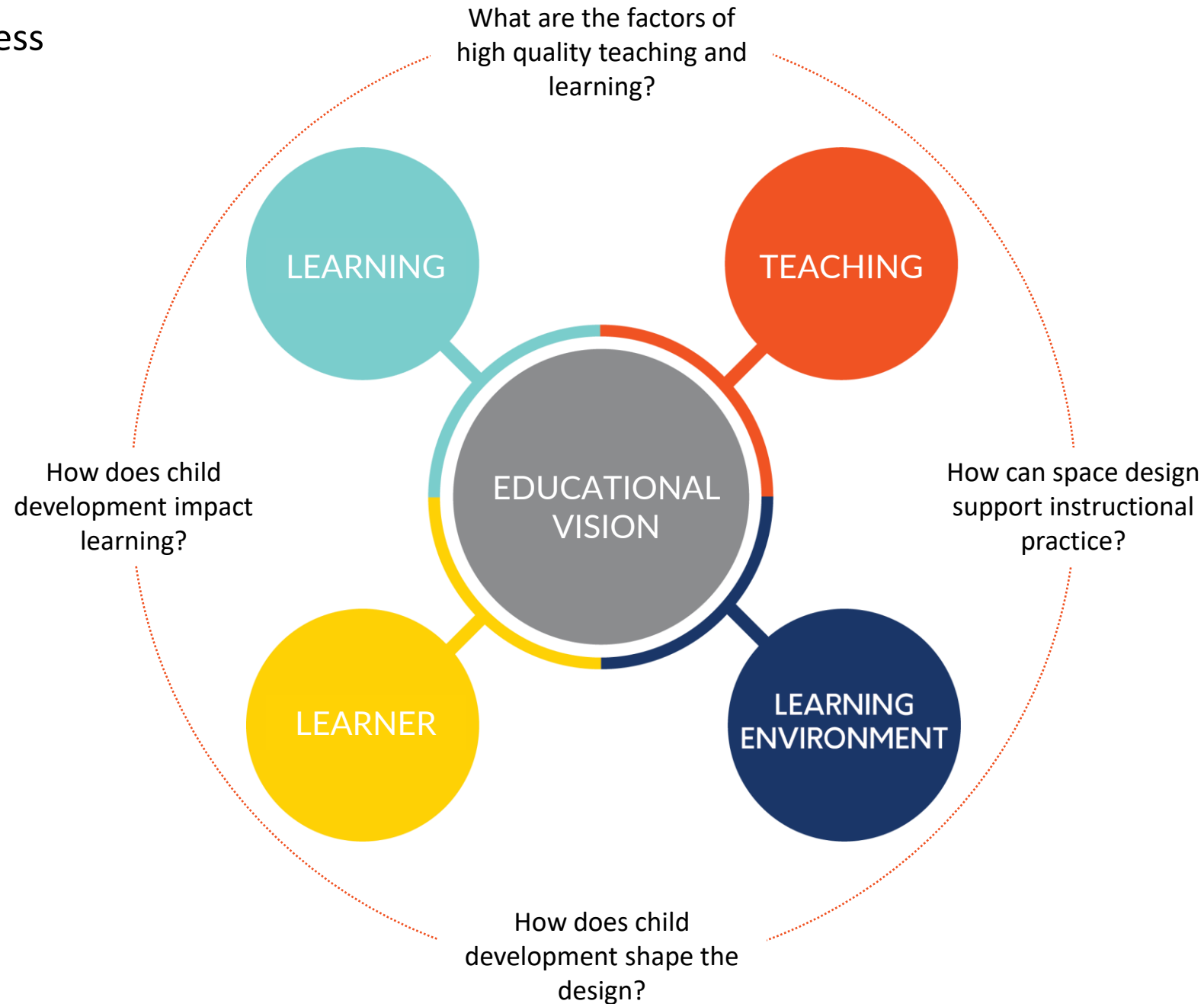


1
Shadow
Day

1
Program
Workshop



An Integrated Process



Overarching Goals & Priorities

- Outdoor opportunities for school and community use
- Space to support professional development
- Honor student work and encourage innovation
- Support inclusion and social-emotional wellness
- Safe, sustainable, and economically thoughtful building
- Support...
 - Community connection and use
 - Belonging, collaboration, and interdisciplinary connections
 - Flexibility in content, activity, and group size



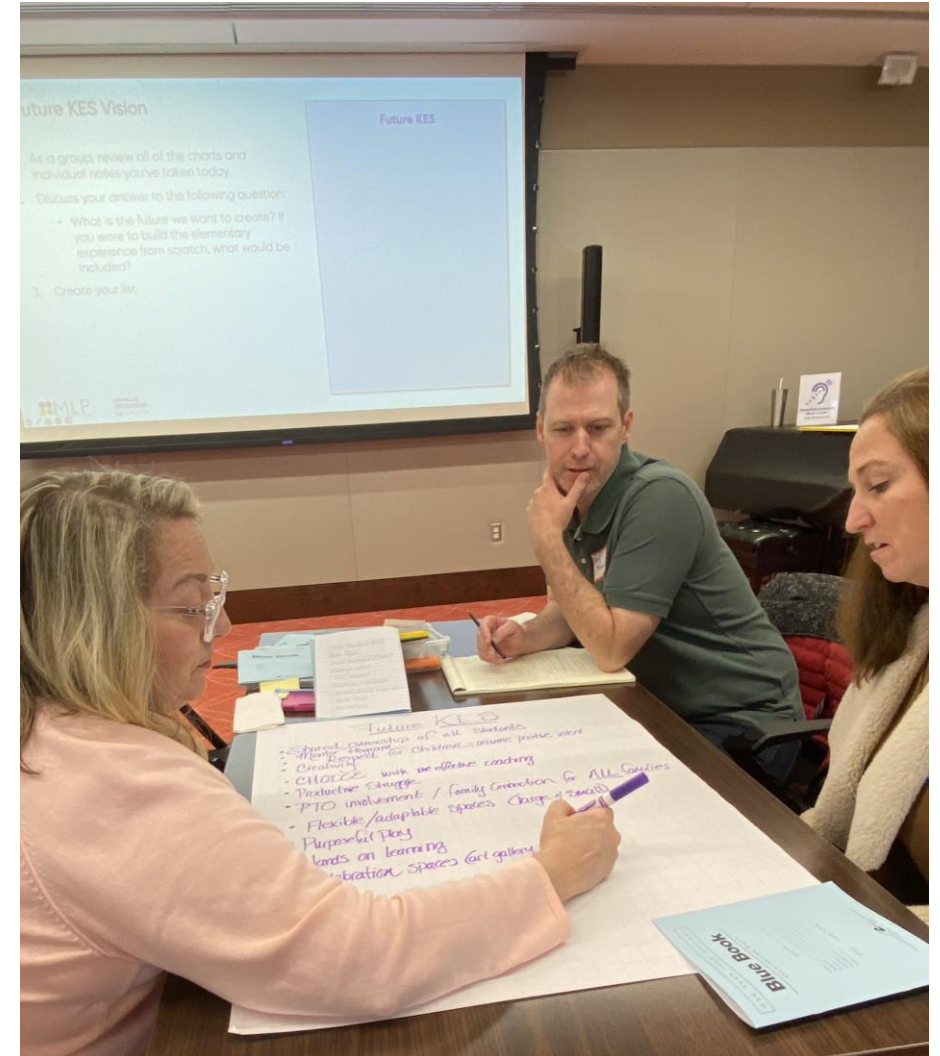
Developmental Considerations

- Focus on academics and social-emotional learning
- Responsive to a wide range of comfort needs/levels
- Imaginative play and choice
- Hands-on, project-based activities
- Multi-sensory teaching
- Incorporate movement & rest
- Flexibility (group size, furniture, room design)
- Connections between outside and inside
- Sensory spaces & features for de-escalation
- Room for collaboration
- Imagination, creation, and exploration



Educational Vision – Future J.W. Killam

- A variety of safe and flexible space to support
 - Inclusivity, community, and choice
 - Ebbs/flows of students' needs, bubble years, etc.
- Showcasing student work
- Passionate self-directed learning
- Curiosity and purposeful play
- Opportunities to experience nature
- Community areas (grade level, whole school, community use spaces)
- Varied sensory and calming opportunities throughout



Guiding Design Considerations



Vision of a Future J.W. Killam



Desired Design Patterns & Features

- STEM/STEAM (28)
- Academic & Community Assets (25)
- Building a Sense of Belonging (25)
- Areas of Respite Throughout (25)
- Education as Playful Learning (24)
- Variety to Support UDL, Voice, & Choice (24)
- Intentional Outdoor Learning (24)
- Outdoor Play & Sensory Opportunities (24)
- Academic Spilling (24)
- Wayfinding & Streetscapes (23)



Draft Educational Program Components So Far

- Flexible small learning communities or pods with shared breakout space
- Community – space to support needs of community, sense of belonging
- Library as heart of the building “town square” with adjacent STEM classroom
- Dedicated PK entry
- Embedded Special Education services
- Small group spaces between classrooms
- Resource rooms
- Special Ed. planning suites with adjacent resource rms.
- Sensory opportunities throughout

Reading Public Schools Educational Plan

Killam Elementary School Project



NEXT STEPS

- **Develop Initial Design Options:** ongoing
- **Next SBC Meetings:** March 25 – Traffic, Site Analysis, & Existing Conditions
April 8 – Preliminary Alternatives Progress Review
- **Next Community Meetings:** March 18 – Site and Traffic Listening Session
April 1 – Site Planning Options
- **Cost Estimating:** April 15 – May 3
- **PDP Submittal to MSBA:** May 20
- ❖ **Executive Leadership Team (XLT) Meetings Weekly unless SBC meeting**

DRAFT**Colliers Project Leaders NE, LLC****A Michael Carroll****Progress Report as of Date 2/29/2024**

District Name	Reading	MSBA ID	202102460017
School Name	J Warren Killam	Project Name	
OPM Firm Name	Colliers Project Leaders NE, LLC	School Building Committee Representative	Thomas Milaschewski
Project Director	A Michael Carroll	Total Project Budget (ProPay)	\$2,200,000
Designer Firm Name	LaVallee Brensinger Architects	Encumbered (Reporting Period)	\$0
Principal	Leigh Sherwood	Encumbered (to Date)	
General Contractor Firm Name		Total Project Invoices Received (to Date)	
General Contractor Contact Name		Project Completion Percentage	4%

OPM**Colliers Project Leaders NE, LLC****Progress Report as of Date 2/29/2024****Contract Summary**

Original Contract Amount	\$280,000
Contract Amendments (to Date)	0
Value of Contract Amendments (to Date)	\$0
Total Contract Amount	\$280,000
Contract Amendments as Percentage of Original Contract Amount	0.0%

Payment Summary

Total Contract Amount	\$280,000
Invoices Paid (to Date)	
Invoices Received (Reporting Period)	
Contract Amount Remaining	\$280,000

OPM Activities (Reporting Period)	-Prepare and attend in person School Building Committee meeting on February 12, 2024. -Attend School Committee Meeting on February 08, 2024. -Attend Community Meeting for sustainability and project charter on February 29, 2024. -Attend and prepared agendas for XLT Meetings. -Attend Communications group meetings. -Review Architect invoice.
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Project Budget Status Project is on budget.

MSBA Closeout Status N/A

Potential Issues No potential issues at this time.

DESIGNER**LaVallee Brensinger Architects****Progress Report as of Date 2/29/2024****Contract Summary**

Original Contract Amount	\$850,000
Contract Amendments (to Date)	5
Value of Contract Amendments (to Date)	\$208,120
Total Contract Amount	\$1,058,120
Contract Amendments as Percentage of Original Contract Amount	24.5%

Payment Summary

Total Contract Amount	\$1,058,120
Invoices Paid (to Date)	
Invoices Received (Reporting Period)	
Contract Amount Remaining	\$1,058,120

MBE/WBE

MBE Percentage	6.6%
MBE Actual	
WBE Percentage	15.0%
WBE Actual	

Workforce Participation

Total Hours	
Minority Hours	
Minority Percentage	
Minority Workforce Participation	
Female Hours	
Female Percentage	
Female Workforce Participation	

RFIs and Submittals

RFIs Issued (Reporting Period)	0
Total RFIs Issued (to Date)	0
Remaining Open RFIs – Past 30 Days	0
Notes	
Remaining Open RFIs – Past 60 Days	0
Notes	
Remaining Open RFIs – Past 90 Days	0
Notes	
Submittals Received (Reporting Period)	0
Total Submittals Received (to Date)	0
Submittals Reviewed (Reporting Period)	0
Total Submittals Reviewed (to Date)	0
Comments (Remaining Open Submittals)	N/A
Phase	Feasibility Study
	Phase Scheduled Completion Date 10/30/2024
Designer Activities (Reporting Period)	-Prepare and attend in person School Building Committee meeting on February 12, 2024. -Attend School Committee Meeting on February 08, 2024. -Attend Community Meeting for sustainability and project charter on February 29, 2024. -Attend and prepared agendas for XLT Meetings. -Attend Communications group meetings. -Continued Feasibility Study.
30 Day Look Ahead	Continued educational visioning, sustainability, existing conditions, reviews.
Commissioning Consultant	Not identified at this time.
Commissioning Consultant Status	N/A

GENERAL CONTRACTOR

Progress Report as of Date 2/29/2024

Contract Summary

Original Contract Amount (including CM-At-Risk Amendments)

Change Orders (to Date)

Value of Change Orders (to Date)

Total Contract Amount

Procurement Type Undetermined

Change Orders as Percentage of Original Contract Amount

Pending Change Orders

Change Order Status

Payment Summary

Total Contract Amount

Invoices Paid (to Date)

Invoices Received (Reporting Period)

Contract Amount Remaining

MBE/WBE

MBE Percentage

MBE Actual

WBE Percentage

WBE Actual

Workforce Participation

Total Hours

Minority Hours

Minority Percentage

Minority Workforce Participation

Female Hours

Female Percentage

Female Workforce Participation

Schedule Assessment

Notice to Proceed Date

Physical Progress

Substantial Completion Date (Reported)

Substantial Completion Date (Contract)

Substantial Completion Date (Certificate)

Construction Progress (Reporting Period)

30 Day Look Ahead

Overall Schedule Assessment

Problems Identified (Schedule or Construction)

Quality Control

Safety Compliance

Number of Claims (to Date)

Value of Claims (to Date)

Comments

Recorded Manpower (Reporting Period)

Contractor Closeout Status

Certification

The undersigned hereby certifies that, to the best of his/her knowledge, the information contained in this monthly report and attached hereto are true and accurate.

Project Director/Project Manager

Print Name

Signature

Date



March 6, 2024

Town of Reading Killam Elementary School

Project Budget and Cost Summary



Project Leaders

A	C	D	E	F	G	H	I	J	K
	(Bud. Adj. Tab)	(C+D)	(Com. Cost tab)	(E-F)	(Forecast. tab, >G)	(F+G+H)	(Invoice Tab)	(I-J)	
Description	BUDGET			COST				CASH FLOW	
	PFA Approved	Authorized Changes	Approved Budget	Committed Costs	Uncommitted Costs	Forecast Costs	Total Project Costs	Expenditures to Date	Balance To Spend
30 Architectural & Engineering									
A&E Feasibility Study	\$800,000	\$50,000	\$850,000	\$850,000	\$0	\$0	\$850,000	\$60,000	\$790,000
Subtotal	\$800,000	\$50,000	\$850,000	\$850,000	\$0	\$0	\$850,000	\$60,000	\$790,000
40 Administrative Costs									
OPM Feasibility Study	\$280,000	\$0	\$280,000	\$280,000	\$0	\$0	\$280,000	\$60,493	\$219,507
Environmental & Site (FS/SD)	\$500,000	\$0	\$500,000	\$208,120	\$291,880	\$0	\$500,000	\$0	\$500,000
Other Project Costs (FS/SD)		\$270	\$270	\$270	\$0	\$0	\$270	\$270	\$0
Subtotal	\$780,000	\$270	\$780,270	\$488,390	\$291,880	\$0	\$780,270	\$60,763	\$719,507
Project Sub-Total	\$1,580,000	\$50,270	\$1,630,270	\$1,338,390	\$291,880	\$0	\$1,630,270	\$120,763	\$1,509,507
70 Project Contingency									
Construction Contingency (Hard Cost)		\$0	\$0		Current Contingency	Potential Risk	Potential Contingency		\$0
Owner's Contingency (Soft Cost)	\$620,000	-\$50,270	\$569,730		\$0	\$0	\$0		\$569,730
Subtotal	\$620,000	-\$50,270	\$569,730		\$569,730	\$0	\$569,730		\$569,730
Project Total	\$2,200,000	\$0	\$2,200,000	\$1,338,390	\$861,610	\$0	\$2,200,000	\$120,763	\$2,079,237

Town of Reading
Killam Elementary School
03/06/24
Project Budget Adjustments



Adjustment Item	BRR	Adjusted Amount	Date Approved	CODE	Comments
Move to OPM FS to SC Contingency		\$20,000.00	07/19/23	40-010	Moved \$20k to cover OPM FS/SD Cost
From SC Cont to OPM FS		(\$20,000.00)	07/19/23	70-500	Moved \$20k to cover OPM FS/SD Cost
Move to A/E FS from SC Contingency		\$110,000.00	12/12/23	30-290	Moved \$110k to Cover A/E FS/SD Cost
From SC Cont to A/E FS		(\$110,000.00)	12/12/23	70-500	Moved \$110k to Cover A/E FS/SD Cost
Move back SC Contingency form OPM FS		(\$20,000.00)	07/19/23	40-010	Moved \$20k to cover OPM FS/SD Cost
From OPM FS to SC Cont		\$20,000.00	07/19/23	70-500	Moved \$20k to cover OPM FS/SD Cost
Move back to SC Contingency from A/E FS		(\$60,000.00)	12/12/23	30-290	Moved \$110k to Cover A/E FS/SD Cost
From A/E FS to SC Cont		\$60,000.00	12/12/23	70-500	Moved \$110k to Cover A/E FS/SD Cost
Move to Other Project Costs from SC Cont		\$269.67		40-810	Moved to cover Design Services Advertisment
From SC Cont to Other Project Costs		(\$269.67)		70-500	Moved to cover Design Services Advertisment
Total Approved Adjustments to Date		\$0.00		\$	-

Committed Cost (Contracts/Pos)

VENDOR	AMOUNT	ISSUE DATE	SIGNED/ RETURN DATE	ENCUM (PO)	CODE	MSBA	Notes
Colliers Project Leaders	\$280,000.00	6/22/2023	07/19/23	CPL Contract	40-010	0001-0000	CPL Base Contract Excluding Estimating
Lavallee Brensinger Architects	\$400,000.00	12/12/2023	12/12/2023	LBA Contract	30-290	0002-0000	LBA Base Contract for FS (Excluding Extra Services)
Lavallee Brensinger Architects	\$450,000.00	12/12/2023	12/12/2023	LBA Contract	30-290	0002-0000	LBA Base Contract for SD (Excluding Extra Services)
Lavallee Brensinger Architects	\$26,400.00	12/14/2023	12/23/23	LBA Amd 01	40-800	0003-0000	LBA Amd 01 - Land Surveying (Samiotes)
Lavallee Brensinger Architects	\$120,450.00	12/14/2023	12/23/23	LBA Amd 02	40-800	0003-0000	LBA Amd 02 - Traffic Study (GPI)
Lavallee Brensinger Architects	\$4,950.00	12/18/2024	12/23/23	LBA Amd 03	40-800	0003-0000	LBA Amd 03 - Haz Mat Consulting (UEC)
Lavallee Brensinger Architects	\$14,520.00	12/18/2024	12/23/23	LBA Amd 04	40-800	0003-0000	LBA Amd 04 - Phase 1 ESA & Soil Sampling (FS Engineers)
Lavallee Brensinger Architects	\$41,800.00	1/3/2024	01/25/24	LBA Amd 05	40-800	0003-0000	LBA Amd 05 - Geotech Services (LGCI)
Daily Times Chronicle	\$269.67	9/14/2023	02/29/24	PO NA	40-810	0004-0000	District advertising for Designer Services
TOTAL		\$1,338,389.67					\$1,338,389.67



Expenditures - Invoices/Requisitions

Invoice Amount	Vendor	Invoice Number	Invoice Date	Approval Date	CODE	Propay Code	Propay Subm. #	Description
\$620.00	Colliers Project Leaders	871662	08/08/23	08/08/23	40-010	0001-0000	01	CPL Services July 2023 - FS/SD
\$11,902.50	Colliers Project Leaders	880248	09/08/23	09/08/23	40-010	0001-0000	01	CPL Services Aug 2023 - FS/SD
\$8,302.50	Colliers Project Leaders	887682	10/05/23	10/05/23	40-010	0001-0000	01	CPL Services Sept 2023 - FS/SD
\$7,432.50	Colliers Project Leaders	897597	11/06/23	11/17/23	40-010	0001-0000	01	CPL Services Oct 2023 - FS/SD
\$6,343.75	Colliers Project Leaders	905846	12/08/23	01/17/24	40-010	0001-0000		CPL Services Nov 2023 - FS/SD
\$6,087.50	Colliers Project Leaders	913392	01/08/24	01/17/24	40-010	0001-0000		CPL Services Dec 2023 - FS/SD
\$20,000.00	Lavallee Brensinger Archi	19643	01/18/24	01/26/24	30-290	0002-0000	01	LBA Services December 2023 - FS
\$19,804.50	Colliers Project Leaders	921005	02/07/24	02/12/24	40-010	0001-0000	01	CPL Services Jan 2024 - FS/SD
\$40,000.00	Lavallee Brensinger Archi	19690	02/12/24	02/12/24	30-290	0002-0000	01	LBA Services Jan 2024 - FS
\$269.67	Daily Times Chronicle	2412	09/14/23	02/29/24	40-810	0004-0000	01	District advertising for Designer Services
\$120,762.92 Total Spent to Date								\$120,762.92

Killam Elementary School
Estimated Project Cash Flow Sheet

Month		OPM	Designer & Consultants	FF&E & Misc	Construction	Contingency	Estimated Outlay	Actual outlay	Est Cum	Act Cum
Feasibility Study Period	1	Aug-23	\$8,203				\$8,203	\$620	\$8,203	\$620
	2	Sep-23	\$15,096				\$15,096	\$11,903	\$23,299	\$12,523
	3	Oct-23	\$15,096				\$15,096	\$8,303	\$38,395	\$20,825
	4	Nov-23	\$15,096				\$15,096	\$7,433	\$53,491	\$28,258
	5	Dec-23	\$14,025				\$14,025	\$0	\$67,516	\$28,258
	6	Jan-24	\$14,584	\$20,000			\$34,584	\$32,431	\$102,100	\$60,689
	7	Feb-24	\$14,584	\$50,000			\$64,584	\$60,074	\$166,684	\$120,763
	8	Mar-24	\$14,584	\$75,000		\$30,000	\$119,584	\$0	\$286,268	
	9	Apr-24	\$14,584	\$75,000		\$50,000	\$139,584	\$0	\$425,852	
	10	May-24	\$14,584	\$75,000		\$50,000	\$139,584	\$0	\$565,436	
	11	Jun-24	\$14,584	\$75,000		\$50,000	\$139,584	\$0	\$705,020	
	12	Jul-24	\$14,584	\$75,000		\$75,000	\$164,584	\$0	\$869,604	
	13	Aug-24	\$14,584	\$75,000		\$75,000	\$164,584	\$0	\$1,034,188	
Schematic Design	14	Sep-24	\$14,584	\$75,000		\$75,000	\$164,584	\$0	\$1,198,772	
	15	Oct-24	\$14,584	\$75,000		\$75,000	\$164,584	\$0	\$1,363,356	
	16	Nov-24	\$14,584	\$75,000		\$75,000	\$164,584	\$0	\$1,527,940	
	17	Dec-24	\$14,584	\$75,000		\$75,000	\$164,584	\$0	\$1,692,524	
	18	Jan-25	\$15,174	\$75,000		\$75,000	\$165,174	\$0	\$1,857,698	
	19	Feb-25	\$17,245	\$75,000		\$50,000	\$142,245	\$0	\$1,999,943	
	20	Mar-25	\$2,580	\$75,000		\$50,000	\$127,580	\$0	\$2,127,523	
	21	Apr-25	\$2,477	\$13,120		\$50,000	\$65,597	\$0	\$2,193,120	
	22	May-25	\$0			\$6,880	\$6,880	\$0	\$2,200,000	
		\$2,200,000	\$280,000	\$1,058,120	\$0	\$0	\$861,880	\$2,200,000	\$120,763	

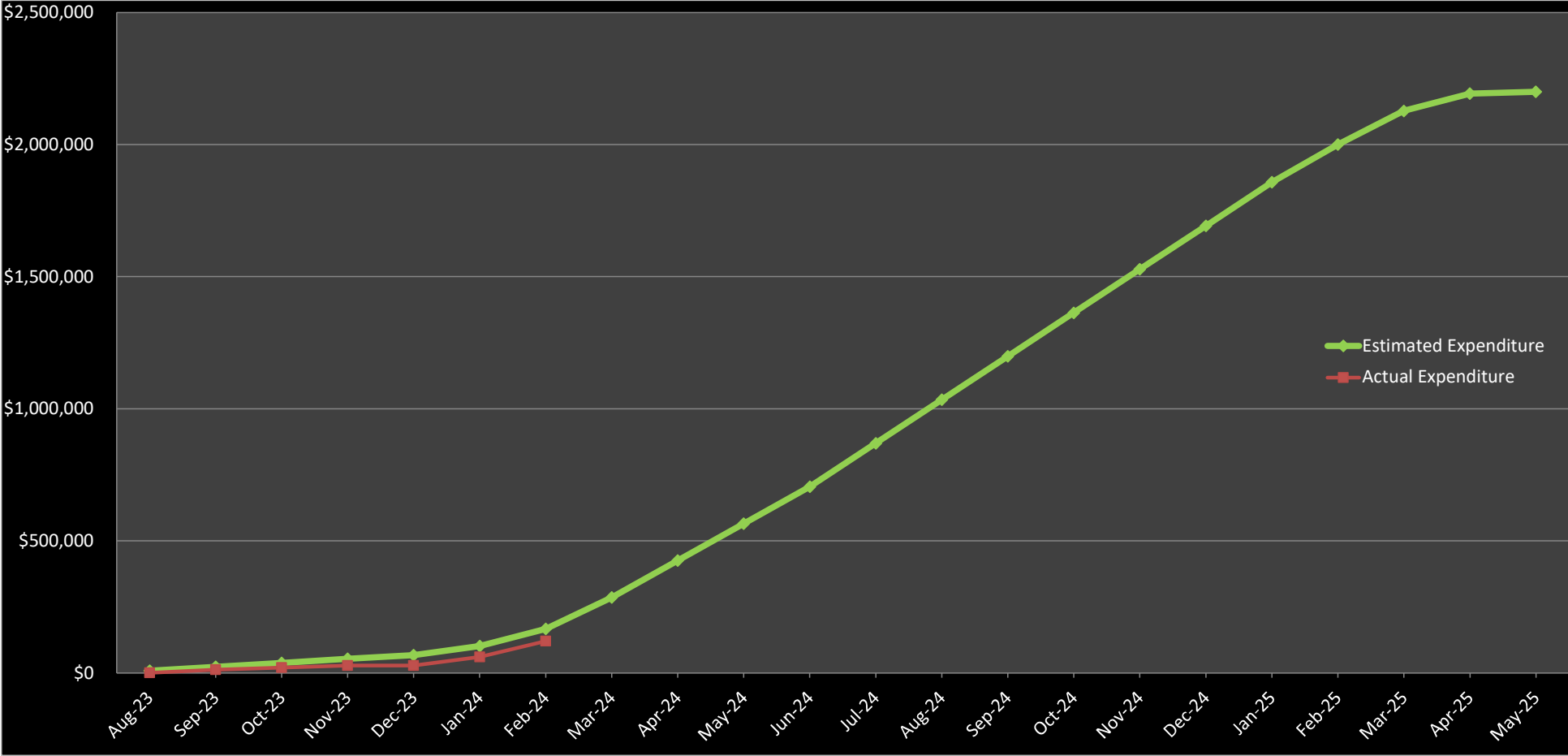


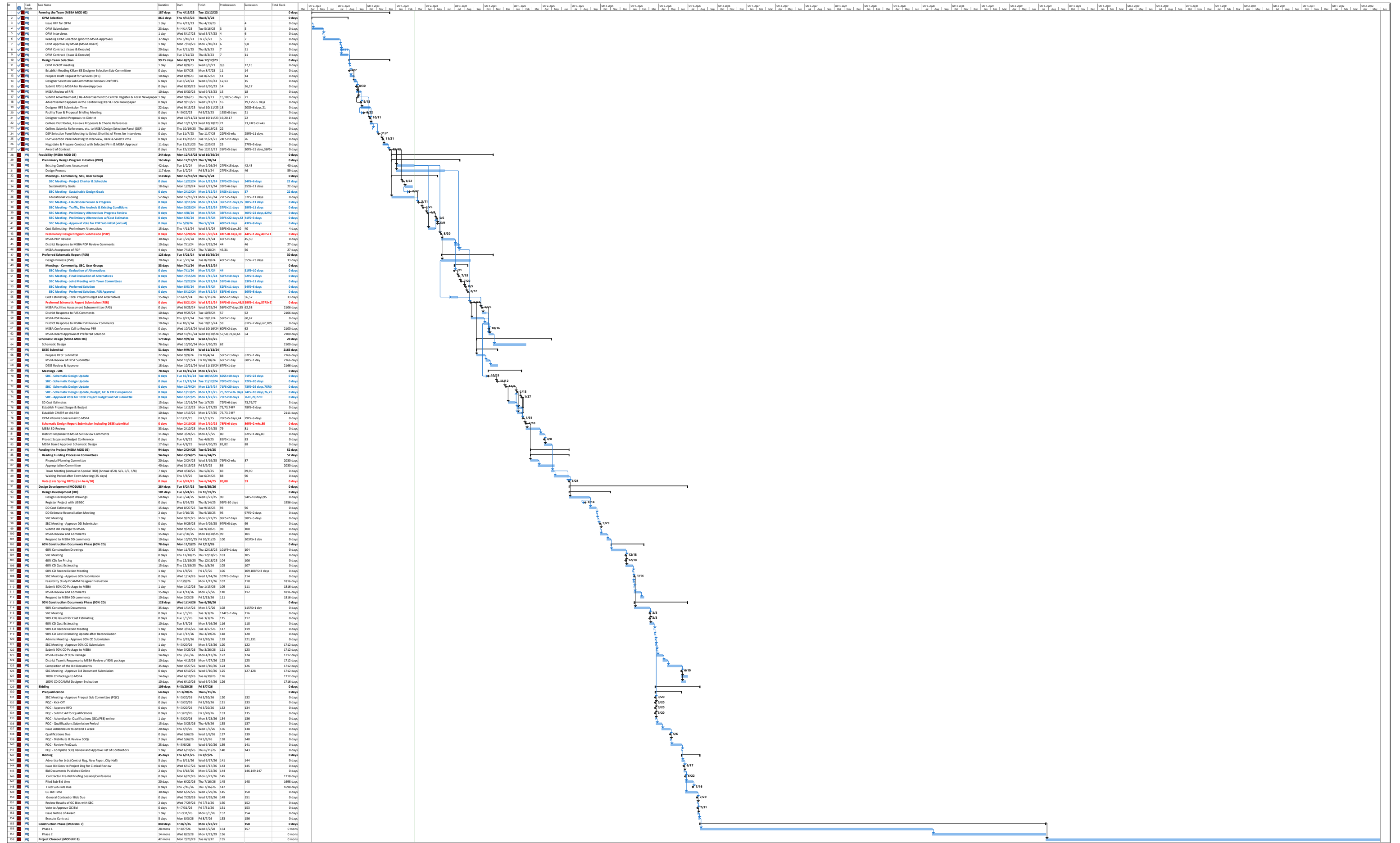
Town of Reading
Killam Elementary School
Estimated Project Cash Flow Graph



Project Leaders

March 6, 2024







Town of Reading Meeting Minutes

2016-09-22 LAG

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2024-02-12

Time: 7:00 PM

Building: Reading Public Library

Location: Community Room

Address: 64 Middlesex Avenue

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), Greg Stepler (remote), Nancy Twomey

Members - Not Present:

Ed Ross, Pat Tompkins

Others Present:

Acting Town Manager Matt Kraunelis, School Superintendent Tom Milaschewski (remote), School Director of Finance Derek Pinto (remote), Director of Operations Jayne Wellman, LBA Project Manager Jenni Katajamaki, LBA Architect Leigh Sherwood, Colliers Project Director Mike Carroll (remote), Colliers Project Manager Suzanna Yeung, Tom Ollila - RMLD, Killam Principal Lindsey Fulton (remote), Assistant Facilities Director Kevin Cabuzzi (remote), Chief Financial Officer Sharon Angstrom (remote 7:17 pm), Town Clerk Laura Gemme (remote 7:26 pm), Molly Pike - RMLD (remote 7:49 pm)

Minutes Respectfully Submitted By: Jacquelyn LaVerde

Topics of Discussion:

This meeting was held in-person in the Community Room of Reading Public Library, and remotely via Zoom.

Call to Order

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

Roll call attendance: Karen Gately Herrick, John Coote, Kirk McCormick, Sarah McLaughlin (remote), Greg Stepler (remote), Nancy Twomey, Carla Nazzaro

Absent: Ed Ross, Pat Tompkins

Public Comment

There was no comment from the public.

KSBC Liaison Reports

There were no Committee member liaison reports.

Designer Report/Update

Tasks Completed

Project Manager Jenni Katajamaki of LBA provided an update on what has been done since the last KSBC meeting, including the ongoing educational visioning process, and sustainability working group kick-off meeting. Site survey, traffic study, and existing

conditions assessment have been completed, and LBA will provide a report on these at the KSBC meeting on March 25th.

Revised Project Charter

The Project Charter was revised based on feedback from Committee members. The document is a living document and will continue to be modified and refined throughout the process.

Sustainability Goals

Ms. Katajamaki recapped the goals that were established based on the discussion with the Sustainability Working Group. She reviewed the baseline requirements that need to be met through MSBA Green Schools, the Massachusetts Stretch Code, and the Massachusetts Opt-In Specialized Code. The goals are based on five LEED criteria including: site, energy, water, materials and resources, and indoor environmental quality.

The Committee engaged in a lengthy discussion on sustainability topics including: additional reimbursement incentives, pros and cons of an all-electric building and long-term associated maintenance costs, compliance with state climate laws, drawbacks of green roofs, and LEED certifications.

Next Steps

At the meeting on March 25th, the KSBC will hear the outcome of the educational envisioning process, traffic study, site analysis, and existing conditions assessment. There will be a community meeting on February 29th to share an update on the Project Charter, and discuss sustainability goals. There will be a community meeting on March 18th for a site and traffic listening session. The space program with faculty and staff is scheduled for March 5th through 7th.

OPM report

Financials

Colliers Project Director Mike Carroll reviewed the overall project budget including: expenditures to date, project budget adjustments and clarification on the use of contingency, committed costs and tracking against MSBA cost codes, and invoice tracking. Mr. Carroll stated that he has done an estimated cash flow, and does not anticipate spending the full \$2.2 million. Expenditures are trending under the cumulative estimates currently.

Mr. Carroll reviewed the proposed Invoice Flow Chart. All invoices will be provided with a Colliers cover sheet, which will include a recommendation to pay, confirmation that the invoice is within scope of the project and budget, and corresponding MSBA codes. That way, invoices can be internally reviewed, and presented to the Committee during the financial update at each meeting. The Committee will not need to vote on every invoice, and only change orders will need to be brought to the Committee for a vote.

On a motion by Carla Nazzaro, seconded by Karen Gately Herrick, the Killam School Building Committee voted 7-0-0 to switch the vote on the Financial Update Payment Process agenda item before the Communications Working Group Update agenda item.

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

Financial update – vote on payment process

On a motion by Karen Gately Herrick, seconded by Nancy Twomey, the Killam School Building Committee voted 7-0-0 to adopt the Invoice Workflow Process, dated February 12, 2024, as recommend by the OPM.

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

Communications working group update

Director of Operations Jayne Wellman shared that the Communications Working Group has been meeting weekly. Public engagement sessions have been lined up through August, and will be promoted through all communication channels identified by the group.

The group discussed the website, and reviewed the proposals from two vendors. However, Superintendent Milaschewski and Executive Assistant Olivia Lejeune have been working on a website with parent volunteers and currently have a working draft. The plan is to launch the website at the Community Meeting on February 29th. The intention is to keep the work in-house, with about four staff members who will maintain it. The total cost is under \$300 per year, and saves the district \$30,000-\$40,000 to outsource a website.

Killam Principal Lindsey Fulton created a Google Doc repository, and the group continues to add resources to it.

The first CodeRed communication was sent out to the neighborhood, with the help of the GIS administrator, to inform the neighborhood of upcoming traffic and site studies.

Approval of Prior Meeting Minutes

On a motion by Karen Gately Herrick, seconded by Nancy Twomey, the Killam School Building Committee voted 6-0-1, to accept the meeting minutes of January 22, 2024, as written, with Greg Stepler abstaining, as he was not present at that meeting.

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

Future Agenda Items/ Next Steps/ Next Meeting Dates

There will be a community meeting on Thursday, February 29th to present sustainability goals, and launch the project website. The next meetings of the Killam School Building Committee are scheduled for March 11th, and March 25th.

On a motion by Nancy Twomey, seconded by Karen Gately Herrick, the Killam School Building Committee voted 7-0-0 to adjourn at 8:38 pm

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