2016-09-22 LAG

Town of Reading
Meeting Minutes

Board - Committee - Commission - Council:

Permanent Building Committee Killam School Building Committee

Date: 2025-06-02 Time: 7:00 PM

Building: Reading Town Hall Location: Berger Room

Address: 16 Lowell Street Session: Open Session

Purpose: General Business Version: Final

Attendees: **Members - Present:**

Pat Tompkins, John Coote, Chris Haley, Shawn Brandt, Ed Ross, Greg Stepler, Nancy Twomey, Carla Nazzaro.

Members - Not Present:

Kirk McCormick.

Others Present:

Town Manager Matt Kraunelis, Assistant Town Manager Jayne Wellman (Remote), Sharon Angstrom, Colliers Project Manager Mike Carroll (Remote), LBA Project Manager Jenni Katajamaki, LBA Architect Leigh Sherwood

Minutes Respectfully Submitted By: Harani Kumaresh

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 6:30 pm.

Roll call attendance: Pat Tompkins, Nancy Twomey, John Coote, Chris Haley, Shawn Brandt, Ed Ross, Greg Stepler, Carla Nazzaro.

On a motion by Ed Ross, seconded by Pat Tompkins the Killam School Board Committee voted 7-0-0 to take agenda items 6 & 7 out of order.

Roll call vote: Pat Tompkins – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Carla Nazzaro.

Public Comment:
No reports.

Liaison Reports:
Carla Nazzaro provided a brief update on the March 5th Financial Committee meeting noting that the joint forum meeting went well. The town meeting had all in favor vote for the Killam project with a 79% favorable vote for the project on May 13th. LBA Architect Leigh Sherwood highlighted that he has not seen 79% favorable vote in a long time on other towns and that is a huge support and congratulated the team on their work. Committee

members acknowledged the collective effort by the Town and the team that led to this success.

CPL Team Update*

Mike Carroll announced that Shirley Ng had left the CPL team. An internal search was conducted, and two candidates were presented to senior leadership. Following discussions and evaluations, the team selected Justin Fredenzi to serve as the new Project Manager.

Carla Nazzaro confirmed that the team had met with both candidates and expressed confidence in Justin's ability to manage the project. She noted that he has already participated in a few meetings and has made a positive impression.

Justin Fredenzi shared his background, stating he has over 20 years of experience in construction, including six years working primarily on school projects and some public safety facilities. He began his career as an electrician and progressed into project management. His most recent large-scale project was the 420,000 sq. ft., $300 million Belmont Middle High School. He is currently also working with Mike Carroll and Harani on a similar project that is about one year ahead of the Killam timeline.

Mike Carroll added that this alignment in project timelines would allow for lessons learned from the other project to be applied to Killam. Justin's hands-on construction background was a key factor in his selection, especially as the project moves into the construction phase

On a motion by Ed Ross, seconded by Pat Tompkins the Killam School Board Committee voted 7-0-0 to accept Justin Fredenzi as the new Project Manager from Colliers

Roll call vote: Pat Tompkins – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Carla Nazzaro.

Mike noted that a formal letter will be sent to MSBA, and a template letter will also be provided to Matt Kraunelis for submission.

CPL Financial Review*

Mike Carroll and Justin Fredenzi presented a detailed overview of the updated project budget. The original feasibility and schematic design phase was budgeted at $2.2 million. With the project moving into full development and construction, the new total project budget is $130,130,783. Mike explained that the updated budget format would continue using the existing structure but expanded to show more detail. Key budget points include:

- Hard cost contingency: $5.1 million
- Soft cost contingency: $1.1 million
- Remaining funds from feasibility: $108,000, transferred to soft cost contingency
- Total current contingency: $6.3 million

He clarified how the forecasting process works for change orders and potential risks. Conservative projections will appear under the "forecast" column, and the team uses a high-end estimate approach for clarity and risk planning.

Justin reviewed a set of budget adjustments, many related to previous votes and approvals. Mike noted that the first three adjustments are for balancing the budget down to the contingency. Justin mentioned that the fourth item is reflects cost differences for hiring a new geothermal consultant and the Additional adjustments align line items with LBA Amendments 14, 15, and 16. The commitment tab shows the breakdown of LBA and CPL commitments through Design Development to Closeout phase. Ed Ross inquired if an addition of $5886 is only added to the previous geothermal commitment. Mike Carroll and Jenni Katajamaki discussed the increase in the cost noting that the bids were sent to several vendors and received only from Ogden Wells, despite outreach to multiple vendors. Brightcore, the previous consultant, backed out due to their business model requiring a full turnkey contract, which is incompatible with public procurement rules in Massachusetts.

The committee emphasized the importance of the test well for understanding geothermal conductivity and, more importantly, how water will be managed on site during construction. Water discharge and permitting logistics are critical for construction planning and cost forecasting.

Mike Carroll and Jenny from LBA noted the test well results could impact decisions on future well placements, potentially reducing the number of wells and saving substantial costs. Coordination with the town for water and sewer considerations is ongoing and essential.

Pat Tompkins expressed concern Mike explained that current price pressure is more heavily driven by labor shortages than tariffs, according to industry data. To manage potential cost impacts, the team plans three additional cost estimates: at the end of design development, at 60% construction documents, and at 90%. Mike noted that the project team is also preparing early bid packages for long-lead items such as the generator and switchgear. These packages aim to secure critical equipment ahead of schedule and lock in pricing. A potential early earthwork package was also mentioned, though that is less impacted by tariffs.

Carla Nazzaro discussed if the shelter in place is going to be in both the buildings. Mike clarified that the new school will not become an emergency shelter as it will change the building code substantially. Leigh Sherwood from LBA confirmed at this time, it is designed for "shelter in place" use per the Town's and Fire Chief's direction but is not classified as a formal emergency shelter. He further noted that eliminating this requirement in the future could result in savings, particularly related to generator size and building code demands.

Contract Amendments*

Justin presented invoices from LBA and CPL dating back to January to April. Mike noted that per previously discussed workflow, if an invoice is within budget and within a current commitment, it may be processed without waiting for a formal meeting. Carla Nazzaro suggested that the committee revert to reviewing and approving all invoices during regular monthly meetings for consistency and accuracy. Mike presented the cashflow table and graph noting that the cashflow table now shows the full 130M total budget with the OPM, Design, construction FFE, Misc. columns and contingency added.

On a motion by Carla Nazzaro, seconded by Ed Ross the Killam School Board Committee voted 6-0-0 to accept the budget adjustments of $50,000 moved to contingency, $55,000 moved to contingency, and $114,292 moved to contingency for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes, Nancy Twomey – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Carla Nazzaro.

On a motion by Pat Tompkins, seconded by Ed Ross the Killam School Board Committee voted 6-0-0 to approve LBA Amendment 14 for the J. Warren Killam Elementary School Project for adding $5,886 to the original geothermal test well budget.

Roll call vote: Pat Tompkins – Yes, Nancy Twomey – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Carla Nazzaro.

On a motion by Pat Tompkins, seconded by Ed Ross the Killam School Board Committee voted 6-0-0 to approve LBA Amendment 15 in the amount of $9,050,000 for LBA basic services for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes, Nancy Twomey – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Carla Nazzaro.

Mike Carroll discussed LBA amendment 16 in detail and noted that it covers expected additional services that fall outside of the MSBA-defined "basic services" scope which include work that was anticipated and budgeted for, such as geotechnical, geo-environmental, soil testing, hazmat analysis, acoustical surveys, and plot plan work. Carla Nazzaro mentioned that the design team in working on getting the sidewalk and street work include in the traffic study contract. Jenni and Leigh from LBA clarified amendment 16 did not include traffic-related work, ongoing discussions are in place to refine that scope and ensure only essential and project-specific items are included.

On a motion by Chris Haley, seconded by Ed Ross the Killam School Board Committee voted 6-0-0 to approve LBA Amendment 16 in the amount of $443,658 for LBA additional services for the J. Warren Killam Elementary School Project.

Pat Tompkins inquired if the due diligence is being made on behalf of the taxpayers when the proposals are submitted by the architects. Mike confirmed that the due diligence is make on all of the services in terms of project scope.

Chris Haley inquired if the 10% LBA markups included in the proposals are defined by the LBA in their contract. Mike confirmed that the markups are per MSBA standards.

Roll call vote: Pat Tompkins – Yes, Nancy Twomey – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Carla Nazzaro.

On a motion by Chris Haley, seconded by Ed Ross the Killam School Board Committee voted 6-0-0 to approve Colliers Amendment 3 in the amount of $4,345,569 for Colliers basic services for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes, Nancy Twomey – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Carla Nazzaro.

On a motion by Ed Ross, seconded by Pat Tompkins the Killam School Board Committee voted 6-0-0 to approve the LBA Invoice #21534 in the amount of $52,444.80, CPL Invoice #1031858 in the amount of $56,699.75, LBA Invoice #21562 in the amount of $26,875.80, LBA Invoice #21784 in the amount of $268,040.00 and LBA Invoice #21866 in the amount of $175,000.00 for J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes, Nancy Twomey – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Carla Nazzaro.

CPL Schedule Update

Mike Carroll presented an updated project schedule, noting a one-month savings in design duration due to early funding and the start of Design Development (DD) following the Notice of Award. He emphasized on the two early bid packages planned, one for switchgear and generator procurement to address long lead times, and another for over-excavation and site preparation to mitigate unsuitable soils. These early efforts aim to accelerate construction, reduce risk, and support a February 2028 move-in, allowing for timely demolition of the existing building and completion of site work before the next winter season.

Review MSBA PFA Update*

Mike Carroll presented the five documents received from the MSBA following the successful town vote, required to execute the Project Scope and Budget Agreement (PSBA) and move forward with the Project Funding Agreement. These include: (1) a cover letter outlining submission steps; (2) the PSBA form with project-specific details; (3) Exhibit A – the 3011 Total Project Budget form, aligned with the committee's approved budget; (4) the Proposed Schedule of Alternates, listing the solar parking canopy as an excluded item; and (5) Exhibit H – Reimbursement Rate Certification, confirming a total rate of 52.19% based on base, income, and wealth factors, plus credits for maintenance, green schools, and air quality. A legal counsel certificate will also confirm signature authority. A single vote authorized the appropriate signatories (Town Manager, Superintendent, SBC Chair, and School Committee Chair) to execute the documents.

On a motion by Ed Ross, seconded by Pat Tompkins the Killam School Board Committee voted 6-0-0 to authorize appropriate signatories to execute the Project Scope and Budget Agreement, Exhibit A – 3011 form, Proposed Schedule of Alternates, Reimbursement Rate and Legal Council Certificate

LBA Design Renderings Update

Jenni Katajamaki and Leigh Sherwood presented various slides updating the School Building Committee on progress made over the past two months through focused sessions with two stakeholder groups—one for exterior design and one for interior spaces. These groups, made up of school leadership, teachers, facilities staff, and committee members, met multiple times to provide direct input that helped shape the evolving design. The exterior team refined materials, colors, and building massing, ultimately selecting a mix of warm brick tones and durable panel systems to create a welcoming and child-scaled building that fits the surrounding civic context. The interior group focused on function, aesthetics, and durability—prioritizing comfort, safety, and ease of maintenance. Highlights include a vibrant central lobby with natural light, shared learning areas, a tiered media center, and durable finishes like wood-look tile and mesh guardrails for safety and visibility. These collaborative working sessions brought the design significantly forward and reflect community values and educational priorities.

Jenni presented a robust schedule of approximately 27 additional meetings that has been coordinated with town departments, school staff, and consultants to address critical topics such as technology, sustainability, security, food service, off-site improvements, and site landscaping. Members of the SBC were invited to join relevant meetings based on interest or expertise. Special focus has been placed on maintaining scope discipline and budget alignment, particularly in high-impact areas like security systems and technology infrastructure, where scope creep can occur. Mike Carroll noted that Colliers will attend most meetings to help manage budget implications.

Additionally, the team shared a zoning update: the town will not require a variance for the reduced on-site parking as initially anticipated. Instead, this will be addressed through the site plan review process, which simplifies approvals. The team also noted that the modular bid had to be reissued due to an incomplete initial submission but is now back on schedule. Carla Nazzaro will be meeting with a neighboring property owner to further community outreach.

Approval of Prior Meeting Minutes (03/10/25)*

On a motion by Ed Ross, seconded by Pat Tompkins, the Killam School Building Committee voted 6-0-0 to approve the meeting minutes of March 10 2025.

Roll call vote: Pat Tompkins – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Carla Nazzaro.

Future Agenda Items & Next Meeting Dates

The next SBC meeting is scheduled for July 14th at 7:00 PM, and the committee will move to a monthly meeting schedule on the second Monday of each month, with Extended Leadership Team (XLT) meetings on the first Monday.

Discussion was made regarding the placement and logistics of modular classrooms being moved to the high school in conjunction with the Birch Meadow construction.

Adjourn*

On a motion by Ed Ross, seconded by Pat Tompkins, the Killam School Building Committee voted 6-0-0 to adjourn at 9:17 pm.

Roll call vote: Pat Tompkins – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Carla Nazzaro.