Town of Reading
Meeting Minutes

2016-09-22 LAG

Board - Committee - Commission - Council:

Permanent Building Committee Killam School Building Committee

Date: 2025-08-18 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:**

Pat Tompkins, John Coote, Chris Haley, Nancy Twomey, Carla Nazzaro.

Members - Not Present:

Kirk McCormick, Shawn Brandt, Ed Ross, and Greg Stepler.

Others Present:

Assistant Town Manager Jayne Wellman, Colliers Project Director Mike Carroll, Colliers Project Manager Justin Ferdenzi, 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 Conference Meeting Room and remotely via Zoom.

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

Roll call attendance: Pat Tompkins, Nancy Twomey, John Coote, Chris Haley, Carla Nazzaro.

Public Comment:
No reports.

Liaison Reports:
Joe provided an update on the modular classrooms. He noted that the modulars are now in place and scheduled to be ready for occupancy on September 2nd, the first day of school. Final site grading is being completed this week. The fire alarm system will be programmed and active by Wednesday, and the security system will also be operational this week. The architect conducted a punch list walkthrough of the interior today. Overall, the project is progressing well, in coordination with other ongoing projects at the high school.

Jenni Katajamaki provided an update on the test well. Testing will begin tomorrow and run for 48 hours, with results expected by August 28th. The site is scheduled to be cleaned and restored by August 22nd.

Pat Tompkins inquires regarding the water yield, Jenni reported that water was encountered at approximately 460 feet, producing 20–25 gallons per minute, with drilling reaching about 820–830 feet. Bedrock was encountered at 32 feet. Graphite was used in the grout mix to improve thermal conductivity, consistent with project specifications.

A discussion was held regarding the volume and timing of financial information received prior to meetings. Members suggested creating a financial working group to review contracts, amendments, and invoices in advance. This would allow a smaller group—including the Building Committee members and Town staff—to vet financial commitments and provide recommendations to the full Committee. The group would aim to receive materials at least one week before meetings to allow sufficient time for review.

The Committee agreed this approach could also be applied in the future to review change orders once a contractor is on board. The idea is for the group to function in an advisory capacity, identifying potential issues in advance and streamlining discussion during regular Committee meetings.

Further consideration will be given at the next meeting. Jane, Mike, and Justin may be consulted to help outline the review process.

CPL Financial Review*

Justin Fredenzi presented a detailed overview of the updated project budget. He noted that the current construction budget remains at $101,152,521, consistent with the original schematic design estimate. Next, he presented the budget adjustments related to Amendment 18 for a supplemental survey of Charles and Habil Streets in the amount of $24,750. The commitment tab committed costs included LBA Amendment 18, Daily Time Chronical, Modulease contract for the Modular relocation and a couple of house doctor contracts for cleaning and moving services.

Mike noted that the swing space/modular budget of $750,000 is currently $732,585 committed, leaving a balance of approximately $17,000. The remaining needs are expected to include wireless access points, telecommunications/data, and an additional cleaning/move service, which will be presented at a future meeting.

John Coote inquired about the cost per square foot of the modulars. Approximate estimates suggest each classroom is about 1,000 sq. ft., with two classrooms plus corridors equating to roughly 2,000 sq. ft. At the committed cost, this equates to approximately $375 per sq. ft. Members acknowledged the high cost of relocating the buildings, while noting the value in extending their use "until the end of life."

Justin presented the expenditures to date including Modulease, LBA, GIENAPP and Daily Time Chronical noting total expenditures spent to date, $3,962,566. Next, he presented the cashflow sheet and graph mentioning that the project is trending a little under the projected budget.

On a motion by Nancy Twomey, seconded by Pat Tompkins the Killam School Board Committee voted 5-0-0 to approve LBA Amendment 18 in the amount of $24,750.00 for LBA basic services for the J. Warren Killam Elementary School Project.

John Coote inquired whether the survey extents had been reviewed with Town Engineering. Jenni Katajamaki confirmed that the amendment defines the survey boundaries, and while the proposed work extents have been reviewed with the Town Engineer, the exact survey extents will continue to be refined as part of the design process.

Pat Tompkins asked about the purpose of the survey and Jenni noted that it will allow the design team to advance planning for street improvements including paving, sidewalks, lighting, and crosswalks. The survey extends down Charles Street to Wayland Avenue and to its intersection at Haverhill.

Discussion followed regarding whether the cost of improvements should be borne entirely by the school project or shared with the Town. Some members stressed the importance of ensuring school project funds are prioritized for the building and direct site needs, while others noted that traffic congestion, pedestrian safety, and drop-off/pick-up circulation are school-related concerns that justify including certain street improvements in the project scope.

It was agreed that the design work will continue under the school project, but the extent of construction costs for street improvements will be revisited once a contractor is on board and the overall project budget position is clearer. The Town Planner has joined discussions to help identify potential grant opportunities for related work.

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

On a motion by Nancy Twomey, seconded by Pat Tompkins the Killam School Board Committee voted 5-0-0 to acknowledge the various commitments presented in the amount of $722,137.10 for J. Warren Killam Elementary School Project.

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

On a motion by Nancy Twomey, seconded by Pat Tompkins the Killam School Board Committee voted 5-0-0 to acknowledge the GIENAPP Architects Amendment 01 in the amount of $10,447.73 for J. Warren Killam Elementary School Project.

John Coote inquired regarding the $10,000 expense related to civil engineering for the modular classrooms. It was noted that this work was not included in the original GAP (House Doctor) contract and is being treated as a reimbursable expense, though some members suggested it could be considered a change order or part of the original design scope.

The work does not include structural engineering for foundations; it is limited to civil engineering for utilities and site-related design support. The expense went through Conservation review as required.

The Committee acknowledged that while the $10,000 expense is significant relative to the original $70,000 contract, it represents necessary civil engineering and coordination work not anticipated in the original contract.

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

On a motion by Nancy Twomey, seconded by Pat Tompkins the Killam School Board Committee voted 5-0-0 to approve the LBA Invoice #22222 & #22349 in the amount of $479,305.53 & $499,034.17 for J. Warren Killam Elementary School Project.

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

On a motion by Nancy Twomey, seconded by Pat Tompkins the Killam School Board Committee voted 5-0-0 to approve the Modular Relocation Costs as presented in the amount of $520,559.83 for J. Warren Killam Elementary School Project.

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

CPL Schedule Update

Justin presented an updated project schedule, noting that the project is currently in Module 6, with all tasks tracking appropriately to the projected dates. The next step will be the 60% Construction Documents phase. Mike Carroll noted that while the MSBA submission process technically requires pausing after submission to await comments, in practice the design team continues work to maintain project momentum. Many of the MSBA comments are expected to be minor, often addressed in the next submission. Examples include ensuring the commissioning agent is on board or verifying checklist items. This approach is typical and anticipated for projects at this stage.

DD documents and VE List*

Mike Carroll presented the budget update for the MSBA DD submission. He noted that The current budget target is $101,521,394, consistent with the amount approved in the MSBA agreement. Initial estimates were provided by two estimators: A M Forgerty (OPM) and PM&C (design team). These estimates were reconciled, with final numbers in the $97.5M range for base and off-site work, subject to minor adjustments for off-site improvements adjacent to the school.

John Coote inquired about the tariffs and uncertainty, Mike noted that the project currently carries a 5% design and pricing contingency, intended to cover all remaining design work and associated details. An additional 4% escalation contingency has been included to account for potential cost increases, including tariffs on imported materials. Estimators specifically considered tariffs in the escalation percentage, acknowledging that tariff levels are unpredictable. For example, steel imports from Canada previously faced a 25% tariff, which has recently increased to 50%. The team will continue to monitor and evaluate tariffs as the project progresses and prior to bidding, ensuring any significant changes are addressed with the contractor. The current reconciled estimate remains favorable, tracking approximately $3 million under the MSBA-approved budget, reflecting both disciplined design choices and cost efficiencies.

Mike Carroll and Leigh Sherwood provided an update on Value Engineering (VE), noting that the VE log currently includes over $2 million of potential items for consideration. These items are categorized into three groups: Category 1 items have minimal impact on program, operations, or long-term costs and are the easiest to accept; Category 2 items have moderate impact and require careful consideration; and Category 3 items have significant impact on program or long-term operations and are generally not recommended. The team's approach is to consider Category 1 items first, then Category 2 if necessary, while typically avoiding Category 3. At this time, no VE items will be acted upon, as the project is approximately $3 million under budget, though design adjustments may still occur for practical reasons as the project progresses toward 60% completion.

The committee reviewed the generator and emergency shelter for the new Killam School. Chief Nelson's memo confirmed an emergency shelter isn't needed at the school and is more appropriate at the Recal project. As a result, the generator can be downsized from 750 kW to 400 kW, maintaining resiliency for heating, refrigeration, and critical systems, while saving about $500,000. Minor adjustments, like a shower, may remain. The committee agreed to consider this change but will defer an official vote until after the next submission.

Further, Alternates were reviewed for budgeting purposes, including solar on the roof versus canopies, to support early value engineering. Alternates are not necessarily bid alternates at this stage.

Mike clarified that state building contracts, unlike some older road or DOT contracts, generally don't include automatic escalation clauses for material price increases after a bid. While historically materials like asphalt or cement had price adjustments tied to market fluctuations, Chapter 149 school construction projects typically place that risk on the contractor. Tariffs, such as the recent 50% on steel from Canada, are considered a separate issue. For this project, the contractor is expected to absorb steel costs in place at the time of bidding, but any tariff changes after the bid remain uncertain and are treated as a potential risk to anticipate in the budget. Lessons from other ongoing projects may help refine this approach.

Jenni Katajamaki summarized that the team submitted the pricing documents about a month ago and received detailed, line-by-line comments from John and Colliers' subject matter experts. Many of these comments have already been incorporated into the documents, while some will be addressed in the next submission, and a few were noted but not adopted with explanations provided. She noted that the cost estimators reviewed the documents and confirmed they are very complete for the DD phase, which is a strong validation of the work. There have been no major design changes, allowing the team to refine details and resolve issues, putting them in a solid position heading into CDs. The submission binder is nearly finalized, with only minor tweaks remaining, and Jenny, Lee, and the team have led the effort, including organizing the estimates and schedules. The recommendation is to vote to authorize the submission of the documents.

On a motion by Nancy Twomey, seconded by Pat Tompkins the Killam School Board Committee voted 5-0-0 to approve the proposed DD submission to the MSBA dated August 19th, 2025, for the J. Warren Killam Elementary School Project.

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

Approval of Prior Meeting Minutes (07/14/25)*

The committee noted a couple of minor corrections to the June 2nd meeting minutes to be amended.

John Coote discussed that the quality management issues raised previously was missing from the minutes. Leigh Sherwood noted that a formal QA/QC narrative from the design team is forthcoming. Jenni is preparing the document, which will align with MSBA requirements and ISO 9000 standards.

On a motion by Nancy Twomey, seconded by Pat Tompkins, the Killam School Building Committee voted 5-0-0 to approve the meeting minutes of July 14, 2025 as amended.

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

Future Agenda Items & Next Meeting Dates

Carla Nazzaro discussed the future agenda items include a discussion on the emergency shelter and the annual reorganization of the committee.

Adjourn*

On a motion by Nancy Twomey, seconded by Pat Tompkins, the Killam School Building Committee voted 5-0-0 to adjourn at 8:30 pm.

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