Town of Reading
Meeting Minutes

2016-09-22 LAG

Board - Committee - Commission - Council:

Permanent Building Committee Killam School Building Committee

Date: 2025-12-15 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, Kirk McCormick, Shawn Brandt, Ed Ross, Nancy Twomey, and Carla Nazzaro.

Members - Not Present:

Greg Stepler.

Others Present:

Assistan 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, John Coote, Chris Haley, Ed Ross, Kirk McCormick, Shawn Brandt, Nancy Twomey, and Carla Nazzaro.

Public Comment:
No reports.

Liaison Reports:

Request for Proposals (RFP) Update:
Justin Ferdenzi reported that proposals were received for the Code Review and Construction Testing RFPs. No proposals were received for the Tax Consultant RFP, as firms requested additional project and budget information prior to submission. The deadline for the Tax Consultant RFP will be extended and re-advertised in accordance with procurement requirements. Proposals received will be reviewed and recommendations presented at a future Committee meeting.

Security Vestibule / Ballistic Protection Discussion:
The Committee discussed security measures at the main entrance vestibule, including the level of ballistic protection for the transaction window and surrounding wall. The Police Chief recommended ballistic protection for both the window and adjacent wall. Jenni Katajamaki explained potential options, including ballistic glass and either CMU construction or Kevlar

interlayers within walls. No costs are available at this stage; pricing will be developed at the 90% Construction Document phase. Due to the sensitive nature of security discussions, it was agreed that further review would occur in a smaller working group or executive-style setting.

Fence Design – Haverhill Street Playground:
Jenni Katajamaki and Carla Nazzaro presented two fence options to protect the preschool playground adjacent to Haverhill Street:

1. A vehicular-rated cable barrier with a separate ornamental fence set back three feet.

2. A low structural wall with ornamental fencing above.

The Committee discussed safety, maintenance, aesthetics, cost, and vehicle impact performance. The cable barrier option was estimated at approximately $270,000, while the low wall option was estimated at approximately $460,000. Concerns were raised regarding vehicle types, including tractor trailers, and long-term maintenance. The design team explained traffic studies, setback distances, and improvements over existing conditions. Chair Nazzaro proposed moving further evaluation to a smaller working group for additional review before bringing a recommendation back to the full Committee.

CPL Financial Review*

Justin Ferdenzi presented the financial status of the project. No construction costs have been incurred to date. Architectural and engineering costs total approximately $3.92 million, and administrative costs total approximately $2.23 million, with no furniture expenditures to date. Total project expenditure is approximately $6.14 million.

Next Justin A budget adjustment of $8,273.74 from soft cost contingency was presented for modular relocation costs. Commitments included GovConnection, Inc. and BidDocs Online services.

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to approve a commitment to GovConnection, Inc. in the amount of $8,273.74 related to modular relocation for J. Warren Killam Elementary School Project

Roll call vote: Pat Tompkins – Yes; Shawn Brandt – Yes; John Coote – Yes; Chris Haley – Yes; Kirk McCormick – Yes; Ed Ross – Yes; Nancy Twomey – Yes; Carla Nazzaro – Yes.

On a motion by Nancy Twomey, seconded by Pat Tompkins, the Killam School Building Committee voted 8-0-0 to approve a not-to-exceed amount of $7,650 for BidDocs Online bid hosting services for J. Warren Killam Elementary School Project

Roll call vote: Pat Tompkins – Yes; Shawn Brandt – Yes; John Coote – Yes; Chris Haley – Yes; Kirk McCormick – Yes; Ed Ross – Yes; Nancy Twomey – Yes; Carla Nazzaro – Yes.

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to approve GovConnection invoices totaling $9,162.54. for J. Warren Killam Elementary School Project.

Roll call vote: Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Kirk McCormick – Yes, Ed Ross – Yes, Nancy Twomey – Yes, Carla Nazzaro – Yes.

On a motion by Nancy Twomey, seconded by Pat Tompkins, the Killam School Building Committee voted 8-0-0 to approve Colliers Project Leaders Invoice No. 1122124 in the total amount of $56,382.00 for J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; Shawn Brandt – Yes; John Coote – Yes; Chris Haley – Yes; Kirk McCormick – Yes; Ed Ross – Yes; Nancy Twomey – Yes; Carla Nazzaro – Yes.

Justin noted the current forecast continues to track only the anticipated costs associated with the parking lot contract and the reading clerk's salary. Cash flow was reviewed, with expenditure currently slightly below projected billings. As additional invoices are processed in the coming months, spending is expected to align with the projected cash flow trend. Overall, the project remains on track and within the anticipated budget parameters.

Facilities Clerk Position*

Assistant Town Manager Jayne Wellman presented a proposed Facilities Clerk position to support the Facilities Department during construction. The position would be project-specific, temporary, and funded through the project budget. The role would support on-site coordination, review of construction documents, participation in meetings, and day-to-day decision-making. The projected hourly rate is $75, with an estimated total forecast cost of $400,000 over the project duration.

On a motion by Pat Tompkins, seconded by Nancy Twomey, the Killam School Building Committee voted 8-0-0 to approve a forecasted project cost of $400,000 to fund the Facilities Clerk position for J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; Shawn Brandt – Yes; John Coote – Yes; Chris Haley – Yes; Kirk McCormick – Yes; Ed Ross – Yes; Nancy Twomey – Yes; Carla Nazzaro – Yes.

Church Parking License Update

Jayne Wellman provided an update on ongoing discussions with Christ the King Parish regarding a parking license agreement for teachers and staff. The Church is currently undergoing a discernment process regarding use of its properties, with decisions expected in December or January. The Town continues to coordinate plowing logistics with the DPW and anticipates securing sufficient parking for staff, with contractor parking options under further review. No agreement was presented for approval at this meeting.

CPL Schedule Update

Justin Ferdenzi reviewed the project schedule, the 60% Construction Documents have been submitted to the MSBA, and responses to MSBA comments are underway. The project remains on track for the 90% Construction Document submission in February 2026. The early electrical switchgear package was also noted, with approval requested under a subsequent agenda item to issue the package for bidding to obtain pricing. As the project approaches base contract bidding, the Committee will need to establish a prequalification committee to work with the Designer and OPM to prequalify general contractors and subcontractors. Overall, the project schedule remains on track.

Early Bid Package – Electrical Switchgear*

The Committee discussed the need for an early bid package for electrical switchgear due to long lead times.

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to authorize issuance of an early electrical switchgear bid package through BidDocs Online for the J. Warren Killam Elementary School

Roll call vote: Pat Tompkins – Yes; Shawn Brandt – Yes; John Coote – Yes; Chris Haley – Yes; Kirk McCormick – Yes; Ed Ross – Yes; Nancy Twomey – Yes; Carla Nazzaro – Yes.

Prequalification Working Group

The Committee discussed formation of a prequalification working group to review general contractor and filed subcontractor submissions. Mike Carroll explained that the committee would participate in a structured, multi-meeting process beginning with an orientation meeting outlining the prequalification criteria and review procedures. Contractors would be required to submit documentation demonstrating relevant experience, financial capacity, safety performance, and DCAMM ratings. Subsequent meetings would involve dividing submitted packages among reviewers, identifying any incomplete or irregular submissions, and focusing review efforts on a small number of contractors that fall below or near minimum qualification thresholds. In the final meeting, the committee would collectively determine which firms meet the requirements and make a formal recommendation to the Building Committee regarding approved and rejected applicants.

On a motion by Pat Tompkins, seconded by Shawn Brandt, the Killam School Building Committee voted 8-0-0 to approve a Prequalification Working Group consisting of Nancy Twomey, Kevin Kabuzi, David Harris (LBA), and representatives from the OPM team.

Roll call vote: Pat Tompkins – Yes; Shawn Brandt – Yes; John Coote – Yes; Chris Haley – Yes; Kirk McCormick – Yes; Ed Ross – Yes; Nancy Twomey – Yes; Carla Nazzaro – Yes.

Off-Site Improvement Add Alternate*

Carla Nazzaro proposed off-site roadway and sidewalk improvements to be included as add alternates in the site work bid package. It was explained that while the MSBA participates in eligible on-site work, it does not fund adjacent roadways and sidewalks; however, the proposed improvements along Charles Street and Haverhill Street are directly related to the project and were developed through extensive traffic studies and public meetings. Two add alternates were proposed to allow flexibility based on bid results, with the understanding that the project could proceed without them if costs exceed the budget. Members expressed support, noting the safety benefits, integration with parking and drop-off circulation, and the efficiency of completing the work under a single contract. It was further noted that the warrant language authorizing the project was sufficiently broad to include such work, and that similar add alternates had previously been reviewed by the MSBA without objection.

On a motion by Nancy Twomey, seconded by Pat Tompkins, the Killam School Building Committee voted 8-0-0 to move add two alternates to the project for offsite improvements with Charles Street being alternate number one, and Hero Street being alternate number two.

Roll call vote: Pat Tompkins – Yes; Shawn Brandt – Yes; John Coote – Yes; Chris Haley – Yes; Kirk McCormick – Yes; Ed Ross – Yes; Nancy Twomey – Yes; Carla Nazzaro – Yes.

Approval of Prior Meeting Minutes (11/12/25) *

On a motion by Nancy Twomey, seconded by Pat Tompkins, the Killam School Building Committee voted 8-0-0 to accept the meeting minutes of November 12, 2025.

Roll call vote: Pat Tompkins – Yes; Shawn Brandt – Yes; John Coote – Yes; Chris Haley – Yes; Kirk McCormick – Yes; Ed Ross – Yes; Nancy Twomey – Yes; Carla Nazzaro – Yes.

Future Agenda Items & Next Meeting Dates

Carla Nazzaro confirmed that the next KSBC meeting will be held on Tuesday, January 20th, due to the third Monday (January 19th) falling on Martin Luther King Jr. Day. The January

XLT meeting will take place on Monday, January 12th. No additional agenda items were proposed.

Adjourn*

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

Roll call vote: Pat Tompkins – Yes; Shawn Brandt – Yes; John Coote – Yes; Chris Haley – Yes; Kirk McCormick – Yes; Ed Ross – Yes; Nancy Twomey – Yes; Carla Nazzaro – Yes.