



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2026-01-20

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, Greg Stepler, Nancy Twomey, and Carla Nazzaro.

Members - Not Present:

Shawn Brandt, Ed Ross.

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, Kirk McCormick, Greg Stepler, Nancy Twomey, and Carla Nazzaro.

Chair Nazzaro introduced Dave Delair, the newly appointed Facilities Clerk. Mr. Delair provided a brief overview of his professional background, including over 40 years of experience as a superintendent with major construction firms and recent work as a Clerk of the Works on healthcare, higher education, and municipal projects. Committee members welcomed Mr. Delair to the project team.

Public Comment:

No reports.

Liaison Reports:

Proprietary Items:

Jenni Katajamaki noted that a vote will be requested at the next meeting to approve certain proprietary items, including security systems, public address systems, building management systems, and door core systems. These items require proprietary specifications under Massachusetts public bidding laws to ensure compatibility with existing Town systems. Supporting information will be distributed in advance of the next meeting.

Fence / Cable Barrier Working Group Update:

John Coote provided an update regarding the working group meeting held to review barrier options along Haverhill Street adjacent to the playground. It was reported that the working group agreed to proceed with a cable barrier solution. Discussion followed regarding design parameters, vehicle impact assumptions, and performance standards. Jenni Katajamaki confirmed that the barrier is being designed based on traffic engineer recommendations, including a 15,000-pound vehicle traveling at 50 miles per hour, consistent with roadway barrier standards. Jenni Katajamaki agreed to provide supporting calculations and documentation from the manufacturer for Committee review.

Church Parking Update:

Jayne Wellman provided an update regarding ongoing discussions with Christ the King Parish concerning a parking license agreement. The Parish is currently engaged in a discernment process regarding future property use, with a formal update expected after January 22, 2026. Feedback to date indicates no anticipated impact to the Town's ability to secure parking for staff and contractors.

Furniture Planning Update: Chair Nazzaro mentioned that multiple meetings have been held regarding furniture selection. A test day is planned at the Killam gymnasium, during which teachers and staff will evaluate furniture options for functionality prior to final selection.

CPL Financial Review*

Justin Ferdenzi presented the financial status of the project. The construction budget remains at \$101,521,394 pending receipt of base contract bids. Architectural and engineering expenditures to date total approximately \$4.47 million, and administrative costs total approximately \$2.27 million. Cash flow projections were reviewed and remain generally consistent with anticipated expenditures.

Next, Jestin reviewed forecasted project costs related to previously approved items, including the Facilities Clerk position and the anticipated church parking license agreement. While budgets for these items have been approved, executed contracts are expected to be finalized and presented to the Committee at an upcoming meeting.

On a motion by Nancy Twomey, seconded by Pat Tompkins, the Killam School Building Committee voted 7-0-0 to approve LBA Invoice No. 23025 in the amount of \$568,705.34 for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; John Coote – Yes; Chris Haley – Yes; Kirk McCormick – Yes; Greg Stepler – Yes; Nancy Twomey – Yes; Carla Nazzaro – Yes.

On a motion by Nancy Twomey, seconded by Pat Tompkins, the Killam School Building Committee voted 7-0-0 to approve Colliers Project Leaders Invoice No. 1132845 in the amount of \$33,733.00 for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; John Coote – Yes; Chris Haley – Yes; Kirk McCormick – Yes; Greg Stepler – Yes; Nancy Twomey – Yes; Carla Nazzaro – Yes.

Cash flow projections were reviewed in detail. Current expenditures are tracking closely with projected billings and remain slightly below the forecast curve. As the project enters the construction phase, expenditures are expected to increase significantly with the commencement of general contractor requisitions and subcontractor billings. Overall, the project remains financially stable and within established budget parameters.

Request for Proposals (RFP) Update:

Justin Ferdenzi reported that proposals have been received for a tax consultant, code review services, and construction materials testing. Meetings will be scheduled with tax consultant proposers to review scope and anticipated return on investment related to tax credits and grant opportunities, including those associated with the Inflation Reduction Act. Code review and materials testing proposals remain under evaluation.

Justin updated that the Early electrical switchgear bid packages were received, with pricing reported as favorable and trending within budget. Final review is underway. John Coote inquired about the role of the tax consultant, Justin explained that the intent is to engage a specialized advisor to assist the Town in identifying, pursuing, and securing all eligible tax credits, rebates, and grant opportunities associated with the project. This includes, but is not limited to, incentives available under the Inflation Reduction Act (IRA) and other state and federal programs. The consultant would also advise on timing, documentation requirements, and compliance considerations to maximize potential financial returns to the Town.

CPL Schedule Update

Justin Ferdenzi reviewed the project schedule, and the 90% Construction Document submission to the MSBA is scheduled for February 10, 2026. A Building Committee vote to authorize submission will occur prior to that date. The General Contractor prequalification review process is scheduled to begin in the coming weeks. Overall, the project schedule remains on track.

Approval of Prior Meeting Minutes (12/15/25) *

On a motion by Nancy Twomey, seconded by Pat Tompkins, the Killam School Building Committee voted to approve the December 15, 2025, meeting minutes as amended.

Roll call vote: Pat Tompkins – Yes; John Coote – Yes; Chris Haley – Yes; Kirk McCormick – Yes; Greg Stepler – Yes; Nancy Twomey – Yes; Carla Nazzaro – Yes.

Future Agenda Items & Next Meeting Dates

The next Killam School Building Committee meeting is scheduled for Monday, February 9, 2026, at 7:00 PM.

Adjourn*

On a motion by Nancy Twomey, seconded by Pat Tompkins, the Killam School Building Committee voted to adjourn the meeting at approximately 8:00 PM.

Roll call vote: Pat Tompkins – Yes; John Coote – Yes; Chris Haley – Yes; Kirk McCormick – Yes; Greg Stepler – Yes; Nancy Twomey – Yes; Carla Nazzaro – Yes.