



Town of Reading Meeting Minutes

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By AC at 9:12 am, Mar 17, 2026

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2026-02-09

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:**

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

Members - Not Present:

Pat Tompkins.

Others Present:

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

Public Comment:

No reports.

Liaison Reports:

Furniture Sit Test:

Chair Carla Nazzaro provided an update regarding the upcoming Furniture Sit Test event scheduled at the Killam School gymnasium. The event will allow teachers and staff to evaluate and test sample furniture that is being considered for the new school building.

Furniture vendors will bring a variety of classroom furniture, including chairs, desks, dividers, and other classroom equipment, to allow staff to physically test the products and provide feedback. The event will occur over two days, with an initial session followed by additional time for teachers to review the furniture options.

90% MSBA Design Submission*

Justin Ferdenzi discussed the 90% Construction Document submission to the Massachusetts School Building Authority (MSBA). Mike Carroll and Justin presented the 90% CD cost estimate and noted that the reconciled construction estimate for the project was reported to be approximately \$91.2 million, excluding off-site add alternates. The overall project budget submitted to the MSBA continues to carry a construction value of approximately \$101 million, which includes contingency allowances and other project costs. The Committee also reviewed estimated costs associated with the previously discussed off-site improvements along Charles Street and Haverhill Street. These improvements remain proposed as add alternates and are estimated to total approximately \$1.5 million combined.

Jenni Katajamaki reported that the 90% design package represents a significant milestone in the project and includes the majority of architectural and engineering documentation required for review. The package has already undergone multiple internal reviews, including review by the Owner's Project Manager (OPM), commissioning agents, and the design team. The submission deadline for the 90% package was noted as the following day.

On a motion by Nancy Twomey, seconded by Shawn Brandt, the Killam School Building Committee voted 8-0-0 to approve submission of the 90% Construction Documents to the Massachusetts School Building Authority (MSBA).

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

Proprietary Specification Items*

Jenni Katajamaki presented a list of proprietary specification items proposed for the project. These items include certain building systems or materials where a specific manufacturer or product is recommended due to compatibility with project requirements, performance considerations, or long-term operational benefits.

Committee members discussed the proposed proprietary items and the rationale behind the recommendations. The design team explained that the selections were based on technical considerations, coordination with the building systems, and maintaining consistency with other project components.

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to approve accept the proprietary systems for Genetec, Honeywell and Cores – Schlage Primus Everest as written by LBA for J. Warren Killam Elementary School Project

Chris Haley asked whether any existing technology licenses from the current Killam School, particularly related to security cameras and associated software licensing, could transfer to the new building. Chris noted that in some systems, multi-year licensing agreements remain valid even if cameras are replaced or relocated, which could potentially reduce future licensing costs for the expanded system at the new facility.

The design team explained that while newer hardware such as cameras may sometimes be removed from an existing building and redeployed elsewhere within the district, it is unlikely that equipment from the current Killam School would be reused in the new building due to the significantly larger security system planned. Additionally, the increased number of cameras and access control systems in the new facility will likely require upgraded servers and expanded licensing.

It was noted that the School District's IT Director, Julian, who has participated in project technology meetings, would be most familiar with the district's existing licensing agreements. The project team agreed to follow up with the district's technology staff to

determine whether any licenses could potentially carry over or be utilized elsewhere within the district.

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

CPL Financial Review*

Justin Ferdenzi presented the financial status of the project. The project currently maintains a construction budget of approximately \$101.5 million, with the overall project budget totaling approximately \$122.7 million including contingencies. To date, several categories of expenditures have been incurred, including architectural and engineering services as well as administrative project costs.

Mike and Justin presented several proposals for services required during the construction phase of the project, including peer review services, early procurement of electrical switchgear, and construction materials testing.

The OPM recommended Forleaf to perform third-party peer review services, including building code review, structural steel peer review, and accessibility compliance review. The Committee also reviewed proposals for early procurement of electrical switchgear equipment due to long manufacturing lead times. The OPM recommended awarding the package to Systems Contracting in the amount of \$147,800, which represented the most competitive proposal received.

The OPM then presented proposals for construction materials testing services, which will be required throughout construction to verify compliance with project specifications and building codes. Pricing for these services was requested on a unit-cost basis for a range of anticipated tests to allow for an apples-to-apples comparison among proposers. Based on the proposals received, UTS was recommended as the lowest qualified proposer.

It was noted that approximately \$54,000 is being committed at this time for testing services, while the overall project budget includes \$400,000 allocated for materials testing. Because testing is performed on a unit-price basis, the total amount expended may vary depending on the number and type of tests required during construction.

During discussion, John Coote raised questions regarding certain clauses included in the UTS proposal, including a non-compete provision and a hold-harmless clause. The project team clarified that these provisions were not included in the Town's contract documents and will not be incorporated into the final agreement.

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to approve a commitment to Daily Times Chronicle in the amount of \$1,372.00 for Advertisement 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; Greg Stepler- 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 accept the OPM's recommendation for 4LEAF contract to do the Structural and Code peer review 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; Greg Stepler- 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 accept the OPM's recommendation for Systems Contracting to do the early package 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; Greg Stepler- 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 accept the OPM's recommendation for UTS Contract to do the Materials Testing 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; Greg Stepler- 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 BidDocs Invoice No. 25-9KRD-1 in the total amount of \$350.00 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; Greg Stepler- 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 LBA Invoice No. 23076 in the total amount of \$505,083.50 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; Greg Stepler- 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 Daily Times Chronicle Invoices No. 251246, 251246, 251247, 251305 and 260087 in the total amount of \$1,372.00 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; Greg Stepler- 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, the reading clerk's salary and the potential cost for the Tax Consultant. 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.

CPL Schedule Update

Justin Ferdenzi provided an update on the project schedule. The project is currently at the 90% Construction Document submission, which the Committee voted to approve for submission to the Massachusetts School Building Authority (MSBA). The next milestone will be the 100% Construction Document submission, anticipated for review and approval at the March 30, 2026 meeting.

The Committee also noted the early procurement of electrical switchgear, which was approved earlier in the meeting due to extended manufacturing lead times. Delivery of the equipment is anticipated in April 2027 to align with the construction schedule.

The project team reported that the Request for Qualifications (RFQ) process for general contractors and subcontractors is currently underway. Qualifications are due through BidDocs on February 27, 2026, after which the project team will review submissions and

establish a list of prequalified contractors. Following the prequalification process, the construction bidding phase will begin. Filed Sub-Bids are scheduled to be due on May 6, 2026, and General Contractor bids are scheduled to be due on May 19, 2026.

Mike Carroll noted that once a contractor is selected, the Notice of Award and contract execution are expected to occur within the timeframe required under Massachusetts procurement statutes. It was also noted that the project team has conducted outreach to several contractors to inform them of the upcoming procurement opportunity and encourage participation in the bidding process.

Following contract award, the project team will coordinate with the selected contractor regarding mobilization timing. While mobilization timing will ultimately depend on the contractor's schedule, it is anticipated that site mobilization will likely occur after the school year concludes to minimize disruption to students and school operations.

Mike Carroll noted that a site walk will be scheduled during the bidding phase rather than during the prequalification process. The site walk will allow interested contractors to review existing site conditions prior to submitting bids. The project team will coordinate with school administration to schedule the visit, likely on a Friday afternoon after school dismissal, to minimize disruption. The final date will be included in the project specifications.

Approval of Prior Meeting Minutes (01/20/26) *

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to accept the meeting minutes of January 20, 2026.

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

Future Agenda Items & Next Meeting Dates

Carla Nazzaro confirmed that the next KSBC meetings will be held on Monday, March 16th and March 30th. The March XLT meeting will take place on Monday, March 09th. No additional agenda items were proposed.

Adjourn*

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to adjourn at 8:00 pm.

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

A TRUE COPY, ATTEST

LAURA A. GENNIE
TOWN CLERK