2016-09-22 LAG

Town of Reading
Meeting Minutes

Board - Committee - Commission - Council:

Permanent Building Committee Killam School Building Committee

Date: 2026-04-22 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, Ed Ross, Greg Stepler, Nancy Twomey, and Carla Nazzaro.

Members - Not Present:

Shawn Brandt and Kirk McCormick.

Others Present:

Reading Town Manager Jayne Wellman, Reading Fecilities Clerk David Dallaire, Colliers Project Director Mike Carroll, Colliers Project Manager Justin Ferdenzi, LBA Project Manager Jenni Katajamaki, LBA Architect David Harris

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, Greg Stepler, Nancy Twomey, and Carla Nazzaro

Public Comment:
No reports.

Liaison Reports:

Sawtelle House / Noise Mitigation:
Jayne Wellman provided an update on the Sawtelle tell House noise mitigation plan. Mike Carroll reported that the project team and the Sawtelle House have reached agreement on noise mitigation measures. The plan includes a temporary wood fence on the property line, a public walkway between the construction zone and the Sawtelle House, and a construction fence with scrim to provide visual screening and dust mitigation. The wood fence is over and above what would typically be required of the contractor. Additionally, all construction equipment will be required to have mufflers and comply with sound requirements. Standard work hours are 7:00 AM to 3:30 PM on weekdays and reduced hours on Saturdays, consistent with town ordinances. Any work outside of standard hours, including nights, weekends, or Sundays, requires prior written authorization from the Town Manager and coordination with the Police Department. The project team anticipates two or three nights of

extended work, primarily for concrete slab finishing operations. The Sawtelle House was invited to the abutters meeting but did not attend or respond.

Abutters Meeting:
Mike Carroll reported that the project team held an abutters meeting the previous Thursday. Approximately 20 to 25 people were invited, including immediate abutters and abutters of abutters. Approximately half attended, and the meeting was well received with no significant pushback. The project team had one-on-one conversations with abutters to provide updated information. LBA brought drawings showing property lines and project boundaries for attendees to take home. Mike Carroll will send a follow-up email to attendees with contact information for the owner's project manager as the first point of contact for construction-related concerns. The abutters meeting presentation will be posted to the project website, and Justin Ferdenzi's contact information will be added to the website contact page by Friday. During construction, the site representative's contact information will replace Justin's.

Committee members raised several additional items during liaison reports:

- Plante Moran Tax Consultant: Carla Nazzaro reported attending a Plante Moran seminar regarding potential reimbursements under the Inflation Reduction Act. A contract has been sent to Plante Moran, who responded with two proposed changes currently under review by legal counsel.
- RMLD Letter: The committee received a letter from Reading Municipal Light Department (RMLD) regarding an increase in their reimbursement with requirements related to Renewable Energy Certificates (RECs). A meeting will be scheduled to review the requirements.
- New Superintendent: Dr. Henry Turner will begin as the new superintendent on July 1st. A meeting has been scheduled at Killam School to provide him with a project update.
- Federal Road Safety Grants: Mike Carroll noted a potential federal grant opportunity for road safety improvements. The project team will coordinate with the town engineer to evaluate eligibility, as the project already includes road safety improvements along the school corridor based on a prior traffic study.

Builder's Risk Policy*

Jayne Wellman presented a recommendation for the Town of Reading to own the builder's risk insurance policy for the project. Connor Powers of Maya Insurance joined the meeting to answer questions. The premium quote is $140,000 to $145,000 for the entire project period, which is comparable to the cost if carried by the general contractor.

The policy includes $25,000 deductibles for all perils, including water, lightning, theft, hail, windstorm, and named windstorm, with coverage up to the full construction hard cost limit of approximately $100 million. Flood and earthquake coverage carries a $25,000 deductible with a $25 million coverage limit for each, which is consistent with industry standards. Several other Massachusetts municipalities carry owner-controlled builder's risk policies, including Hopkinton, Woburn, Boxford, Tewksbury, Billerica, Maynard, Stoughton, Medway, and Lexington

Jayne outlined the benefits of owner-controlled builder's risk coverage: the Town controls the cost, claims, and timing of the policy; coverage extends through the entire project until the building comes onto the Town's schedule of locations, eliminating potential gaps between substantial completion and certificate of occupancy; the policy includes protection for delays and soft costs; and the Town avoids hidden markups with direct pricing negotiated with Maya Insurance.

John Coote asked about the difference between the flood and earthquake coverage limit ($25 million) and the full project limit. Connor Powers explained that this is standard industry practice, with flood and earthquake coverage typically set at approximately one quarter of the construction cost. He noted that catastrophic flood or earthquake events typically also trigger FEMA or MEMA assistance.

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 7-0-0 to approve the Town of Reading owning the builder's risk policy for the J. Warren Killam Elementary School Project.

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

Updated Pre-Qualified Vendors List*

Justin Ferdenzi reported that a bid protest was received after the original pre-qualified contractor and subcontractor list was approved. The protesting party claimed they were unfairly disqualified. Town counsel reviewed the matter and determined that disqualification for administrative paperwork issues, specifically failure to acknowledge addenda issued during the pre-qualification process, was not sufficient grounds for disqualification.

The pre-qualification committee's original decision to disqualify was consistent and applied fairly across all applicants. However, town counsel advised that the addenda in question were administrative in nature and did not materially affect the scoring criteria. All affected vendors had scored above the 70-point minimum threshold, with some scoring in the 90s. Legal counsel recommended adding approximately 15 additional subcontractors and contractors to the pre-qualified list.

Mike Carroll noted that the OPM had already issued an addendum including the revised list to maintain the bid schedule, subject to committee approval. Justin Ferdenzi and David concurred that the additional contractors are well-qualified and would benefit the project by expanding the competitive pool.

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 7-0-0 to accept the revised pre-qualified contractor and subcontractor bid list for the J. Warren Killam Elementary School Project.

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

Property Perimeter Fence Discussion

Carla Nazzaro raised the topic of the permanent perimeter fence planned for the project site. The fence, as currently specified, is an all-wood fence composed of northern white cedar with oil-based stain (two coats).

Mike Carroll noted that the wood fence is specified on the two sides of the site facing neighboring properties, not the street-facing sides. The Haverhill Street side has a cable guardrail and decorative fence, and the Charles Street side is mostly open with a seat wall, trees, and shrubbery. He recommended keeping the current fence specification for bidding purposes, with the option to adjust later if needed. The first permanent fencing would not be installed for approximately 18 months.

David from LBA reported that northern white cedar has a typical lifespan of 15 to 20 years untreated and 20 to 40 years with oil or stain treatment. The fence is designed as a high-quality commercial-grade installation. The design team had also evaluated composite wood as an alternative but noted it carries a significant cost premium. The posts are set into concrete footings with stainless steel sleeves to prevent ground contact and rot.

John Coote raised a question about graffiti resistance of the treated wood surface. The committee discussed that the oil-based stain provides good protection, and composite material could be considered if graffiti resistance becomes a priority. No vote was required on this item.

<u>CPL Financial Review*</u>

Justin Ferdenzi presented the financial status of the project. The construction budget remains at $101,521,394, which will be updated once trade bids and general contractor bids are received and approved. Administrative costs expended to date total $2,450,061, with a remaining balance of $6,117,979. The total project budget, including technology, furniture, fixtures, and equipment, stands at approximately $130,011,783.

Justin Ferdenzi and Mike Carroll explained corrections to the budget revision request (BRR) process with the MSBA. During the transition from feasibility to the Project Funding Agreement (PFA), a second BRR submitted during feasibility was never processed by the MSBA. The project team has corrected the initial budget values to align with the MSBA's records. The current budget figures remain unchanged; only the initial budget baseline values were adjusted. The project team is preparing BRR #1 for the main project phase, which will be submitted for formal committee approval at the next meeting.

Mike Carroll explained the MSBA's BRR process for the benefit of the committee. Soft cost BRRs can be submitted as needed, but the MSBA now requires a single hard cost BRR at the end of construction. Change orders are submitted to the MSBA monthly and reviewed quarterly, but are not formally entered into the MSBA's accounting system until construction closeout. The Town pays the contractor for approved change orders as work is completed, and the MSBA reimburses the Town's eligible portion at the end of the project.

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 7-0-0 to approve a commitment to Daily Times Chronicle in the amount of $313.14 for advertisement for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; John Coote – Yes; Chris Haley – 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 7-0-0 to accept LBA Amendment 22, a credit of $9,174.00, correcting a geotech scope double-count from Amendment 16 for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; John Coote – Yes; Chris Haley – 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 7-0-0 to accept Daily Times Chronicle Invoice No. 260329 in the amount of $313.14 for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; John Coote – Yes; Chris Haley – 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 7-0-0 to approve David Delair, Clerk of the Works, Invoices DDC OW01, DDCOW02, and DDCOW03 in the total amount of $6,200.00 for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; John Coote – Yes; Chris Haley – 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 7-0-0 to accept LBA Invoice No. 23495 in the amount of $510,555.98 for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; John Coote – Yes; Chris Haley – 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 7-0-0 to accept Colliers Invoice No. 001162442 in the amount of $67,504.00 for the J. Warren Killam Elementary School Project.

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

Project cash flow is trending in line with projections, approximately $1 to $2 million under the estimated cash flow, which is favorable. The cash flow projection will be updated once the contractor is on board and provides their estimated billing schedule.

CPL Schedule Update

Justin Ferdenzi provided an update on the project schedule. The bid is currently live on BidDocs with significant interest, including numerous downloads and RFI submissions. Filed Sub Bids are due May 6, 2026, and General Contractor bids are due May 19, 2026. The committee will review bid results on May 22, 2026.

Following contractor selection and committee approval, the project team anticipates issuing a Notice to Award and Notice to Proceed around the end of May or beginning of June 2026. A kickoff meeting with the selected contractor will be held to coordinate mobilization after the school year concludes.

Mike Carroll noted that the RFI deadline is April 23, 2026, at 3:00 PM. The project team has received reasonable RFI requests indicating strong bidder engagement with the documents. The design team is working through responses, including updates to the site logistics plan. One vendor requested a deadline extension, which is not anticipated to be granted.

Approval of Prior Meeting Minutes (02/09/26) *

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 6-0-1 to approve the meeting minutes of March 16, 2026. Chair Carla Nazzaro abstained as she was not present at the March 16th meeting.

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

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 7-0-0 to approve the meeting minutes of March 30, 2026.

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

Church Parking Lot Update

Mike Carroll reported that the church parking lot license agreement has not yet been finalized, as the church is not ready to proceed at this time. The project team has developed a backup plan that includes temporary parking on site in the area of the future driveway, which will be cleared this summer. Other parking options for future construction phases have also been identified. The church parking lot remains the preferred option (Plan A), with the on-site temporary parking service as Plan B. The parking arrangement also affects the sequence of add alternate roadway work and safe student access during construction phases.

Future Agenda Items & Next Meeting Dates

The next XLT meetings will be held on May 11th, May 18th, and June 8th. The next KSBC meeting will be held on Thursday, May 21st (note the day change from the regular Monday schedule), specifically to review and approve the general contractor selection. The following KSBC meeting will be on Monday, June 15th, which is expected to include an introduction of the selected general contractor and a playground area design update. The parent playground committee members will be invited to the June 15th meeting to review the playground design.

Adjourn*

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 7-0-0 to adjourn the meeting.

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