Town of Reading
Meeting Minutes

2016-09-22 LAG

Board - Committee - Commission - Council:

Permanent Building Committee Killam School Building Committee

Date: 2026-05-21 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, Greg Stepler, Nancy Twomey, and Pat Tompkins

Members - Not Present:

Carla Nazzaro and Ed Ross.

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:
In the absence of Chair Carla Nazzaro, Vice Chair Pat Tompkins called the meeting to order.

Roll call attendance: Shawn Brandt, John Coote, Chris Haley, Kirk McCormick, Greg Stepler, Nancy Twomey, and Pat Tompkins.

Public Comment:
No reports.

Liaison Reports:

MSBA Budget Revision Request (BRR)*:
Justin Ferdenzi reported that the MSBA has approved the final version of Budget Revision Request (BRR) #1. The BRR adjusts the project budget for all soft cost changes incurred to date by reconciling the owner’s contingency and all budget adjustments. As previously discussed, the BRR addresses only soft cost adjustments, and construction hard cost change orders will be reconciled in a single BRR at the end of the project.
Mike Carroll clarified that the BRR confirms all items previously voted on by the committee and reconciles the MSBA budget with the project budget. There is no positive or negative effect on the total reimbursement, the funds are being moved between budget line items (cost codes) to reflect actual expenditures.

Greg Stepler noted several items in the MSBA template letter that require correction before execution, including placeholder dates marked with “X’s,” an unselected “have/have not” bracketed selection, and incomplete dollar amounts in exhibits. Additionally, Pat Tompkins noted that the signatory names on the letter need to be updated to reflect the current superintendent of schools and the current chair of the school committee, as the names listed on the template are no longer accurate. The Town Manager confirmed the letter will not be signed until all corrections are made.

On a motion by John Coote, seconded by Nancy Twomey, the Killam School Building Committee voted 7-0-0 to authorize the Town Manager, the current Superintendent of Schools, and the current Chair of the School Committee to execute the amended MSBA Budget Revision Request for the J. Warren Killam Elementary School Project.

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

<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. Architectural and engineering costs expended to date total $6,615,063, with a remaining balance of $4,279,397. Administrative costs expended to date total $2,533,068, with a remaining balance of $6,035,311. The FFE, equipment, and technology budget remains at $3,175,000 with no expenditures to date. The construction contingency stands at $5,260,000 and the soft cost/owner contingency at $775,400. The total project budget remains at $130,011,783.

A budget adjustment was presented for the modular relocation line item, reflecting an Amazon Business purchase by the facilities department for temporary playground equipment.

The committee reviewed and voted on the following commitments and invoices:

On a motion by Nancy Twomey, seconded by John Coote, the Killam School Building Committee voted 7-0-0 to approve commitment costs for Daily Times Chronicle in the amount of $511.71 and Amazon Business in the amount of $879.37 for the J. Warren Killam Elementary School Project.

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

On a motion by Nancy Twomey, seconded by John Coote, the Killam School Building Committee voted 7-0-0 to accept and recommend for payment to LBA Invoice No. 23579 in the amount of $335,890.54 for work performed in April 2026 for the J. Warren Killam Elementary School Project.

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

On a motion by Nancy Twomey, seconded by John Coote, the Killam School Building Committee voted 7-0-0 to accept and recommend for payment to LBA Invoice No. 23727 in the amount of $164,234.70 for work performed in May 2026 for the J. Warren Killam Elementary School Project.

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

On a motion by Nancy Twomey, seconded by John Coote, the Killam School Building Committee voted 7-0-0 to accept and recommend for payment to Colliers Invoice No. 00001173421, dated May 6, 2026, in the amount of $82,156.00 for the J. Warren Killam Elementary School Project.

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

On a motion by Nancy Twomey, seconded by John Coote, the Killam School Building Committee voted 7-0-0 to accept and recommend for payment to Amazon Business Invoice No. 1YNH-H979-6YWR, in the amount of $879.37 for modular relocation playground equipment for the J. Warren Killam Elementary School Project.

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

On a motion by Nancy Twomey, seconded by John Coote, the Killam School Building Committee voted 7-0-0 to accept and recommend for payment to Daily Times Chronicle Invoice No. 260488, in the amount of $511.71 for the J. Warren Killam Elementary School Project.

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

Project cash flow actuals are at approximately $1.88 million versus the projected $2 million at this time, trending slightly below projections. Cash flow will increase as construction begins. The cash flow projection will be updated once the contractor is on board and provides their anticipated billing schedule.

CPL Schedule Update

Justin Ferdenzi provided an update on the project schedule. As discussed at the previous meeting, the project has been rebid. The bid documents were re-released on BidDocs on May 20, 2026, at 3:00 PM. Filed Sub Bids are now due June 4, 2026, and General Contractor bids are due June 11, 2026. The committee will review bid results and vote to approve the general contractor selection at the June 15, 2026 KSBC meeting.

The project team anticipates issuing a Notice to Proceed to the selected general contractor on June 16, 2026, with contract execution targeted by June 23, 2026. Pat Tompkins and Justin Ferdenzi noted that while the rebid timeline is tight, the physical site mobilization timing remains largely unchanged, as the contractor was not planned to mobilize until after the last day of school (June 23, 2026).

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

On a motion by Nancy Twomey, seconded by John Coote, the Killam School Building Committee voted 7-0-0 to approve the meeting minutes of April 22, 2026, as presented.

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

On a motion by Nancy Twomey, seconded by John Coote, the Killam School Building Committee voted 7-0-0 to approve the meeting minutes of May 11, 2026, as amended.

Greg Stepler noted that the location description should be corrected to reflect that the May 11th meeting was held remotely via Zoom only, not in-person at the Town Hall Conference Meeting Room**.**

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

Future Agenda Items & Next Meeting Dates

No additional future agenda items were raised. The next KSBC meeting is scheduled for June 15, 2026.

David Harris from LBA provided an update. The design team has worked through all remaining coordination issues for the rebid documents and released them on schedule. New RFIs are being monitored, with a few already received. Items from the prior bid period are being incorporated into an addendum, which is targeted for release by June 1, 2026. The team is hoping to issue only one addendum for this rebid. Additionally, a meeting has been scheduled with RMLD for the following Tuesday at 2:00 PM to discuss the photovoltaic (PV) incentive program and understand the full ramifications of acceptance for both the Killam and RECAL projects.

Adjourn*

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

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