Town of Reading
Meeting Posting with Agenda

Board - Committee - Commission - Council:

Killam School Building Committee

Date: 2026-07-20 Time: 7:00 PM

Building: Reading Town Hall Location: Conference Room

Address: 16 Lowell Street Agenda:

Purpose: General Business

Meeting Called By: Joshua Delaune on behalf of Chair Carla Nazzaro

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

https://us06web.zoom.us/j/83631195045?pwd=jvu12F7NuKFLZJkwbn6oYLuPV9LFgi.1
Meeting ID: 836 3119 5045
Passcode: 409698

1. Call to Order
2. Public Comment
3. KSBC Liaison Reports
4. General Contractor Introduction
5. CPL Financial Review*
    a. Invoices
        i. LBA*
        ii. CPL*
        iii. Facilities Clerk*
        iv. Cabot Risk*
        v. Harrington Heep*
        vi. Other*
    b. Commitments
        i. Cabot Risk*
6. CPL Schedule Review*
7. Approval of Prior Meeting Minutes
    a. 06/15/26*

8. Future Agenda Items and Next Meeting dates

KSBC XLT	KSBC Meeting
06/08/26 – Review Subs	06/15/26 – Vote GC
07/13/26	07/20/26 – Meet GC
08/11/26	08/17/26
9/14/26	9/21/26
10/12/26 (Ingenuous Peoples Day) -> 10/13/2026	10/19/26
11/16/2026 (Day 1 of Town Meeting)	11/16/2026 (Day 4 of Town Meeting)

9. Adjourn*

*Noted Potential vote required

100 Federal Street
Floor 13
Boston, MA 02110

Main: +1 617 330 8000
www.cplusa.com

Colliers
Project Leaders

July 15, 2026

Jayne Wellman
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: ***J Warren Killam Elementary School Designer Services***
Invoice #24002

Dear Ms. Wellman:

Colliers Project Leaders has reviewed the attached invoice and finds that the invoice is in compliance with the contract and the amount is appropriate for the scope of services delivered during this time period.

The referenced invoice is #24002 for Lavallee Brensinger Architects, for the Month of June 2026. The total recommended Payment is $141,874.10

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
24002	**Construction Administration**	$133,700.00	0201-0700
24002	**Geotechnical**	$201.30	0204-0300
24002	**Traffic Engineering**	$7,972.80	0204-1200

Please feel free to contact me at (508) 326 6078 if you have any questions concerning this invoice.

Sincerely,

Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com
Attachments: 2026 06 LBA Inv#24002

LAVALLEE | BRENSINGER ARCHITECTS

155 Dow Street, Suite 400
Manchester, NH 03101
603-622-5450

Jayne Wellman
Town of Reading MA
16 Lowell Street
Reading, MA 01867

July 9, 2026
Project No: 23-106-00
Invoice No: 24002
Customer PO # 23004647-001

Invoice Total: $141,874.10

Project 23-106-00 Reading Killam Elementary School

Professional Services from June 1, 2026 to June 30, 2026

Task 025 Feasibility Study

Fee

Total Fee	400,000.00			
Percent Complete	100.00	Total Earned	400,000.00	
		Previous Fee Billing	400,000.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
			Total this Task	**0.00**

Task 026 Reimbursable Expenses

Total this Task	**0.00**

Task 100 Basic Services

Phase 002 Schematic Design

Fee

Total Fee	450,000.00			
Percent Complete	100.00	Total Earned	450,000.00	
		Previous Fee Billing	450,000.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
			Total this Phase	**0.00**

Phase 003 Design Development - 0201-0400

Fee

Total Fee	1,887,500.00			
Percent Complete	100.00	Total Earned	1,887,500.00	
		Previous Fee Billing	1,887,500.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
			Total this Phase	**0.00**

Phase 004 Construction Documents - 0201-0500

Fee

Total Fee	3,342,500.00			
Percent Complete	100.00	Total Earned	3,342,500.00	
		Previous Fee Billing	3,342,500.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
			Total this Phase	**0.00**

Phase 005 Bidding & Negotiation - 0201-0600

Fee

Total Fee	286,500.00			
Percent Complete	100.00	Total Earned	286,500.00	
		Previous Fee Billing	286,500.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
			Total this Phase	**0.00**

Phase 006 Construction Administration - 0201-0700

Fee

Total Fee	3,342,500.00			
Percent Complete	4.00	Total Earned	133,700.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	133,700.00	
		Total Fee		**133,700.00**
			Total this Phase	**$133,700.00**

Phase 007 Closeout - 0201-0800

Fee

Total Fee	191,000.00			
Percent Complete	0.00	Total Earned	0.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
			Total this Phase	**0.00**
			Total this Task	**$133,700.00**

Task 101 Reimbursable Expenses - Basic

Total this Task **0.00**

Task 200 Add Services

Phase 001 Amendment #1 - Survey

Fee

Total Fee	26,400.00			
Percent Complete	100.00	Total Earned	26,400.00	
		Previous Fee Billing	26,400.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**

Total this Phase **0.00**

Phase 002 Amendment #2 - Traffic

This phase will not be billed any further, remaining funds have been moved to phase 015.

Fee

Total Fee	120,450.00			
Percent Complete	76.2639	Total Earned	91,859.90	
		Previous Fee Billing	91,859.90	
		Current Fee Billing	0.00	
		Total Fee		**0.00**

Total this Phase **0.00**

Phase 003 Amendment #3 - HazMat

Fee

Total Fee	4,950.00			
Percent Complete	100.00	Total Earned	4,950.00	
		Previous Fee Billing	4,950.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**

Total this Phase **0.00**

Phase 004 Amendment #4 - Environmental

Fee

Total Fee	14,520.00			
Percent Complete	100.00	Total Earned	14,520.00	
		Previous Fee Billing	14,520.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**

Total this Phase **0.00**

Phase 005 Amendment #5 - GeoTech

Fee

Total Fee	41,800.00			
Percent Complete	100.00	Total Earned	41,800.00	
		Previous Fee Billing	41,800.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**

Total this Phase **0.00**

Phase 006 Amendment #6 - Soil Testing - 0003-0000

Fee

Total Fee	2,750.00			
Percent Complete	100.00	Total Earned	2,750.00	
		Previous Fee Billing	2,750.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**

Total this Phase **0.00**

Phase	007	Amendment #7 - HVAC Cost Estimate - 0004-0000		
Fee				
Total Fee	2,750.00			
Percent Complete	100.00	Total Earned	2,750.00	
		Previous Fee Billing	2,750.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
			Total this Phase	**0.00**

Phase	008	Amendment #8 - SD Energy Modeling - 0004-0000		
Fee				
Total Fee	16,500.00			
Percent Complete	100.00	Total Earned	16,500.00	
		Previous Fee Billing	16,500.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
			Total this Phase	**0.00**

Phase	009	Amendment #9 - Presentation Boards - 0004-0000		
Fee				
Total Fee	2,753.94			
Percent Complete	100.00	Total Earned	2,753.94	
		Previous Fee Billing	2,753.94	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
			Total this Phase	**0.00**

Phase	010	Amendment #13 - Continuation of Services - 0004-0000		
Fee				
Total Fee	500,000.00			
Percent Complete	100.00	Total Earned	500,000.00	
		Previous Fee Billing	500,000.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
			Total this Phase	**0.00**

Phase	011	Amendment #11 - HVAC System Comparison Estimate - 0003-0000		
Fee				
Total Fee	1,540.00			
Percent Complete	100.00	Total Earned	1,540.00	
		Previous Fee Billing	1,540.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
			Total this Phase	**0.00**

Phase	013	Amendment #14 - Geothermal Add Services - 0003-0000
Fee		
Total Fee	72,810.00	

Percent Complete	100.00	Total Earned	72,810.00	
		Previous Fee Billing	72,810.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**

Total this Phase **0.00**

Phase 014 Amendment #16 - DD-CL Add Services

Fee

Billing Phase	Phase Fee	Percent Complete	Fee Earned	Previous Fee Billing	Current Fee Billing
Hazardous Materials - 0204-0200	172,700.00	20.3822	35,200.00	35,200.00	0.00
Geotechnical - 0204-0300	148,038.00	7.058	10,448.46	10,247.16	201.30
Geoenvironmental - 0204-0300	70,670.00	29.5554	20,886.80	20,886.80	0.00
Soil Testing - 0204-0400	3,300.00	0.00	0.00	0.00	0.00
Building Control Plan - 0204-0400	3,850.00	10.00	385.00	385.00	0.00
Supplemental Survey - 0204-0400	11,000.00	100.00	11,000.00	11,000.00	0.00
Certified Plot Plan - 0204-0400	4,400.00	0.00	0.00	0.00	0.00
Site Acoustic Survey - 0204-0400	7,700.00	90.00	6,930.00	6,930.00	0.00
Reimbursables - 0203-9900	22,000.00	18.2967	4,025.28	4,025.28	0.00
Total Fee	443,658.00		88,875.54	88,674.24	201.30

Total Fee **201.30**

Total this Phase **$201.30**

Phase 015 Amendment #17 - DD-CL Add Services #2

Remaining funds of $28,590 have been moved from phase 002 to this phase.

Fee

Billing Phase	Phase Fee	Percent Complete	Fee Earned	Previous Fee Billing	Current Fee Billing
Traffic Engineering 0204-1200	109,450.00	86.732	94,928.20	86,955.40	7,972.80
Compliance Energy Modeling 0203-9900	77,000.00	100.00	77,000.00	77,000.00	0.00
Tree Removal and Protection 0203-9900	7,700.00	100.00	7,700.00	7,700.00	0.00
Total Fee	194,150.00		179,628.20	171,655.40	7,972.80

Total Fee **7,972.80**

Total this Phase **$7,972.80**

Phase 016 Amendment # 18 - Additional Survey Services - 0204-0400

Fee

Total Fee	24,750.00			
Percent Complete	100.00	Total Earned	24,750.00	
		Previous Fee Billing	24,750.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**

		Total this Phase	**0.00**

Phase 017 Amendment #19 - Soil Pre-characterization

Fee

Total Fee	113,806.00			
Percent Complete	97.4599	Total Earned	110,915.20	
		Previous Fee Billing	110,915.20	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
		Total this Phase		**0.00**

Phase 019 Amendment # 21 - Add'l Soil Precharacterization

Fee

Total Fee	5,500.00			
Percent Complete	0.00	Total Earned	0.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
		Total this Phase		**0.00**

Phase 020 Landscape Post Bid Design Change

Billing Limits	**Current**	**Prior**	**To-Date**	
Consultant	0.00	0.00	0.00	
Limit			25,000.00	
Remaining			25,000.00	
		Total this Phase		**0.00**
		Total this Task		**$8,174.10**
		Total this Invoice		**$141,874.10**

	Current	**Prior**	**Total**
Billings to Date	**141,874.10**	**7,541,128.68**	**7,683,002.78**

Your mission inspires us. Our creativity and knowledge empower you. Together we achieve excellence.

Thank you for your business. Our standard payment terms are thirty (30) days from invoice date. Any amounts remaining unpaid beyond thirty (30) days are subject to interest at a rate of 1.0% per month, 12% per annum or at the legal prevailing rate.

LGCI
Lahlaf Geotechnical Consulting, Inc.
100 Chelmsford Road
Suite 2
Billerica, MA 01862
Phone: (978) 330-5912
Fax: (978) 330-5056
E-mail: LGCI@LGCinc.net

Invoice

Invoice No.:	2412-12
Invoice for Period Ending:	05/31/2026
Date:	6/17/2026

Contract Amendment #16

Bill To

Lavallee Brensinger Architects
155 Dow Street, Suite 400
Manchester, NH 03101

Terms	Client No.	Project Name	Project Number	Location
Due on receipt	2090	Prop. J Warren Killam Elem. Sc	2412	Reading, MA

Description	Qty	Rate	Amount
Services Performed April 27, 2026 through May 31, 2026			
LGCI Proposal No. 25057 $126,240.00			
Amount Previously Billed $ 9,315.60			
Current LGCI Invoice No. 2412-11 $ 183.00			
Total Billed to Date $9,498.60			
Balance Remaining from Budget $116,741.40			
Task 8.3 Consultation			
Senior Geotechnical Engineer - Consultation/Conference Calls	0.5	244.00	122.00
Senior Geotechnical Staff - Consultation/Pipe Under Footing	0.5	122.00	61.00

Make check payable to Lahlaf Geotechnical Consulting, Inc.

Total due this invoice $183.00

Balance Due $183.00

Jenni Katajamaki
Lavallee Brensinger Architects
99 Bedford Street
Boston, MA 02111

June 18, 2026
Invoice No: 0436041

Contract Amendment #17

Project NEX-2300326.00 Reading, MA - J. Warren Killiam Elementary School MSBA Project (sub LBPA)

LBA Project No: 23-106-00

Services Rendered Include: Prepare bid documents and address addenda. Reissue bid documents for rebid.

Professional Services from April 18, 2026 to May 29, 2026

Task 00004 Design Development Phase

Fee

Billing Phase	**Fee**	**Percent Complete**	**Fee Earned**	**Prior Earned**	**Current Earned**
Design Development Phase	21,600.00	100.00	21,600.00	21,600.00	0.00
Total Fee	21,600.00		21,600.00	21,600.00	0.00

Total Fee **0.00**

Total this Task **0.00**

Task 00005 Construction Documents

Fee

Billing Phase	**Fee**	**Percent Complete**	**Fee Earned**	**Prior Earned**	**Current Earned**
Construction Documents	48,700.00	100.00	48,700.00	48,700.00	0.00
Total Fee	48,700.00		48,700.00	48,700.00	0.00

Total Fee **0.00**

Total this Task **0.00**

Task 00006 Bidding Phase

Fee

Billing Phase	**Fee**	**Percent Complete**	**Fee Earned**	**Prior Earned**	**Current Earned**
Bidding Phase	5,300.00	100.00	5,300.00	4,770.00	530.00
Total Fee	5,300.00		5,300.00	4,770.00	530.00

Total Fee **530.00**

Total this Task **530.00**

Task 00007 Construction Phase Administration

Fee

Billing Phase	Fee	Percent Complete	Fee Earned	Prior Earned	Current Earned
Construction Phase Administration	18,200.00	0.00	0.00	0.00	0.00
Total Fee	18,200.00		0.00	0.00	0.00

Total Fee **0.00**

Total this Task **0.00**

Task 00008 Meetings & Follow-on Services

Fee

Billing Phase	Fee	Percent Complete	Fee Earned	Prior Earned	Current Earned
Meetings & Follow-on Services	10,700.00	100.00	10,700.00	10,700.00	0.00
Total Fee	10,700.00		10,700.00	10,700.00	0.00

Total Fee **0.00**

Total this Task **0.00**

Total this Invoice **530.00**

Billings to Date

	Current	Prior	Total
Fee	530.00	169,279.00	169,809.00
Totals	**530.00**	**169,279.00**	**169,809.00**

Jenni Katajamaki
Lavallee Brensinger Architects
99 Bedford Street
Boston, MA 02111

May 31, 2026
Invoice No: 0434803

Contract Amendment #17

Project NEX-2300326.00 Reading, MA - J. Warren Killiam Elementary School MSBA Project (sub LBPA)

LBA Project No: 23-106-00

Services Rendered Include: Prepare final construction documents. Prepared bid documents and specifications; Addressed addenda to bid documents.

Professional Services from December 27, 2025 to April 17, 2026

Task 00004 Design Development Phase

Fee

Billing Phase	**Fee**	**Percent Complete**	**Fee Earned**	**Prior Earned**	**Current Earned**
Design Development Phase	21,600.00	100.00	21,600.00	21,600.00	0.00
Total Fee	21,600.00		21,600.00	21,600.00	0.00

Total Fee **0.00**

Total this Task **0.00**

Task 00005 Construction Documents

Fee

Billing Phase	**Fee**	**Percent Complete**	**Fee Earned**	**Prior Earned**	**Current Earned**
Construction Documents	48,700.00	100.00	48,700.00	46,752.00	1,948.00
Total Fee	48,700.00		48,700.00	46,752.00	1,948.00

Total Fee **1,948.00**

Total this Task **1,948.00**

Task 00006 Bidding Phase

Fee

Billing Phase	**Fee**	**Percent Complete**	**Fee Earned**	**Prior Earned**	**Current Earned**
Bidding Phase	5,300.00	90.00	4,770.00	0.00	4,770.00
Total Fee	5,300.00		4,770.00	0.00	4,770.00

Total Fee **4,770.00**

Total this Task **4,770.00**

Task 00007 Construction Phase Administration

Fee

Billing Phase	**Fee**	**Percent Complete**	**Fee Earned**	**Prior Earned**	**Current Earned**
Construction Phase Administration	18,200.00	0.00	0.00	0.00	0.00
Total Fee	18,200.00		0.00	0.00	0.00

Total Fee	**0.00**
Total this Task	**0.00**

Task 00008 Meetings & Follow-on Services

Fee

Billing Phase	**Fee**	**Percent Complete**	**Fee Earned**	**Prior Earned**	**Current Earned**
Meetings & Follow-on Services	10,700.00	100.00	10,700.00	10,700.00	0.00
Total Fee	10,700.00		10,700.00	10,700.00	0.00

Total Fee	**0.00**
Total this Task	**0.00**
Total this Invoice	**6,718.00**

Billings to Date

	Current	**Prior**	**Total**
Fee	6,718.00	162,561.00	169,279.00
Totals	**6,718.00**	**162,561.00**	**169,279.00**

100 Federal Street
Floor 13
Boston, MA 02110

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Colliers
Project Leaders

July 15, 2026

Jayne Wellman
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: ***J Warren Killam Elementary School Project Management Services***
Invoice #0001192583

Dear Ms. Wellman:

Attached please find Colliers Project Leaders (CPL) invoice #0001192583, in the amount of $71,356.50 for Owner Project Manager services as authorized in Contract for the J Warren Killam Elementary School Project, during the month of June 2026.

In the period of June 1 - June 30, 2026, the specific tasks undertaken and billed to this invoice include:

- Prepare and attend in person School Building Committee meeting.
- Attend and prepared agendas for XLT Meetings.
- Attend Design meetings.
- Review and process Architect invoice.
- Modular relocation invoices and commitment review.
- Managed project bidding process.
- Evaluate FSB and GC Bids.
- Coordinated with the Town and Designer regarding the general contractor contract.

Please take note of our new remit to address;101 Crawfords Corner Road Suite 3400, Holmdel, New Jersey 07733. Please feel free to contact me at (508) 215-6050 if you have any questions concerning this invoice.

Sincerely,

Justin Ferdenzi,
Project Manager
Attachement : 2026 06 Colliers Invoice #1192583

ProPay Code:
$71,356.50: 0102-0500

Colliers Project Leaders
A Division of Colliers Engineering & Design

101 Crawfords Corner Road, Suite 3400
Holmdel, NJ 07733
732 383 1950

Town of Reading
Attn: Jayne Wellman
16 Lowell St
Reading, MA 01867

Invoice : 0001192583
Invoice Date : 7/7/2026

Project : 23010425A
Project Manager: Osterman, Derek
Project Name : Reading MA/ OPM - J. Warren Killam Elementary School

For Professional Services Rendered Through 6/30/2026

				Billings		
	Fee	**Remaining Fee**	**% Complete**	**To Date**	**Previous**	**Current**
Feasibility Study / Schematic Design Phase	320,000.00	0.00	100.00	320,000.00	320,000.00	0.00
Cost Estimating	15,500.00	0.00	100.00	15,500.00	15,500.00	0.00
Design Development	250,000.00	0.00	100.00	250,000.00	250,000.00	0.00
Construction Documents	500,000.00	103,222.75	79.36	396,777.25	325,420.75	71,356.50
Bidding	150,000.00	150,000.00	0.00	0.00	0.00	0.00
Construction Administration	3,175,000.00	3,175,000.00	0.00	0.00	0.00	0.00
Completion / Closeout	216,569.00	216,569.00	0.00	0.00	0.00	0.00
Estimating	54,000.00	10,000.00	81.48	44,000.00	44,000.00	0.00
Subtotal:	4,681,069.00	3,654,791.75	21.92	1,026,277.25	954,920.75	71,356.50

Current Billings	71,356.50
Amount Due This Bill	71,356.50

mike.carroll@collierseng.com;
justin.ferdenzi@collierseng.com

PM05 - Construction Documents

Labor

Rate Labor

Class	*Hours*	*Rate*	*Amount*
Assistant Project Manager	76.50	198.0000	15,147.00
MEP/Tech Support	6.25	260.0000	1,625.00
Project Director	38.25	354.0000	13,540.50
Project Manager	64.00	213.0000	13,632.00
Regional Director	1.00	458.0000	458.00
Senior Construction Representative	10.00	239.0000	2,390.00
Senior Project Manager	89.00	276.0000	24,564.00
Total Rate Labor			***71,356.50***

Total Labor **71,356.50**

Total Bill Task: PM05 - Construction Documents **71,356.50**

Total Project: 23010425A - Reading MA/ OPM - J. Warren Killam Elementary School **71,356.50**

100 Federal Street,
Floor 13
Boston, MA 02110

Main: +1 617 330 8000
www.cplusa.com

Colliers
Project Leaders

July 15, 2026

Jayne Wellman
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: ***J Warren Killam Elementary School –David Dallaire Clerk of Work Services***
Invoice #DDCOW06

Dear Ms. Wellman,

Colliers Project Leaders, the Owner's Project Manager, has reviewed the attached, David Dallaire, invoice # DDCOW06, and recommend payment of $1,275.00 for construction management clerk of work services for the month of June 2026 for the J Warren Killam Elementary School Project.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
DDCOW06	**David Dallaire - Clerk of Work Services**	$1,275.00	0102-9900

Please feel free to contact me at (617) 860-2267 if you have any questions concerning this invoice.

Sincerely,

Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

Attachment: 2026 06 David Dallaire Invoice #DDCOW06 $1,275.00 - ProPay Code: 0102-9900

Invoice for Facilities Clerk Labor

David R. Dallaire, Facilities Clerk
42 Margin Street
Peabody, MA 01960-1930

OK to PAY 7-29-26

Invoice Number: 6/29/26
Date June 29, 2026
Total Time: 17 Hours
Total Invoice: $1275.00

JUNE 2026

6/8	Signed off document at City Hall	2 Hrs
6/12	Zoom Mtg Bids under review	2 Hrs
6/15	Zoom Mtg. Bids Under review	2 Hrs
6/21	Reading Email review and respond	2 Hrs
6/23	Zoom Mtg 10:30-noon	2 Hrs
6/24	Meet and Greet City Hall 1:30- 3 Pm	4 Hrs
6/25	Notified to meet at Office on 6/29	1 Hr
6/29	Meet at 7:30 am and sign Invoice	2 Hrs
	Total	17Hrs

David R Dallaire
Facilities Clerk 6/29/26

100 Federal Street,
Floor 13
Boston, MA 02110

Main: +1 617 330 8000
www.cplusa.com

Colliers
Project Leaders

July 15, 2026

Jayne Wellman
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: ***J Warren Killam Elementary School – Cabot Risk Strategies, LLC Invoice***

Dear Ms. Wellman,

Colliers Project Leaders has reviewed and based on the recommendation from the Town of Reading, we are recommending the approval of Cabot Risk Strategies LLC invoice and recommend payment of $145,782.00 for New Builders Risk during the construction phase for the J Warren Killam Elementary School Project.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
N/A	**New Builders Risk**	$145,782.00	0502-0000

Please feel free to contact me at (617) 860-2267 if you have any questions concerning this invoice.

Sincerely,

Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

Attachment: 2026 07 Cabot Risk Strategies Invoice $145,782.00 - ProPay Code: 0502-0000

CABOT
Risk Strategies LLC

Cabot Risk Strategies LLC
15 Cabot Rd.
Woburn, MA 01801
Phone: (800) 222-5963
Fax: (781) 376-9907

INVOICE

April 14, 2026

Town of Reading
15 Lowell St.
Reading, MA 01867

Effective Date	Description	Premium
4/17/26	New Builders Risk for Killam Elementary School	$144,339
	Hanover Insurance Co. 6/1/26 to 1/1/28	
	Terrorism	$1,443
	TOTAL AMOUNT DUE:	**$145,782**

Please Make Checks Payable to:	Visit our website for more information:
Cabot Risk Strategies LLC 15 Cabot Rd. Woburn, MA 01801 Phone: (800) 222-5963	www.cabotrisk.com

THANK YOU FOR YOUR BUSINESS!

100 Federal Street,
Floor 13
Boston, MA 02110

Main: +1 617 330 8000
www.cplusa.com

Colliers
Project Leaders

July 14, 2026

Jayne Wellman
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: ***J Warren Killam Elementary School – Bid Phase Legal Services***
Invoice # 3223

Dear Ms. Wellman,

Colliers Project Leaders has reviewed and based on the recommendation from the Town of Reading, we are recommending the approval of Harrington Heep LLP invoice #3223 and recommend payment of $2,808.00 for Legal services during the bid phase for the J Warren Killam Elementary School Project.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
3223	**Bid Phase - Legal Services**	$2,808.00	0101-0000

Please feel free to contact me at (617) 860-2267 if you have any questions concerning this invoice.

Sincerely,

Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

Attachment: 2026 07 Harrington Heep Invoice #3223 $2,808.00 - ProPay Code: 0101-0000

Harrington Heep LLP
40 Grove St Suite 190
Wellesley, MA 02482
6174891600
www.harringtonheep.com

Reading, Town of
16 Lowell Street
Reading, MA 01867

V= 343961 ~~#515530 530110~~ Change to Killam project

June 18, 2026

Invoice Number: 3223
Invoice Period: 05-01-2026 - 05-31-2026
Payment Due By: 07-18-2026

RE: Construction Projects - Killam Project

Date	Professional	Description	Hours	Rate	Amount
05-05-2026	Jennie Merrill	Attend to bidding issue. Review correspondence with client, bidder, and Attorney General's office. Review bid protest decisions. Email with AGO.	2.70	240.00	648.00
05-05-2026	Ivria Fried	Attend to Bid Protest for Killam.	0.10	240.00	24.00
05-06-2026	Jennie Merrill	Attend to filed sub bid issues.	2.50	240.00	600.00
05-07-2026	Jennie Merrill	Attend to bidding issues. Meeting with client and design team. Review project files.	1.50	240.00	360.00
05-08-2026	Jennie Merrill	Attend to rebid. Review and revise addendum. Review correspondence with client and design team.	1.00	240.00	240.00
05-11-2026	Jennie Merrill	Attend to tax consultant contract.	0.20	240.00	48.00
05-12-2026	Jennie Merrill	Attend to notice. Email with client and design team. Review law.	0.30	240.00	72.00
05-13-2026	Jennie Merrill	Email with client and design team re: rebid.	0.30	240.00	72.00
05-14-2026	Jennie Merrill	Attend to rebid issue. Review and revise bid documents.	0.50	240.00	120.00
05-15-2026	Jennie Merrill	Attend to rebid. Review letter to bidders. Email with client and consultants.	0.60	240.00	144.00
05-18-2026	Jennie Merrill	Attend to rebidding issues.	0.20	240.00	48.00

Matter Statement of Account

As of 06-18-2026

Matter		Balance Due
Construction Projects - Killam Project		2,808.00
	Total Amount to Pay	**2,808.00**

Construction Projects - Killam Project

Transactions

Date	Transaction	Applied	Invoice	Amount
05-26-2026	Previous Balance			1,656.00
06-11-2026	Payment Received - Reference 3132			(1,656.00)
06-11-2026	Payment Applied	1,656.00	3132	
06-18-2026	Invoice 3223			2,808.00
			Balance	**2,808.00**

100 Federal Street,
Floor 13
Boston, MA 02110

www.cplusa.com

Colliers
Project Leaders

July 15, 2026

Jayne Wellman
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J. Warren Killam Elementary School Project Management – Cabot Proposal

Dear Ms. Wellman:

As you know the School Building committee voted to have the Town provide the Builder's Risk insurance direct, rather than having the contractor provide it. Based on this direction, Colliers Project Leaders has reviewed and are recommending the approval of Cabot Risk Strategies, LLC proposal to the J. Warren Killam Elementary School project. Cabot Risk Strategies, LLC proposal is for the New Builders Risk insurance, including terrorism for a total of *One Hundred Forty-Five Thousand Seven Hundred Eighty-Two 00/100 Dollars ($145,782.00)*. (ProPay Code: 0502-0000)

As project work is ongoing, we respectfully request execution of this agreement at the earliest opportunity. Please let us know if you have any questions.

Sincerely,

Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

cc: Mike Carroll, Colliers Project Leaders
Carla Nazzaro, School Building Committee Chair

Cabot Risk Strategies, LLC

Town of Reading

Connor Powers

Account Executive

April 14, 2026

Insurance Proposal

MIIA Nonprofit Locally based Member driven

Serving Massachusetts communities since 1982

Member Sponsored Insurance Programs

MIIA | BuildPro

MUNICIPAL CONSTRUCTION PROTECTION

Introducing MIIA BuildPro, a builder's risk protection program custom designed for municipal building renovations, additions and new construction projects. Providing MIIA members broad coverage, risk management training and local expertise for all phases of construction.

BROAD COMPREHENSIVE COVERAGE

This specialized builder's risk protection program is part of the established underwriting partnership with The Hanover Insurance Group – A rated by A.M. Best Company. With pre-negotiated underwriting terms and conditions based on long-term experience with municipal construction projects, we are offering MIIA members a comprehensive solution featuring innovative coverages, customizable options and local support and simplified implementation. No matter the size or complexity of the building project, this program offers a customized approach to address the unique exposures at every phase of the process.

RISK MANAGEMENT SOLUTIONS

Together with Hanover, the MIIA BuildPro program offers expansive risk management solution resources, education and on-site support from construction experts who understand the unique requirements of the municipal market. From the planning stage to completion, the MIIA risk management team has the expertise and tools to guide members through every aspect of the project with the general contractor, and project manager including: project scope, onsite inspections, OSHA regulations and much more.

LOCAL SUPPORT, RESOURCES AND EXPERTISE

A dedicated team of experts has been assembled to provide the support, best practices and training at every step. The expanded training programs and tools include online resources, risk solution checklists, surveillance systems, along with webinars and workshops.

SPECIALIZED CLAIMS MANAGEMENT TEAM

Working in partnership with the MIIA claims team, Hanover is recognized for its expertise and service excellence, 24-hour claims response and efficient turnaround on payments.

BuildPro COVERAGE INCLUDES THE FOLLOWING AREAS:

- Property in transit & storage
- Flood & Earthquake coverages
- Municipal personal property
- Construction trailers & site contents
- Ordinance & law coverages
- Pollution cleanup
- Contract penalty coverage

CONTACT YOUR MIIA ACCOUNT EXECUTIVE FOR MORE INFORMATION.
3 CENTER PLAZA, SUITE 610, BOSTON, MA 02108 800.882.1498

MIIA Nonprofit Locally based Member driven
Serving Massachusetts communities since 1982

Cabot Risk Strategies LLC
Customized Risk Management Services

Cabot Risk Strategies serves thousands of individuals and families and hundreds of public entities, non-profits, health care and real estate businesses. Each year we manage over 4500 claims through our TPA Services. Our client base continues to expand, both within the region and within the industries we serve. We recognize that every client is different, with varying degrees of risk appetite and service specifications. That's why we work with a flexible service model. At Cabot, we provide customized risk management services to meet the unique needs of our clients. This approach offers clients complete 360° of protection.

Brokerage Services

Each client presents a specialized set of risks and exposures requiring a specialized solution. Whether for business and commercial risk or personal and family, we provide the right solution at the right price. To complement the management of retained risk, Cabot offers a full-service brokerage portfolio to deliver insured, guaranteed cost insurance products. Our goal is to help our clients establish a balanced mix of insured and self-insured products and services that will achieve the most desired, cost effective program.

Our Team

Our employees are dedicated professionals, and experts at what they do. They're client-focused individuals who enjoy resolving issues and developing innovative solutions. Cabot Risk Strategies is an independent, regional TPA with a New England focus. You'll find that makes us a little different. Our people are down-to-earth, always willing to share their expertise and take the time to get things right. Doing business with Cabot Risk Strategies means doing business with real people. And in these times of consolidations and constant change, that can make all the difference in the world.

Carriers

We work directly with over one hundred insurers. Among these are an elite group of superlative companies we have designated as our core insurer partners. We have chosen them for their:

- Strong service ethic and excellence
- Commitment to improving our clients' loss ratios
- Shared values of integrity, honesty, and business principles
- Innovation, flexibility, and ability to "think out of the box"
- Willingness to work as team members and partners
- Commitment to the local independent agency and the local community

AM Best Rating

A++ and A+ (Superior)
Assigned to companies which have, on balance, superior balance sheet strength, operating performance and business profile when compared to the standards established by the A.M. Best Company. These companies, in A.M. Best's opinion, have a very strong ability to meet their ongoing obligations to policyholders.

A and A- (Excellent)
Assigned to companies which have, on balance, excellent balance sheet strength, operating performance and business profile when compared to the standards established by the A.M. Best Company. These companies, in A.M. Best's opinion, have strong ability to meet their ongoing obligations to policyholders.

Financial Size Categories (FSC)

Assigned to all companies by A.M. Best, the FSC reflects company size based on capital, surplus and conditional reserve funds in millions of U.S. dollars using the scale below. The FSC is designed to provide the subscriber with a convenient indicator of the size of a company in terms of its statutory surplus and related accounts. Many insurance buyers only want to consider buying insurance coverage from companies that they believe have sufficient financial capacity to provide the necessary policy limits to insure their risks. Although companies utilize reinsurance to reduce their net retention on the policy limits they underwrite, many buyers still feel more comfortable buying from companies perceived to have greater financial capacity.

FSC I	less	than	1
FSC II	1	to	2
FSC III	2	to	5
FSC IV	5	to	10
FSC V	10	to	25
FSC VI	25	to	50
FSC VII	50	to	100
FSC VIII	100	to	250
FSC IX	250	to	500
FSC X	500	to	750
FSC XI	750	to	1,000
FSC XII	1,000	to	1,250
FSC XIII	1,250	to	1,500
FSC XIV	1,500	to	2,000
FSC XV	greater	than	2,000

BUILDERS RISK

Named Insured:	**Town of Reading**	
Insurance Company:	Hanover Insurance Company AM Best Rating "A"	
Policy Number:	TBD	
Policy Period:	June 1, 2026 to January 1, 2028	
Description:	New Construction - Killam Elementary School	
Covered Location[s]:	333 Charles St., Reading, MA 01867	
	Limit	***Coverage***
Limits & Coverages:	$104,696,394	New Construction
	$104,696,394	Limit for all Buildings or Structures
	$ 2,500,000	Property in Transit
	$ 2,500,000	Property at Temporary Storage or Off-Site
	$ 25,000	Trees, Plants, Lawns, Shrubs
	$ 25,315,389	Soft Costs
	$104,696,394	Equipment Breakdown and Testing Property Damage
	$ 25,315,389	Delay in Completion
	$ 50,000	Pollutants
	$25,000,000	Flood
	$ 25,000,000	Earthquake
	$ 250,000	Business Personal Property
	$ 100,000	Loss Adjustment Expense
	$ 100,000	Construction Trailers and Contents at Job Site
	$ 50,000	Contract Penalty Coverage
	$ 1,000,000	Debris Removal

Builders Risk continued:

	$ 250,000	Emergency Removal to Preserve Covered Property
	$ 500,000	Expediting Expenses
	Covered	Expenses to Re-erect Undamaged Scaffolding
	$ 50,000	Police and Fire Department Surcharge
	$ 50,000	Fire Suppression Equipment Recharging
	$ 250,000	Fungus, Wet Rot, Dry Rot, Bacteria
	10% Limit	Insufficiency of Limit ($1,000,000 max)
	$ 2,500	Key Coverage
	Included	Ordinance or Law – Undamaged Portion of Building
	$ 1,000,000	Ordinance or Law – Demolition & Increased Cost of Construction
	$ 100,000	Pollutant Clean Up and Removal
	$ 10,000	Reward Payment
	$ 100,000	Sewer and Drain Back Up Limit
	$ 250,000	Valuable Papers and Records
	$ 25,000	Errors and Omissions
Deductibles:	$ 25,000	Per Occurrence, except
	$ 25,000	Earthquake
	$ 25,000	Flood

Terms & Conditions:

Permission to Occupy is granted
$75,000 Minimum Earned Premium
Replacement Cost Valuation
Coinsurance Not Applied

Subjectivities:

Favorable loss control inspection and compliance with essential recommendations
Budget breakdown by trade
Confirmation on selected GC

COVERAGE WILL BE MADE EFFECTIVE UPON RECEIPT OF PAYMENT

WHEN COVERAGE ENDS

****IMPORTANT - PLEASE READ****

The builders risk policy includes the following conditions that will cease coverage.

Coverage ends when **any ONE of the following first occurs:**

a. This Policy expires or is cancelled;
b. The "Building and Structure" is accepted by the purchaser or owner under the contract of construction, even if the owner or purchaser is an insured under this Policy;
c. Your interest in the "Building or Structure" ceases;
d. You abandon construction with no intent to complete it;
e. Ninety (90) days after construction on the project is complete;
f. When the "Building or Structure":
    1) Is occupied in whole or in part; or
    2) Is put to its intended use
g. You sign a Certificate of Substantial Completion. **We recommend that you do not sign a Certificate of Substantial Completion until the project is fully completed (which may include a punch list).**

<u>PLEASE NOTE</u>: A Certificate of Substantial Completion, when executed and accepted, is a condition that will terminate the builders risk coverage. This is one of the conditions that commonly terminates coverage without the insured realizing that coverage has ceased.

To prevent a gap in coverage you must notify us prior to signing and accepting the Certificate of Substantial Completion. We should also be notified prior to taking action that will meet any of the other conditions and cease coverage as well.

Please contact your Account Executive or Account Manager for a review of these conditions.

TOWN OF READING PREMIUM SUMMARY

Coverage	Carrier	Premium
Builders Risk, Including Terrorism	**Hanover Insurance Co.**	**$ 145,782**

TERRORISM OPTIONAL: $1,443 INCLUDED ABOVE, SUBJECT TO SIGNED REJECTION

COVERAGE WILL BE MADE EFFECTIVE UPON RECEIPT OF PAYMENT

ACCEPTED BY: ______________________________________

DATE: ______________________

This is a coverage summary, not a legal contract. This summary is provided to assist in your understanding of your insurance program. Please refer to the actual policies for specific terms, conditions, limitations and exclusions that will govern in the event of a loss. Specimen copies of all policies are available for review prior to the binding of coverage.

In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operation, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed.

Higher limits may be available. Please contact us if you would like a quote.

Information Concerning Our Compensation: Unless otherwise specifically negotiated and agreed to with our client, our professional compensation is customarily based on commission calculated as a percentage of the premium collected by the insurer and are paid to us by the insurer. We may also receive from insurers and insurance intermediaries additional compensation (monetary and non-monetary), which is contingent on volume, profitability or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. In addition to commissions, we may charge fees to you provided however, such fees will always be identified separately and in agreement with you. We will be pleased to discuss with you further details of any contingent compensation agreements pertinent to your placement upon your request.

CABOT
Risk Strategies LLC

Cabot Risk Strategies LLC
15 Cabot Rd.
Woburn, MA 01801
Phone: (800) 222-5963
Fax: (781) 376-9907

INVOICE

April 14, 2026

Town of Reading
15 Lowell St.
Reading, MA 01867

Effective Date	Description	Premium
4/17/26	New Builders Risk for Killam Elementary School	$144,339
	Hanover Insurance Co. 6/1/26 to 1/1/28	
	Terrorism	$1,443
	TOTAL AMOUNT DUE:	**$145,782**

Please Make Checks Payable to:	Visit our website for more information:
Cabot Risk Strategies LLC 15 Cabot Rd. Woburn, MA 01801 Phone: (800) 222-5963	www.cabotrisk.com

THANK YOU FOR YOUR BUSINESS!

IMPORTANT - CLAIMS REPORTING INFORMATION

Reporting incidents and claims timely is very important as delays in reporting could compromise coverage. In the event you have an incident or claim to report, we have a full service Claims Department to assist you.

Please include the following information when reporting incidents and claims:

- Named Insured
- Policy Number
- Date of Incident
- Time of incident
- Location of incident
- Full Description of the incident, damages, injuries
- Claimant or potential Claimant name(s)
- Witnesses to the incident
- Contact name, phone number, email address

Automobile related claims:

- Description of Vehicle(s) involved
- Driver name, contact and Insurance information for all drivers involved

Please direct notices of incidents or claims to any of the following:

- Email report to claims@cabotrisk.com
- Fax report to (781) 376-9907
- Call (800) 222-5963
- Call or email your Account Manager

OCCURRENCE VS. CLAIMS MADE LIABILITY COVERAGE

Liability Policies can be on an Occurrence Basis or a Claims Made Basis. It is important to know what basis your policy(ies) is/are as there is a difference in timing of reporting claims. Please review your policy and contact us if you have any questions.

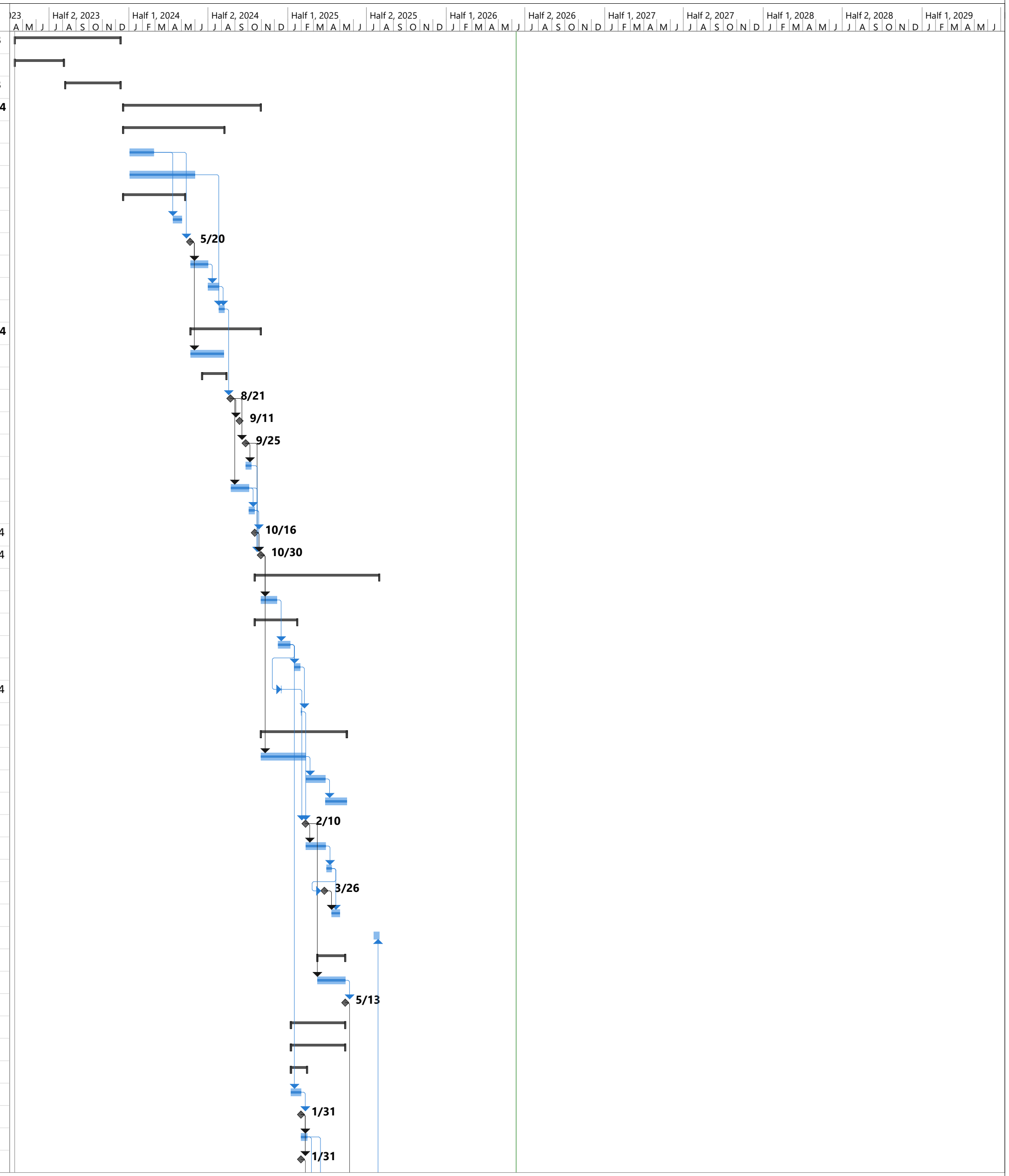
Occurrence based policies cover incidents that happen during your policy period, regardless of when you file a claim.

Claims Made based polices cover incidents that happen during your policy period (or after the retroactive date) and are also reported ***during the policy period*** or during the extended reporting period.   It is very important to report a claim immediately if your policy is Claims Made.

Killiam Elementary School

Colliers
Project Leaders

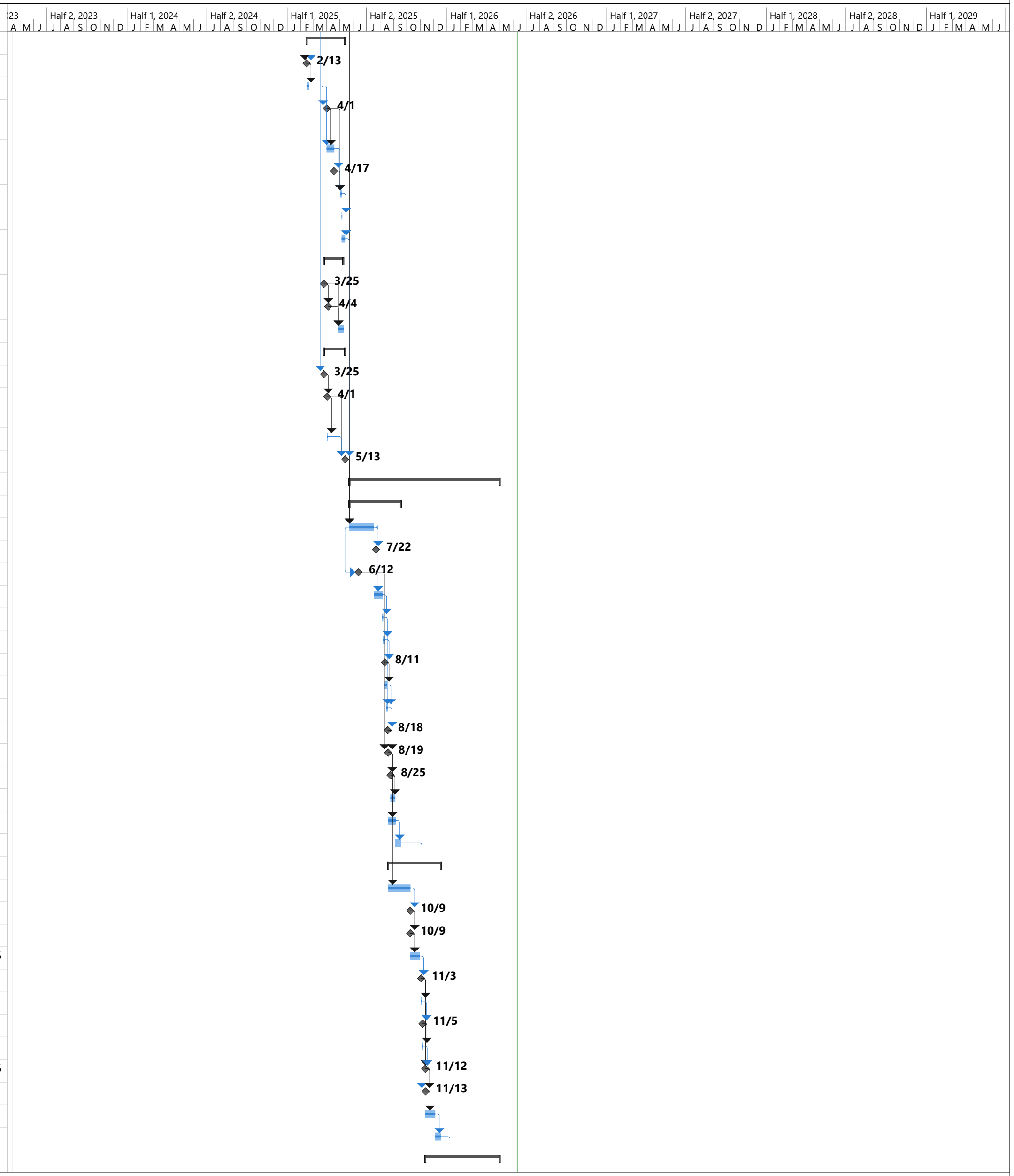
ID	Task Name	Duration	Start	Finish
1	**Forming the Team (MSBA MOD 02)**	**187 days**	**Thu 4/13/23**	**Tue 12/12/23**
2	**OPM Selection**	**86.5 days**	**Thu 4/13/23**	**Thu 8/3/23**
10	**Design Team Selection**	**99.25 days**	**Mon 8/7/23**	**Tue 12/12/23**
28	**Feasibility (MSBA MOD 03)**	**244 days**	**Mon 12/18/23**	**Wed 10/30/24**
29	**Preliminary Design Program Initiative (PDP)**	**179 days**	**Mon 12/18/23**	**Wed 8/7/24**
30	Existing Conditions Assessment	42 days	Tue 1/2/24	Mon 2/26/24
31	Design Process	117 days	Tue 1/2/24	Fri 5/31/24
32	**Meetings - Community, SBC, User Groups**	**110 days**	**Mon 12/18/23**	**Thu 5/9/24**
42	Cost Estimating - Preliminary Alternatives	15 days	Thu 4/11/24	Wed 5/1/24
43	Preliminary Design Program Submission (PDP)	0 days	Mon 5/20/24	Mon 5/20/24
44	MSBA PDP Review	30 days	Tue 5/21/24	Mon 7/1/24
45	District Response to MSBA PDP Review Comments	20 days	Mon 7/1/24	Thu 7/25/24
46	MSBA Acceptance of PDP	10 days	Fri 7/26/24	Wed 8/7/24
47	**Preferred Schematic Report (PSR)**	**125 days**	**Tue 5/21/24**	**Wed 10/30/24**
48	Design Process (PSR)	57.88 days	Tue 5/21/24	Mon 8/5/24
49	**Meetings - Community, SBC, User Groups**	**43 days**	**Mon 6/17/24**	**Mon 8/12/24**
55	Preferred Schematic Report Submission (PSR)	0 days	Wed 8/21/24	Wed 8/21/24
56	MSBA Facilities Assessment Subcommittee (FAS)	0 days	Wed 9/11/24	Wed 9/11/24
57	MSBA Facilities Assessment Subcommittee (FAS)	0 days	Wed 9/25/24	Wed 9/25/24
58	District Response to FAS Comments	10 days	Wed 9/25/24	Tue 10/8/24
59	MSBA PSR Review	32 days	Thu 8/22/24	Wed 10/2/24
60	District Response to MSBA PSR Review Comments	9 days	Thu 10/3/24	Tue 10/15/24
61	MSBA Conference Call to Review PSR	0 days	Wed 10/16/24	Wed 10/16/24
62	MSBA Board Approval of Preferred Solution	0 days	Wed 10/30/24	Wed 10/30/24
63	**Schematic Design (MSBA MOD 04)**	**219 days**	**Wed 10/16/24**	**Wed 7/30/25**
64	Schematic Design	28 days	Wed 10/30/24	Fri 12/6/24
65	**Meetings - SBC**	**73 days**	**Wed 10/16/24**	**Wed 1/22/25**
71	SD Cost Estimates	20 days	Mon 12/9/24	Mon 1/6/25
72	Establish Project Scope & Budget	10 days	Wed 1/15/25	Wed 1/29/25
73	Establish CM@R or ch149	0.88 days	Mon 12/16/24	Mon 12/16/24
74	OPM Informational email to MSBA	0.88 days	Fri 1/31/25	Fri 1/31/25
75	**DESE Submittal**	**152 days**	**Wed 10/30/24**	**Fri 5/16/25**
76	Prepare DESE Submittal	77 days	Wed 10/30/24	Tue 2/11/25
77	MSBA Review of DESE Submittal	36 days	Tue 2/11/25	Fri 3/28/25
78	DESE Review & Approve	39 days	Fri 3/28/25	Fri 5/16/25
79	**Schematic Design Report Submission**	**0 days**	**Mon 2/10/25**	**Mon 2/10/25**
80	MSBA SD Review	36.88 days	Tue 2/11/25	Fri 3/28/25
81	District Response to MSBA SD Review Comments	11 days	Mon 3/31/25	Fri 4/11/25
82	Project Scope and Budget Conference	0 days	Wed 3/26/25	Wed 3/26/25
83	MSBA Board Approval Schematic Design	13 days	Fri 4/11/25	Wed 4/30/25
84	50% DCAMM Designer Evaluation Submission	10 days	Thu 7/17/25	Wed 7/30/25
85	**Extended Design Prior to the Start of DD**	**46 days**	**Mon 3/10/25**	**Tue 5/13/25**
86	Extendend Design	46 days	Mon 3/10/25	Tue 5/13/25
87	Owner release into DD	0 days	Tue 5/13/25	Tue 5/13/25
88	**Funding the Project (MSBA MOD 05)**	**96.75 days**	**Wed 1/8/25**	**Tue 5/13/25**
89	**Reading Funding Process**	**96.75 days**	**Wed 1/8/25**	**Tue 5/13/25**
90	**Develop Meeting & Vote Language**	**26.88 days**	**Wed 1/8/25**	**Thu 2/13/25**
91	Secure MSBA Vote & Specical Town Meeting Language	18 days	Wed 1/8/25	Fri 1/31/25
92	Finalize Language with Town Council & MSBA	0 days	Fri 1/31/25	Fri 1/31/25
93	Submit Language to Matt to Write Article	11 days	Fri 1/31/25	Thu 2/13/25
94	Submit Language to Laura (Min 35 days before election)	0 days	Fri 1/31/25	Fri 1/31/25



Project: 2023 09-18 Reading Ki
Date: Thu 6/11/26

Task | Milestone ◆ | Summary

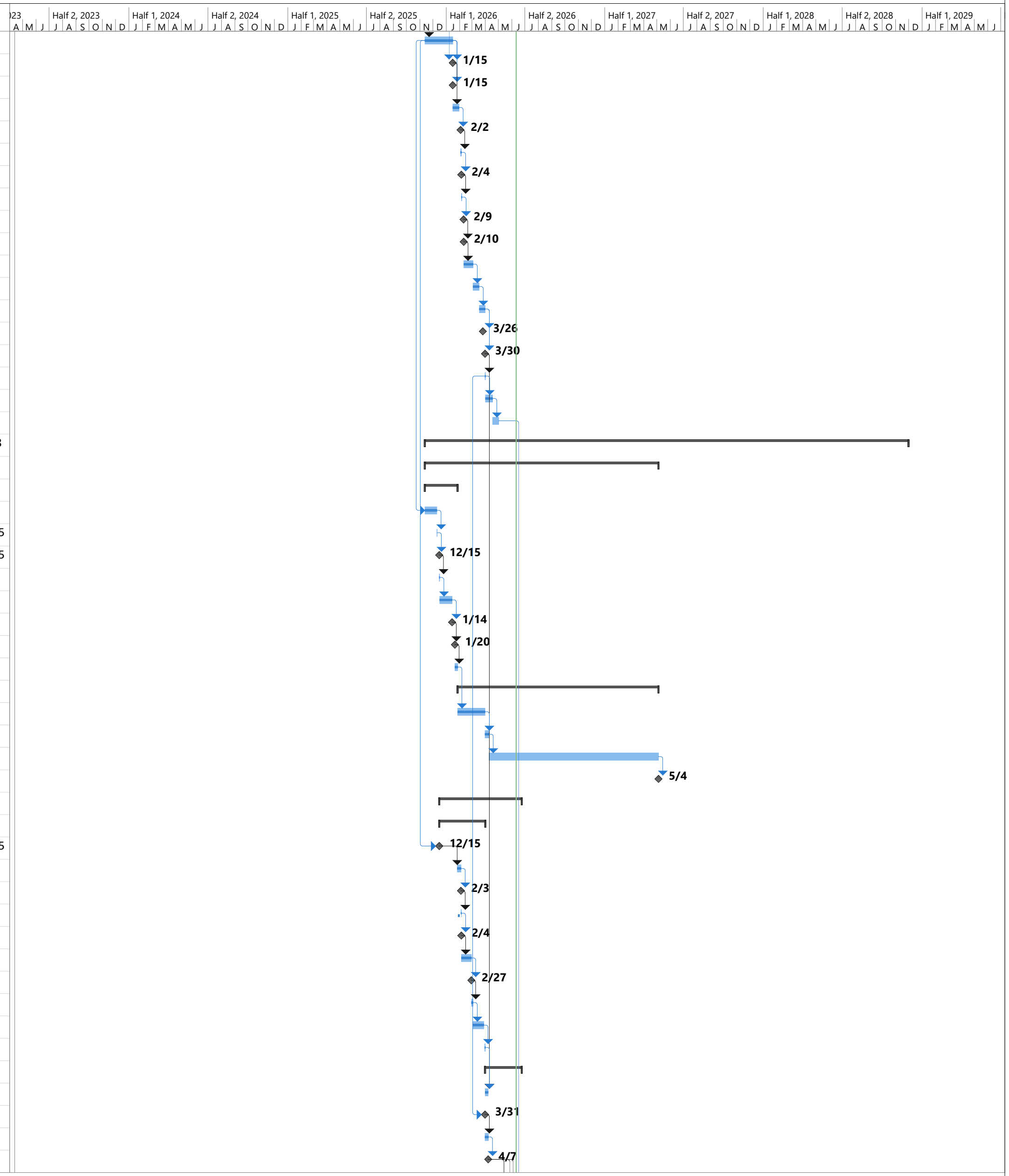
ID	Task Mode	Task Name	Duration	Start	Finish
95		**Special Town Meeting**	**61.25 days**	**Thu 2/13/25**	**Mon 5/12/25**
96		Information to Select Board for Special Town Meeting	0 days	Thu 2/13/25	Thu 2/13/25
97		Select Board Meeting - Vote to Close Warrant for Special Town Meeting	2 days	Fri 2/14/25	Tue 2/18/25
98		Select Board Meeting - Vote for Special Town Meeting (14 days before Town Meeting and no meeting on 04/08/25 or 04/15/25)	0 days	Tue 4/1/25	Tue 4/1/25
99		Special Town Meeting Warrant Published	14 days	Tue 4/1/25	Thu 4/17/25
100		Special Town Meeting Warrant Report Published	0 days	Thu 4/17/25	Thu 4/17/25
101		Special Town Meeting (05/01-05/05)	2 days	Thu 5/1/25	Mon 5/5/25
102		Post Warrant for Election	1 day	Mon 5/5/25	Tue 5/6/25
103		Waiting Period after Special Town Meeting	5 days	Mon 5/5/25	Mon 5/12/25
104		**Town Meeting**	**32.13 days**	**Tue 3/25/25**	**Thu 5/8/25**
105		Town Meeting Warrant Published	0 days	Tue 3/25/25	Tue 3/25/25
106		Town Meeting Warrant Report Published	0 days	Fri 4/4/25	Fri 4/4/25
107		Town Meeting (04/28, 05/01, 05/05 & 05/08)	10 days	Mon 4/28/25	Thu 5/8/25
108		**Popular Election**	**34.5 days**	**Tue 3/25/25**	**Tue 5/13/25**
109		Information to Select Board for Elections	0 days	Tue 3/25/25	Tue 3/25/25
110		Select Board Meeting - Vote for Election to happen (35 days before election and no meeting on 04/08 or 04/15)	0 days	Tue 4/1/25	Tue 4/1/25
111		Select Board must notify the Town Clerk of Election	1 day	Wed 4/2/25	Wed 4/2/25
112		**Vote (Special Elecation - Has to be 7 days after closing and Historically on a Tue**	**0 days**	**Tue 5/13/25**	**Tue 5/13/25**
113		**Design Development (MODULE 6)**	**262.25 days**	**Fri 5/23/25**	**Fri 5/1/26**
114		**Design Development (DD)**	**89.38 days**	**Fri 5/23/25**	**Wed 9/17/25**
115		Design Development Drawings	41 days	Fri 5/23/25	Thu 7/17/25
116		MHC - Project Notification Form Filing	0 days	Tue 7/22/25	Tue 7/22/25
117		Register Project with USBGC	0 days	Thu 6/12/25	Thu 6/12/25
118		DD Cost Estimating	15 days	Thu 7/17/25	Tue 8/5/25
119		DD Estimate Reconciliation Meeting	2 days	Wed 8/6/25	Thu 8/7/25
120		Finalize VE log and Reconciled Budget	2 days	Thu 8/7/25	Mon 8/11/25
121		Review Budget with XLT	0 days	Mon 8/11/25	Mon 8/11/25
122		Issue SBC Documents	4 days	Mon 8/11/25	Fri 8/15/25
123		SBC Meeting	1 day	Fri 8/15/25	Mon 8/18/25
124		SBC Meeting - Approve DD Submission	0 days	Mon 8/18/25	Mon 8/18/25
125		Submit DD Pacakge to MSBA	0 days	Tue 8/19/25	Tue 8/19/25
126		Site Plan Review and Stormwater Permit Special Hearing	0 days	Mon 8/25/25	Mon 8/25/25
127		Site Plan Review and Stormwater Permit Approval	8 days	Mon 8/25/25	Wed 9/3/25
128		MSBA Review and Comments (Business Days)	13 days	Tue 8/19/25	Thu 9/4/25
129		Respond to MSBA DD comments (Business Days)	10 days	Thu 9/4/25	Wed 9/17/25
130		**60% Construction Documents Phase (60% CD)**	**93 days**	**Tue 8/19/25**	**Thu 12/18/25**
131		60% Construction Drawings	40 days	Tue 8/19/25	Thu 10/9/25
132		SBC Meeting	0 days	Thu 10/9/25	Thu 10/9/25
133		60% CDs for Pricing	0 days	Thu 10/9/25	Thu 10/9/25
134		60% CD Cost Estimating	15 days	Thu 10/9/25	Wed 10/29/25
135		60% CD Reconciliation Meeting	0 days	Mon 11/3/25	Mon 11/3/25
136		Finalize VE log and Reconciled Budget	2 days	Mon 11/3/25	Tue 11/4/25
137		Review Budget with XLT	0 days	Wed 11/5/25	Wed 11/5/25
138		Issue SBC Documents	1 day	Thu 11/6/25	Thu 11/6/25
139		SBC Meeting - Approve 60% Submission	0 days	Wed 11/12/25	Wed 11/12/25
140		Submit 60% CD Package to MSBA	0 days	Thu 11/13/25	Thu 11/13/25
141		MSBA Review and Comments (Business Days)	16 days	Thu 11/13/25	Thu 12/4/25
142		Respond to MSBA 60% comments (Business Days)	11 days	Thu 12/4/25	Thu 12/18/25
143		**90% Construction Documents Phase (90% CD)**	**130.5 days**	**Wed 11/12/25**	**Fri 5/1/26**



Project: 2023 09-18 Reading Ki
Date: Thu 6/11/26

Task | Milestone ◆ | Summary

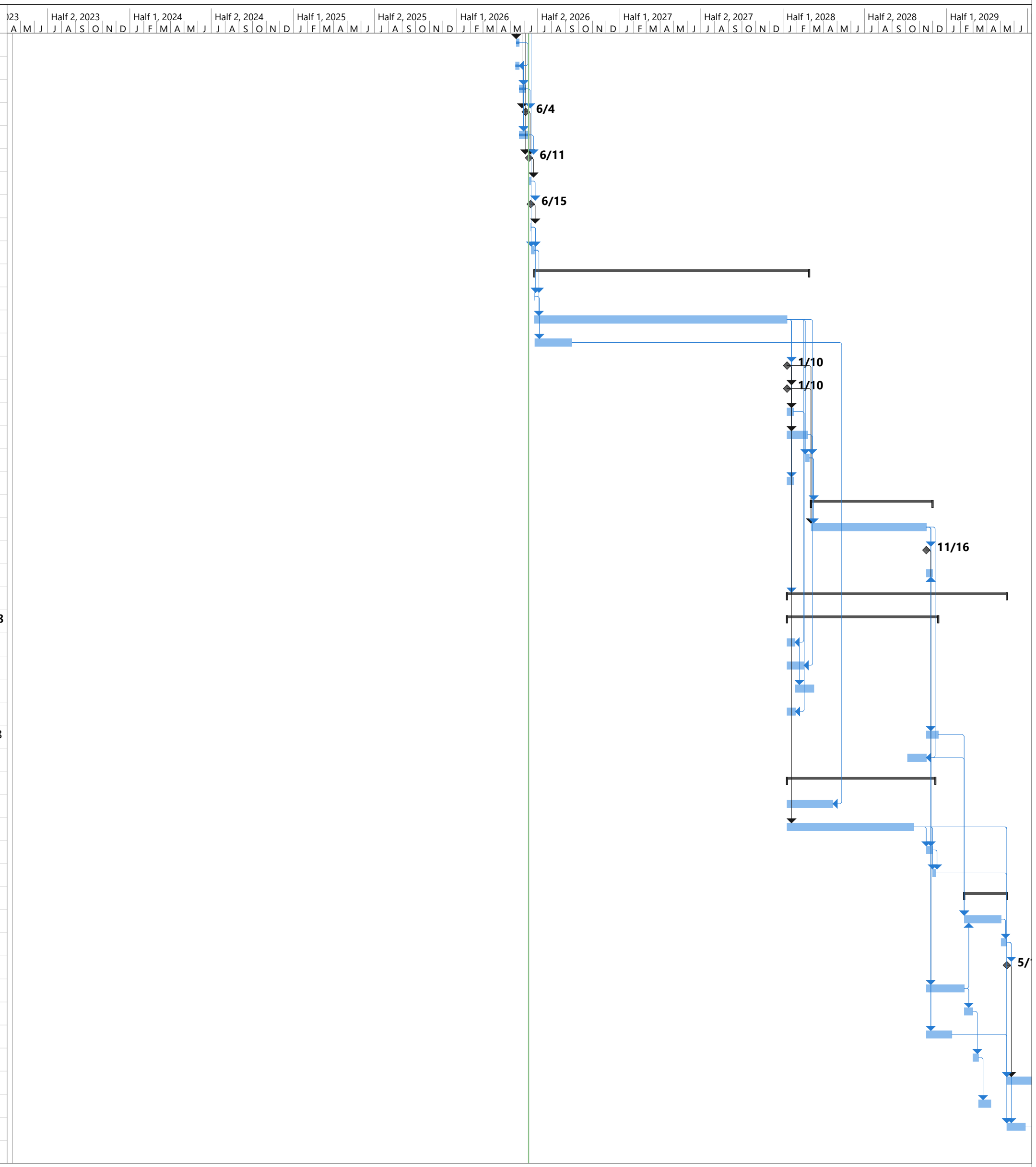
ID	Task Mode	Task Name	Duration	Start	Finish
144		90% Construction Documents	49 days	Wed 11/12/25	Thu 1/15/26
145		90% CDs Issued for Cost Estimating	0 days	Thu 1/15/26	Thu 1/15/26
146		90% CDs Issued for Code Review	0 days	Thu 1/15/26	Thu 1/15/26
147		90% CD Cost Estimating	10 days	Thu 1/15/26	Thu 1/29/26
148		90% CD Reconciliation Meeting	0 days	Mon 2/2/26	Mon 2/2/26
149		Finalize VE log and Reconciled Budget	2 days	Mon 2/2/26	Wed 2/4/26
150		Review Budget with XLT	0 days	Wed 2/4/26	Wed 2/4/26
151		Issue SBC Documents	1 day	Wed 2/4/26	Thu 2/5/26
152		SBC Meeting - Approve 90% CD Submission	0 days	Mon 2/9/26	Mon 2/9/26
153		Submit 90% CD Package to MSBA	0 days	Tue 2/10/26	Tue 2/10/26
154		MSBA review of 90% Package (Business Days)	16 days	Tue 2/10/26	Tue 3/3/26
155		District Team's Response to MSBA Review of 90% package (Business Days)	11 days	Tue 3/3/26	Tue 3/17/26
156		Completion of the Bid Documents	10 days	Wed 3/18/26	Mon 3/30/26
157		Issue SBC Documents	0 days	Thu 3/26/26	Thu 3/26/26
158		SBC Meeting - Approve Bid Document Submission	0 days	Mon 3/30/26	Mon 3/30/26
159		100% CD Package MSBA Submission	1 day	Tue 3/31/26	Tue 3/31/26
160		100% CD Package to MSBA review	14 days	Wed 4/1/26	Fri 4/17/26
161		100% CD DCAMM Designer Evaluation	10 days	Fri 4/17/26	Fri 5/1/26
162		**Construction Phase (MODULE 7)**	**860.88 days**	**Wed 11/12/25**	**Thu 11/30/28**
163		**Early Package #01 Switchgear**	**384.38 days**	**Wed 11/12/25**	**Tue 5/4/27**
164		**Bid Package for Switchgear & Generator**	**56 days**	**Wed 11/12/25**	**Tue 1/27/26**
165		Completion of the Early Bid documents	21 days	Wed 11/12/25	Tue 12/9/25
166		Submit Advertisement for Early Bids	1 day	Wed 12/10/25	Wed 12/10/25
167		SBC Meeting - Approve Early Package-Invitation For Bid	0 days	Mon 12/15/25	Mon 12/15/25
168		Advertise for Early bid package	1 day	Mon 12/15/25	Tue 12/16/25
169		Early Bid Package Submission Period	21 days	Tue 12/16/25	Wed 1/14/26
170		Early Package Bids Due	0 days	Wed 1/14/26	Wed 1/14/26
171		SBC Meeting - Review results/ Vote to Award	0 days	Tue 1/20/26	Tue 1/20/26
172		Issue Notice of Award	5 days	Tue 1/20/26	Tue 1/27/26
173		**Construction for Switchgear**	**330.63 days**	**Tue 1/27/26**	**Tue 5/4/27**
174		Execute Contract	45 days	Tue 1/27/26	Mon 3/30/26
175		Shop Drawings	7 days	Tue 3/31/26	Wed 4/8/26
176		Fabriation and Delivery	300 days	Thu 4/9/26	Tue 5/4/27
177		GC To take Delivery of Switchgear	0 days	Tue 5/4/27	Tue 5/4/27
178		**Base Contract**	**136.38 days**	**Mon 12/15/25**	**Tue 6/23/26**
179		**Prequalification Base Contract**	**81.25 days**	**Mon 12/15/25**	**Tue 3/31/26**
180		SBC Meeting - Approve Prequal Sub Committee (PQC)	0 days	Mon 12/15/25	Mon 12/15/25
181		PQC - Kick-Off	7 days	Mon 1/26/26	Tue 2/3/26
182		PQC - Approve RFQ	0 days	Tue 2/3/26	Tue 2/3/26
183		PQC - Submit Ad for Qualifications	6 days	Wed 1/28/26	Wed 2/4/26
184		PQC - Advertise for Qualifications (GCs/FSB) online	0 days	Wed 2/4/26	Wed 2/4/26
185		PQC - Qualifications Submission Period	18 days	Wed 2/4/26	Fri 2/27/26
186		Qualifications Due	0 days	Fri 2/27/26	Fri 2/27/26
187		PQC - Distribute & Review SOQs	2 days	Fri 2/27/26	Tue 3/3/26
188		PQC - Review PreQuals	21 days	Tue 3/3/26	Fri 3/27/26
189		PQC - Complete SOQ Review and Approve List of Contractors	2 days	Mon 3/30/26	Tue 3/31/26
190		**Bidding Base Contract**	**65 days**	**Tue 3/31/26**	**Tue 6/23/26**
191		Advertise for bids (Central Reg, New Paper, City Hall)	5 days	Tue 3/31/26	Tue 4/7/26
192		Issue Bid Docs to Project Dog for Clerical Review	0 days	Tue 3/31/26	Tue 3/31/26
193		Bid Documents Published Online	6 days	Tue 3/31/26	Tue 4/7/26
194		Contractor Pre-Bid Briefing Session/Conference	0 days	Tue 4/7/26	Tue 4/7/26



Killiam Elementary School

Colliers
Project Leaders

ID	Task Mode	Task Name	Duration	Start	Finish
195		Advertise for Re-bids (Central Reg, New Paper, City Hall)	5 days	Thu 5/14/26	Wed 5/20/26
196		Bid Documents Published Online for Re-bid	6 days	Tue 5/12/26	Wed 5/20/26
197		Filed Sub-Bid time	11 days	Wed 5/20/26	Thu 6/4/26
198		Filed Sub-Bids Due	0 days	Thu 6/4/26	Thu 6/4/26
199		GC Bid Time	17 days	Wed 5/20/26	Thu 6/11/26
200		General Contractor Bids Due	0 days	Thu 6/11/26	Thu 6/11/26
201		Review Results of GC Bids with SBC	2 days	Thu 6/11/26	Mon 6/15/26
202		Vote to Approve GC Bid	0 days	Mon 6/15/26	Mon 6/15/26
203		Issue Notice of Award	1 day	Mon 6/15/26	Tue 6/16/26
204		Execute Contract	5 days	Tue 6/16/26	Tue 6/23/26
205		**Phase 1 - New Building Construction**	**475.38 days**	**Tue 6/23/26**	**Mon 2/28/28**
206		Notice to Proceed	1 day	Tue 6/23/26	Wed 6/24/26
207		Construction	438 days	Tue 6/23/26	Mon 1/10/28
208		EPA - NPDES Notice of Intent and Approval	65 days	Wed 6/24/26	Tue 9/15/26
209		Substantial Completion of New School Building	0 days	Mon 1/10/28	Mon 1/10/28
210		Receive Temporary Certificate of Occupancy (TCO)	0 days	Mon 1/10/28	Mon 1/10/28
211		Student/Staff Tours of New Building	10 days	Mon 1/10/28	Mon 1/24/28
212		Move from Existing Building to New	36 days	Mon 1/10/28	Fri 2/25/28
213		Occupy	5 days	Sun 2/20/28	Mon 2/28/28
214		50% DCAMM Rating (Contractor)	10 days	Mon 1/10/28	Mon 1/24/28
215		**Phase 2 - Demo and Site**	**210 days**	**Fri 3/3/28**	**Thu 11/30/28**
216		Construction	200 days	Fri 3/3/28	Thu 11/16/28
217		Substantial conpletion	0 days	Thu 11/16/28	Thu 11/16/28
218		100% DCAMM Rating (Contractor)	10 days	Thu 11/16/28	Thu 11/30/28
219		**Project Closeout (MODULE 8)**	**384.38 days**	**Mon 1/10/28**	**Tue 5/15/29**
220		**Punchlist**	**262.38 days**	**Mon 1/10/28**	**Wed 12/13/28**
221		Contractor Punch List for Designer	14 days	Mon 1/10/28	Thu 1/27/28
222		Design Team Punch List	1.5 mons	Mon 1/10/28	Wed 2/16/28
223		Punch List - Phase 1 Contractor to Perform Punch	33 days	Thu 1/27/28	Thu 3/9/28
224		FF&E Punchlist	15 days	Mon 1/10/28	Fri 1/28/28
225		FF&E Closeout	20 days	Thu 11/16/28	Wed 12/13/28
226		Punch List - Phase 2	33 days	Thu 10/5/28	Thu 11/16/28
227		**Cx**	**257.38 days**	**Mon 1/10/28**	**Wed 12/6/28**
228		Commissioning New Building	4 mons	Mon 1/10/28	Fri 4/21/28
229		Commissioning + 10 month	11 mons	Mon 1/10/28	Thu 10/19/28
230		Final Commissioning Report to MSBA	10 days	Thu 11/16/28	Thu 11/30/28
231		Commissioning Certificate of Completion to MSBA	5 days	Thu 11/30/28	Wed 12/6/28
232		**USGBC**	**76 days**	**Fri 2/9/29**	**Tue 5/15/29**
233		Final Construction Package to USGBC	66 days	Fri 2/9/29	Wed 5/2/29
234		LEED-S Construction Application & Final Review	10 days	Thu 5/3/29	Tue 5/15/29
235		USGBC issue Green School Program Certification letter	0 days	Tue 5/15/29	Tue 5/15/29
236		Closeout GC - Final Change Order	66 days	Thu 11/16/28	Fri 2/9/29
237		GC Request for Final Payment	15 days	Fri 2/9/29	Wed 2/28/29
238		Submission of As-Builts and O&M	44 days	Thu 11/16/28	Fri 1/12/29
239		DCAMM Evaluation Form following GC Final Payment	10 days	Wed 2/28/29	Tue 3/13/29
240		Final Reimbursement Request Submittal to MSBA	3.4 mons	Tue 5/15/29	Wed 8/8/29
241		Corrective actions by GC	22 days	Tue 3/13/29	Tue 4/10/29
242		MSBA Closeout	33 days	Tue 5/15/29	Tue 6/26/29
243		Project Complete	0 days	Wed 8/8/29	Wed 8/8/29



Project: 2023 09-18 Reading Ki
Date: Thu 6/11/26

Task | Milestone ◆ | Summary

Town of Reading

Killam Elementary School

Project Budget and Cost Summary

July 16, 2026

Colliers Project Leader

A	C	D	E	F	G	H	I	J	K
		(Bud. Adj. Tab)	(C+D)	(Com. Cost tab)	(E-F)	(Forecast. tab, >G	(F+G+H)	(Invoice Tab)	(I-J)
	BUDGET			COST				CASH FLOW	
Description	**PFA Approved**	**Authorized Changes**	**Approved Budget**	**Committed Costs**	**Uncommitted Costs**	**Forecast Costs**	**Total Project Costs**	**Expenditures to Date**	**Balance To Spend**
20 Construction									
Construction	$101,521,394	$0	$101,521,394	$76,681,407	$24,839,987	$0	$101,521,394	$145,782	$101,375,612
Change Orders		$0	$0	$0	$0	$50,000	$50,000	$0	$50,000
Subtotal	$101,521,394	$0	$101,521,394	$76,681,407	$24,839,987	$50,000	$101,571,394	$145,782	$101,425,612
30 Architectural & Engineering									
Design Development	$2,200,000	-$312,500	$1,887,500	$1,887,500	$0	$0	$1,887,500	$1,887,500	$0
Construction Documents	$3,200,000	$142,500	$3,342,500	$3,342,500	$0	$0	$3,342,500	$3,342,500	$0
Bidding / Negotiations	$350,000	-$63,500	$286,500	$286,500	$0	$0	$286,500	$286,500	$0
Closeout	$275,000	-$54,358	$220,642	$191,000	$29,642	$0	$220,642	$0	$220,642
Construction Administration	$3,200,000	$142,500	$3,342,500	$3,342,500	$0	$0	$3,342,500	$133,700	$3,208,800
Other Basic Services	$225,000	-$113,806	$111,194	$0	$111,194	$0	$111,194	$0	$111,194
Geotechnical & GeoEnv. Engineering	$200,000	$138,014	$338,014	$328,840	$9,174	$0	$338,014	$142,250	$195,764
Site Survey	$50,000	$5,000	$55,000	$55,000	$0	$0	$55,000	$43,065	$11,935
Survey of Existing Conditions / Wetlands	$25,000	$0	$25,000	$0	$25,000	$0	$25,000	$0	$25,000
Hazardous Materials	$200,000	$0	$200,000	$172,700	$27,300	$0	$200,000	$35,200	$164,800
Traffic Studies	$50,000	$59,450	$109,450	$109,450	$0	$0	$109,450	$94,928	$14,522
Other Reimbursable Costs	$50,000	$56,700	$106,700	$106,700	$0	$0	$106,700	$88,725	$17,975
Printing (Over the Minimum)	$20,000	$0	$20,000	$0	$20,000	$0	$20,000	$0	$20,000
A&E Feasibility Study	$850,000	$0	$850,000	$850,000	$0	$0	$850,000	$850,000	$0
Subtotal	$10,895,000	$0	$10,895,000	$10,672,690	$222,310	$0	$10,895,000	$6,904,369	$3,990,631
40 Administrative Costs									
OPM Feasibility Study	$280,000	$55,500	$335,500	$335,500	$0	$0	$335,500	$335,500	$0
OPM Design Development	$500,000	$0	$500,000	$250,000	$250,000	$0	$500,000	$250,000	$250,000
OPM Construction Contract Documents	$500,000	$0	$500,000	$500,000	$0	$0	$500,000	$406,777	$93,223
OPM Bidding	$150,000	$0	$150,000	$150,000	$0	$0	$150,000	$0	$150,000
OPM Construction Contract Admin	$3,300,000	$0	$3,300,000	$3,175,000	$125,000	$0	$3,300,000	$0	$3,300,000
OPM Closeout	$500,000	$0	$500,000	$216,569	$283,431	$0	$500,000	$0	$500,000
OPM: Cost Estimates	$90,000	$0	$90,000	$54,000	$36,000	$0	$90,000	$34,000	$56,000
Advertising	$5,000	$0	$5,000	$2,861	$2,139	$0	$5,000	$2,861	$2,139
Other Administrative Costs	$200,000	$251,163	$451,163	$451,163	$0	$100,000	$551,163	$11,575	$539,588
Other Project Costs (Moving)	$150,000	$0	$150,000	$0	$150,000	$0	$150,000	$0	$150,000
Utility Fees	$200,000	$0	$200,000	$0	$200,000	$0	$200,000	$0	$200,000
Legal	$100,000	$0	$100,000	$2,808	$97,192	$0	$100,000	$2,808	$97,192
Testing Services	$400,000	$0	$400,000	$54,746	$345,254	$0	$400,000	$0	$400,000
Swing Space / Modular	$750,000	$16,870	$766,870	$766,870	$0	$0	$766,870	$759,779	$7,091
Environmental & Site (FS/SD)	$500,000	-$73,988	$426,012	$283,130	$142,882	$0	$426,012	$273,130	$152,882
Other Project Costs (FS/SD)	$570,000	$24,374	$594,374	$594,374	$0	$0	$594,374	$593,174	$1,200
Subtotal	$8,195,000	$273,919	$8,468,919	$6,837,021	$1,631,898	$100,000	$8,568,919	$2,669,604	$5,899,315
50 Furniture, Fixtures and Equipment									
Furniture, Fixtures and Equipment	$1,587,500	$0	$1,587,500	$0	$1,587,500	$0	$1,587,500	$0	$1,587,500
Equipment	$1,587,500	$0	$1,587,500	$0	$1,587,500	$0	$1,587,500	$0	$1,587,500
Technology		$0	$0	$0	$0	$0	$0	$0	$0
Subtotal	$3,175,000	$0	$3,175,000	$0	$3,175,000	$0	$3,175,000	$0	$3,175,000
Project Sub-Total	$123,786,394	$273,919	$124,060,313	$94,191,118	$29,869,195	$150,000	$124,210,313	$9,719,755	$114,490,558
70 Project Contingency					**Current Contingency**	**Potential Risk**	**Potential Contingency**		
Construction Contingency (Hard Cost)	$5,076,070	$0	$5,076,070		$5,076,070	-$50,000	$5,026,070		$5,026,070
Owner's Contingency (Soft Cost)	$1,149,319	-$273,919	$875,400		$875,400	-$100,000	$775,400		$775,400
Subtotal	$6,225,389	-$273,919	$5,951,470		$5,951,470	-$150,000	**$5,801,470**		**$5,801,470**
Project Total	$130,011,783	$0	$130,011,783	$94,191,118	$35,820,665	$0	$130,011,783	$9,719,755	$120,292,028

Town of Reading
Killam Elementary School
07/16/26

Project Budget Adjustments

Adjustment Item	BRR	Adjusted Amount	Date Approved	CODE	Comments
Start of New PFA					
Move to Environ & Site from Owner's SC Const	BRR 001	$5,886.00	06/02/25	40-800	Moved to cover Designer Amd 14
From Owner's SC Const to Eviron & Site	BRR 001	($5,886.00)	06/02/25	70-500	Moved to cover Designer Amd 14
Move to A&E Const Doc from A&E Design Development	BRR 001	$142,500.00	06/02/25	30-130	Internal Budget Adjustments - LBA Amd 15
From A&E Design Development to A&E Const Doc	BRR 001	($142,500.00)	06/02/25	30-120	Internal Budget Adjustments - LBA Amd 15
Move to A&E Const Admin from A&E Design Development	BRR 001	$142,500.00	06/02/25	30-160	Internal Budget Adjustments - LBA Amd 15
From A&E Design Development to A&E Const Admin	BRR 001	($142,500.00)	06/02/25	30-120	Internal Budget Adjustments - LBA Amd 15
Move to Geotech from A&E Design Development	BRR 001	$18,708.00	06/02/25	30-210	Internal Budget Adjustments - LBA Amd 16
From A&E Design Development to Geotech	BRR 001	($18,708.00)	06/02/25	30-120	Internal Budget Adjustments - LBA Amd 16
Move to Traffic Studies from A&E Bidding / Negotiations	BRR 001	$59,450.00	07/14/25	30-260	Internal Budget Adjustments - LBA Amd 17
From A&E Bidding / Negotiations to Traffic Studies	BRR 001	($59,450.00)	07/14/25	30-140	Internal Budget Adjustments - LBA Amd 17
Move to Other Reimbable Costs from Various	BRR 001	$56,700.00	07/14/25	30-270	Internal Budget Adjustments - LBA Amd 17
From A&E Design Development to Other Reimbable Costs	BRR 001	($8,792.00)	07/14/25	30-120	Internal Budget Adjustments - LBA Amd 17
From A&E Bidding / Negotiations to Other Reimbable Costs	BRR 001	($4,050.00)	07/14/25	30-140	Internal Budget Adjustments - LBA Amd 17
From A&E Closeout to Other Reimbable Costs	BRR 001	($43,858.00)	07/14/25	30-150	Internal Budget Adjustments - LBA Amd 17
Move to Site Survey from A&E Closeout	BRR 001	$5,000.00	08/14/25	30-230	Internal Budget Adjustments - LBA Amd 18
From A&E Closeout to Site Survey	BRR 001	($5,000.00)	08/14/25	30-150	Internal Budget Adjustments - LBA Amd 18
Move to A&E Geotech from Other Basic Services	BRR 001	$113,806.00	11/12/25	30-210	Internal Budget Adjustments - LBA Amd 19
from Other Basic Services to A&E Geotech	BRR 001	($113,806.00)	11/12/25	30-200	Internal Budget Adjustments - LBA Amd 19
Move to A&E Geotech from A&E Closeout	BRR 001	$5,500.00	11/12/25	30-210	Internal Budget Adjustments - LBA Amd 21
from A&E Closeout to A&E Geotech	BRR 001	($5,500.00)	11/12/25	30-150	Internal Budget Adjustments - LBA Amd 21
Move to Modular from SC Contingency	BRR 001	$1,624.19	11/12/25	40-751	Budget Adjustments - Modulease CO 01
From SC Contingency to Modular	BRR 001	($1,624.19)	11/12/25	70-500	Budget Adjustments - Modulease CO 01
Move to Modular from SC Contingency	BRR 001	$4,000.00	11/12/25	40-751	Budget Adjustments - Modulease CO 01
From SC Contingency to Modular	BRR 001	($4,000.00)	11/12/25	70-500	Budget Adjustments - Modulease CO 01
Move to Modular from SC Contingency	BRR 001	$8,273.74	12/15/25	40-751	Budget Adjustments - Modular Relocation
From SC Contingency to Modular	BRR 001	($8,273.74)	12/15/25	70-500	Budget Adjustments - Modular Relocation
Move to Modular from SC Contingency	BRR 001	$2,093.00	03/16/26	40-751	Budget Adjustments - Geinapp Amd 02
From SC Contingency to Modular	BRR 001	($2,093.00)	03/16/26	70-500	Budget Adjustments - Geinapp Amd 02
Move to Other Admin. Cost from SC Contingency	BRR 001	$251,163.00	03/16/26	40-300	Budget Adjustments - Reading Clerk Contract (Dave)
From SC Contingency to Other Admin. Cost	BRR 001	($251,163.00)	03/16/26	70-500	Budget Adjustments - Reading Clerk Contract (Dave)
Move to Modular from SC Contingency		$879.37	05/21/26	40-751	Budget Adjustments - Modular Relocation
From SC Contingency to Modular		($879.37)	05/21/26	70-500	Budget Adjustments - Modular Relocation
Total Approved Adjustments to Date		**$0.00**			**$ -**

Town of Reading
Killam Elementary School
07/16/26

Expenditures - Invoices/Requisistions

Invoice Amount	Vendor	Invoice Number	Invoice Date	Approval Date	CODE	Propay Code	Propay Subm. #	Description
$63,340.00	Colliers Project Leaders	1143662	02/05/26	03/16/26	40-030	0102-0500	13	CPL Services January 2026 - CD
$42,122.00	Colliers Project Leaders	1153042	03/05/26	03/16/26	40-030	0102-0500	13	CPL Services February 2026 - CD
$190.94	Daily Times Chronicle	260201	03/11/26	03/16/26	40-200	0103-0000	13	NewsPaper Ad - Elevator Prequal
$313.14	Daily Times Chronicle	260329	04/07/26	04/22/26	40-200	0103-0000	13	NewsPaper Ad - FSB and GC Bid posting
$1,200.00	David Dallaire	DDCOW01	04/01/26	04/22/26	40-300	0102-9900	13	David Dallaire - January 2026 Services
$2,500.00	David Dallaire	DDCOW02	04/01/26	04/22/26	40-300	0102-9900	13	David Dallaire - February 2026 Services
$2,500.00	David Dallaire	DDCOW03	04/01/26	04/22/26	40-300	0102-9900	13	David Dallaire - March 2026 Services
$501,375.00	Lavallee Brensinger Architects	23495	03/20/26	04/22/26	30-130	0201-0500	13	LBA Services February 2026 - CD
$180.18	Lavallee Brensinger Architects	23495	03/20/26	04/22/26	30-210	0204-0300	13	LBA Add Services February 2026 - Geotech
$5,610.00	Lavallee Brensinger Architects	23495	03/20/26	04/22/26	30-270	0203-9900	13	LBA Add Services February 2026 - Compliance Energy Modeling
$2,890.80	Lavallee Brensinger Architects	23495	03/20/26	04/22/26	30-210	0204-0300	13	LBA Add Services February 2026 - Soil Pre-Characterization
$67,504.00	Colliers Project Leaders	1162442	04/07/26	04/22/26	40-030	0102-0500	13	CPL Services March 2026 - CD
$334,250.00	Lavallee Brensinger Architects	23579	04/15/26	05/21/26	30-130	0201-0500		LBA Services March 2026 - CD
$540.54	Lavallee Brensinger Architects	23579	04/15/26	05/21/26	30-210	0204-0300		LBA Add Services March 2026 - Geotech
$1,100.00	Lavallee Brensinger Architects	23579	04/15/26	05/21/26	30-270	0203-9900		LBA Add Services March 2026 - Compliance Energy Modeling
$65,656.00	Colliers Project Leaders	1173421	05/06/26	05/21/26	40-030	0102-0500		CPL Services April 2026 - CD
$16,500.00	Colliers Project Leaders	1173421	05/06/26	05/21/26	40-100	0102-1100		CPL Services April 2026 - Cost Estimation
$511.71	Daily Times Chronicle	260488	05/18/26	05/21/26	40-200	0103-0000		NewsPaper Ad - FSB and GC Re-Bid posting
$879.37	Amazon Business	1YNH-H979-6YWR	09/30/25	05/21/26	40-751	0603-0000		Modular Relocation - Playground Equipment
$143,250.00	Lavallee Brensinger Architects	23727	05/18/26	05/21/26	30-140	0201-0600		LBA Services April 2026 - Bid
$1,800.00	David Dallaire	DDCOW04	06/01/26	06/15/26	40-300	0102-9900		David Dallaire - April 2026 Services
$1,500.00	David Dallaire	DDCOW05	06/03/26	06/15/26	40-300	0102-9900		David Dallaire - May 2026 Services
$56,333.00	Colliers Project Leaders	1183159	06/04/26	06/15/26	40-030	0102-0500		CPL Services May 2026 - CD
$143,250.00	Lavallee Brensinger Architects	23807	06/10/26	06/15/26	30-140	0201-0600		LBA Services May 2026 - Bid (Total: 146,892.32)
$751.52	Lavallee Brensinger Architects	23807	06/10/26	06/15/26	30-210	0204-0300		LBA Add Services March 2026 - Geotech
$2,890.80	Lavallee Brensinger Architects	23807	06/10/26	06/15/26	30-210	0204-0300		LBA Add Services March 2026 - Geoenvironmental
$473.53	Daily Times Chronicle	260408	04/27/26	06/15/26	40-200	0103-0000		NewsPaper Ad - FSB and GC Bid Notice Corrections
$450.00	BidDocs Online	26-GKK5-1	05/11/26	06/15/26	40-300	0199-0000		GC and FSB Online Bid Hosting
$2,808.00	Harrington Heep LLP	3223	06/18/26	07/20/26	40-520	0101-0000		Legal fee for potential bid protest and AGO communications
$145,782.00	Cabot Risk Stratergies LLC	NA	04/14/26	07/20/26	20-200	0502-0000		New Builders Risk
$1,275.00	David Dallaire	DDCOW06	06/29/26	07/20/26	40-300	0102-9900		David Dallaire - June 2026 Services
$71,356.50	Colliers Project Leaders	1192583	07/07/26	07/20/26	40-030	0102-0500		CPL Services June 2026 - CD
$133,700.00	Lavallee Brensinger Architects	24002	07/09/26	07/20/26	30-160	0201-0700		LBA Services June 2026 - CA (Total: $141,874.10)
$201.30	Lavallee Brensinger Architects	24002	07/09/26	07/20/26	30-210	0204-0300		LBA Add Services June 2026 - Geotech
$7,972.80	Lavallee Brensinger Architects	24002	07/09/26	07/20/26	30-260	0204-1200		LBA Add Services June 2026 - Traffic Engineer
$9,719,755.26	**Total Spent to Date**							**$9,719,755.26**

Town of Reading
Killam Elementary School
07/16/26

Committed Cost (Contracts/Pos)

VENDOR	AMOUNT	ISSUE DATE	SIGNED/ RETURN DATE	ENCUM (PO)	CODE	MSBA	Notes
Daily Times Chronicle	$1,372.00	1/29/2026	02/09/26	PO NA	40-200	0103-0000	Newspaper Ad - Peer Review, Tax Consultant, Materials Testing, Early Bid & Prequal
Peer Review Recommndation - 4LEA	$37,513.00	12/15/2025	02/09/26	4LEAF Contract	40-300	0199-0000	Peer Review Recommndation - Structural & Code
System Contracting	$147,800.00	1/20/2026	02/09/26	Systems Contract	20-200	0502-0000	Early Package Recommendation
Materials Testing Recommendation	$54,746.00	12/10/2025	02/09/26	UTS Contract	40-700	0602-0000	Materials Testing Recommendation
Gienapp Architects	$2,093.00	12/18/2025	03/16/26	GEINAPP Amd 02	40-751	0603-0000	Gienapp Remb. Services December 2025 - Modular Relocation
Daily Times Chronicle	$190.94	3/11/2026	03/16/26	PO NA	40-200	0103-0000	Newspaper Ad - Elevator Prequal
David Dallaire - Facilities Clerk	$406,000.00	2/18/2026	03/16/26	David Dallarie Contract	40-300	0102-9900	Reading Clerk Salary
Daily Times Chronicle	$313.14	3/11/2026	04/22/26	PO NA	40-200	0103-0000	Newspaper Ad - FSB and GC Bid posting
Lavallee Brensinger Architects	-$9,174.00	4/9/2026	04/22/26	LBA Amd 22	30-210	0204-0300	LBA Amd 16 Geotech Fee Error Correction
Daily Times Chronicle	$511.71	5/18/2026	05/21/26	PO NA	40-200	0103-0000	Newspaper Ad - FSB and GC Re-Bid posting
Amazon Business	$879.37	9/30/2025	05/21/26	PO KG26000RISE	40-751	0603-0000	Modular Relocation - Playground Equipment
Daily Times Chronicle	$473.53	4/27/2026	06/15/26	PO NA	40-200	0103-0000	NewsPaper Ad - FSB and GC Bid Notice Corrections
Harrington Heep LLP	$2,808.00	6/18/2026	07/20/26	MSA?	40-520	0101-0000	Legal fee for potential bid protest and AGO communications
Cabot Risk Stratergies LLC	$145,782.00	4/14/2026	07/20/26	Proposal	20-200	0502-0000	New Builders Risk
Brait Construction	$76,387,825.00	6/16/2026	07/20/26	Brait Contract	20-200	0502-0000	GC Base Contact
TOTAL	**$94,191,118.23**						**$94,191,118.23**

July 16, 2026

Killam Elementary School
Estimated Project Cash Flow Sheet

Colliers
Project Leaders

Phase	#	Month	OPM	Designer & Consultants	FF&E & Misc	Construction	Contingency	Town Bid Savings	Base Line Estimated Outlay	Estimated Outlay	Estimated Outlay (No Bid Savings)	Actual outlay	Base Line Estimated Cum	Est Cum	Estimated Cum (No Bid Savings)	Act Cum
Feasibility Study Period	1	Aug-23	$8,203						$8,203	$8,203	$8,203	$620	$8,203	$8,203	$8,203	$620
	2	Sep-23	$15,096						$15,096	$15,096	$15,096	$11,903	$23,299	$23,299	$23,299	$12,523
	3	Oct-23	$15,096						$15,096	$15,096	$15,096	$8,303	$38,395	$38,395	$38,395	$20,825
	4	Nov-23	$15,096						$15,096	$15,096	$15,096	$7,433	$53,491	$53,491	$53,491	$28,258
	5	Dec-23	$14,025						$14,025	$14,025	$14,025	$0	$67,516	$67,516	$67,516	$28,258
	6	Jan-24	$14,584	$20,000					$34,584	$34,584	$34,584	$32,431	$102,100	$102,100	$102,100	$60,689
	7	Feb-24	$14,584	$50,000					$64,584	$64,584	$64,584	$60,074	$166,684	$166,684	$166,684	$120,763
	8	Mar-24	$14,584	$75,000					$89,584	$89,584	$89,584	$0	$256,268	$256,268	$256,268	$120,763
	9	Apr-24	$14,584	$75,000					$89,584	$89,584	$89,584	$91,282	$345,852	$345,852	$345,852	$212,045
	10	May-24	$14,584	$75,000	$2,500				$92,084	$92,084	$92,084	$141,991	$437,936	$437,936	$437,936	$354,036
	11	Jun-24	$14,584	$75,000	$2,500				$92,084	$92,084	$92,084	$74,197	$530,020	$530,020	$530,020	$428,233
	12	Jul-24	$14,584	$75,000					$89,584	$89,584	$89,584	$0	$619,604	$619,604	$619,604	$428,233
	13	Aug-24	$14,584	$75,000					$89,584	$89,584	$89,584	$156,873	$709,188	$709,188	$709,188	$585,106
Schematic Design	14	Sep-24	$14,584	$75,000					$89,584	$89,584	$89,584	$219,660	$798,772	$798,772	$798,772	$804,766
	15	Oct-24	$14,584	$75,000					$89,584	$89,584	$89,584	$88,483	$888,356	$888,356	$888,356	$893,249
	16	Nov-24	$14,584	$75,000					$89,584	$89,584	$89,584	$23,026	$977,940	$977,940	$977,940	$916,275
	17	Dec-24	$14,584	$75,000					$89,584	$89,584	$89,584	$139,799	$1,067,524	$1,067,524	$1,067,524	$1,056,073
	18	Jan-25	$15,174	$75,000					$90,174	$90,174	$90,174	$181,969	$1,157,698	$1,157,698	$1,157,698	$1,238,043
	19	Feb-25	$17,245	$75,000					$92,245	$92,245	$92,245	$0	$1,249,943	$1,249,943	$1,249,943	$1,238,043
	20	Mar-25	$25,000	$75,000					$100,000	$100,000	$100,000	$0	$1,349,943	$1,349,943	$1,349,943	$1,238,043
Fun-ding	21	Apr-25	$25,000	$300,000	$25,000				$350,000	$350,000	$350,000	$0	$1,699,943	$1,699,943	$1,699,943	$1,238,043
	22	May-25	$50,557	$300,000	$25,000				$375,557	$375,557	$375,557	$0	$2,075,500	$2,075,500	$2,075,500	$1,238,043
Design Developm	23	Jun-25	$66,000	$750,000	$35,000				$851,000	$851,000	$851,000	$579,060	$2,926,500	$2,926,500	$2,926,500	$1,817,103
	24	Jul-25	$66,000	$750,000	$450,000		$25,000		$1,291,000	$1,291,000	$1,291,000	$609,774	$4,217,500	$4,217,500	$4,217,500	$2,426,877
	25	Aug-25	$102,000	$750,000	$350,000		$25,000		$1,227,000	$1,227,000	$1,227,000	$1,498,900	$5,444,500	$5,444,500	$5,444,500	$3,925,776
Construction Documents	26	Sep-25	$65,000	$475,000	$10,000		$25,000		$575,000	$575,000	$575,000	$52,410	$6,019,500	$6,019,500	$6,019,500	$3,978,186
	27	Oct-25	$95,000	$475,000	$10,000		$25,000		$605,000	$605,000	$605,000	$753,568	$6,624,500	$6,624,500	$6,624,500	$4,731,754
	28	Nov-25	$65,000	$475,000	$10,000		$25,000		$575,000	$575,000	$575,000	$1,345,814	$7,199,500	$7,199,500	$7,199,500	$6,077,568
	29	Dec-25	$122,000	$475,000	$10,001		$25,000		$632,000	$632,001	$632,001	$57,565	$7,831,500	$7,831,501	$7,831,501	$6,135,133
	30	Jan-26	$86,000	$475,000	$10,000		$25,000		$596,000	$596,000	$596,000	$602,438	$8,427,500	$8,427,501	$8,427,501	$6,737,571
	31	Feb-26	$104,000	$475,000	$10,000		$25,000		$614,000	$614,000	$614,000	$506,806	$9,041,500	$9,041,501	$9,041,501	$7,244,376
	32	Mar-26	$128,000	$475,000	$10,000		$25,000		$638,000	$638,000	$638,000	$737,089	$9,679,500	$9,679,501	$9,679,501	$7,981,465
Bid	33	Apr-26	$128,000	$185,000	$10,000		$50,000		$373,000	$373,000	$373,000	$584,073	$10,052,500	$10,052,501	$10,052,501	$8,565,538
	34	May-26	$128,000	$185,000	$10,000		$50,000		$373,000	$373,000	$373,000	$583,672	$10,425,500	$10,425,501	$10,425,501	$9,149,211
Construction Phase	35	Jun-26	$128,000	$150,000	$10,000	$564,323	$50,000	$170,823	$1,088,000	$1,073,146	$902,323	$207,449	$11,513,500	$11,498,647	$11,327,824	$9,356,660
	36	Jul-26	$128,000	$150,000	$10,000	$1,128,646	$50,000	$341,645	$1,838,000	$1,808,292	$1,466,646	$363,096	$13,351,500	$13,306,939	$12,794,470	
	37	Aug-26	$128,000	$150,000	$10,000	$1,692,969	$75,000	$512,468	$2,613,000	$2,568,438	$2,055,969	$0	$15,964,500	$15,875,376	$14,850,440	
	38	Sep-26	$121,000	$150,000	$10,000	$3,385,939	$150,000	$1,024,936	$4,931,000	$4,841,875	$3,816,939	$0	$20,895,500	$20,717,251	$18,667,378	
	39	Oct-26	$121,000	$150,000	$10,000	$4,138,369	$200,000	$1,252,700	$5,981,000	$5,872,070	$4,619,369	$0	$26,876,500	$26,589,321	$23,286,748	
	40	Nov-26	$121,000	$150,000	$10,000	$4,890,800	$200,000	$1,480,464	$6,981,000	$6,852,264	$5,371,800	$0	$33,857,500	$33,441,585	$28,658,548	
	41	Dec-26	$121,000	$150,000	$10,000	$4,890,800	$300,000	$1,480,464	$7,081,000	$6,952,264	$5,471,800	$0	$40,938,500	$40,393,849	$34,130,348	
	42	Jan-27	$126,000	$150,000	$10,000	$4,890,800	$300,000	$1,480,464	$7,086,000	$6,957,264	$5,476,800	$0	$48,024,500	$47,351,113	$39,607,149	
	43	Feb-27	$126,000	$150,000	$10,000	$4,890,800	$300,000	$1,480,464	$7,086,000	$6,957,264	$5,476,800	$0	$55,110,500	$54,308,377	$45,083,949	
	44	Mar-27	$126,000	$150,000	$10,000	$4,890,800	$300,000	$1,480,464	$7,086,000	$6,957,264	$5,476,800	$0	$62,196,500	$61,265,641	$50,560,749	
	45	Apr-27	$126,000	$150,000	$10,000	$4,890,800	$200,000	$1,480,464	$6,986,000	$6,857,264	$5,376,800	$0	$69,182,500	$68,122,905	$55,937,549	
	46	May-27	$126,000	$150,000	$10,000	$4,890,800	$200,000	$1,480,464	$6,986,000	$6,857,264	$5,376,800	$0	$76,168,500	$74,980,169	$61,314,350	
	47	Jun-27	$126,000	$150,000	$10,000	$4,138,369	$200,000	$1,252,700	$5,986,000	$5,877,070	$4,624,369	$0	$82,154,500	$80,857,238	$65,938,719	
	48	Jul-27	$126,000	$150,000	$10,000	$3,385,939	$300,000	$1,024,936	$5,086,000	$4,996,875	$3,971,939	$0	$87,240,500	$85,854,114	$69,910,658	
	49	Aug-27	$126,000	$150,000	$50,000	$3,385,939	$300,000	$1,024,936	$5,126,000	$5,036,875	$4,011,939	$0	$92,366,500	$90,890,989	$73,922,597	
	50	Sep-27	$126,000	$150,000	$50,000	$3,009,723	$300,000	$911,055	$4,626,000	$4,546,778	$3,635,723	$0	$96,992,500	$95,437,767	$77,558,320	
	51	Oct-27	$133,000	$150,000	$100,000	$3,009,723	$300,000	$911,055	$4,683,000	$4,603,778	$3,692,723	$0	$101,675,500	$100,041,544	$81,251,043	
	52	Nov-27	$154,000	$150,000	$1,750,000	$3,009,723	$300,000	$911,055	$6,354,000	$6,274,778	$5,363,723	$0	$108,029,500	$106,316,322	$86,614,766	
	53	Dec-27	$154,000	$100,000	$1,100,000	$2,633,508	$250,000	$797,173	$5,104,000	$5,034,681	$4,237,508	$0	$113,133,500	$111,351,003	$90,852,274	
	54	Jan-28	$127,000	$100,000	$250,000	$188,108	$175,000	$56,941	$902,000	$897,049	$840,108	$0	$114,035,500	$112,248,051	$91,692,382	
	55	Feb-28	$127,000	$100,000	$250,000	$188,108	$175,000	$56,941	$902,000	$897,049	$840,108	$0	$114,937,500	$113,145,100	$92,532,490	
	56	Mar-28	$108,000	$100,000	$25,000	$1,881,077	$175,000	$569,409	$2,908,000	$2,858,486	$2,289,077	$0	$117,845,500	$116,003,586	$94,821,567	
	57	Apr-28	$100,000	$100,000	$25,000	$1,128,646	$150,000	$341,645	$1,875,000	$1,845,292	$1,503,646	$0	$119,720,500	$117,848,878	$96,325,213	
	58	May-28	$100,000	$100,000	$25,000	$752,431	$100,000	$227,764	$1,325,000	$1,305,194	$1,077,431	$0	$121,045,500	$119,154,072	$97,402,644	
	59	Jun-28	$100,000	$100,000	$25,000	$1,128,646	$100,000	$341,645	$1,825,000	$1,795,292	$1,453,646	$0	$122,870,500	$120,949,364	$98,856,290	
	60	Jul-28	$100,000	$100,000	$25,000	$1,128,646	$100,000	$341,645	$1,825,000	$1,795,292	$1,453,646	$0	$124,695,500	$122,744,656	$100,309,936	
	61	Aug-28	$100,000	$100,000	$25,000	$940,539	$100,000	$284,705	$1,575,000	$1,550,243	$1,265,539	$0	$126,270,500	$124,294,899	$101,575,475	
	62	Sep-28	$82,000	$100,000	$25,000	$752,431	$100,000	$227,764	$1,307,000	$1,287,194	$1,059,431	$0	$127,577,500	$125,582,093	$102,634,905	
	63	Oct-28	$82,000	$100,000	$25,000	$526,702	$100,000	$159,435	$1,007,000	$993,136	$833,702	$0	$128,584,500	$126,575,229	$103,468,607	
	64	Nov-28	$82,000	$100,000	$25,000	$53,719	$100,000	$16,261	$378,394	$376,980	$360,719	$0	$128,962,894	$126,952,209	$103,829,326	
Commissioning & Close out	65	Dec-28	$82,000	$50,000	$25,000		$100,000		$257,000	$257,000	$257,000	$0	$129,219,894	$127,209,209	$104,086,326	
	66	Jan-29	$58,000	$50,000	$25,000		$100,000		$233,000	$233,000	$233,000	$0	$129,452,894	$127,442,209	$104,319,326	
	67	Feb-29	$51,000	$40,000	$15,000		$50,000		$156,000	$156,000	$156,000	$0	$129,608,894	$127,598,209	$104,475,326	
	68	Mar-29	$51,000	$40,000	$10,000		$25,000		$126,000	$126,000	$126,000	$0	$129,734,894	$127,724,209	$104,601,326	
	69	Apr-29	$19,000	$40,000	$5,000		$25,000		$89,000	$89,000	$89,000	$0	$129,823,894	$127,813,209	$104,690,326	
	70	May-29	$15,000	$40,000	$2,500		$25,000		$82,500	$82,500	$82,500	$0	$129,906,394	$127,895,709	$104,772,826	
	71	Jun-29	$15,000	$40,000	$2,500		$25,000		$82,500	$82,500	$82,500	$0	$129,988,894	$127,978,209	$104,855,326	
	72	Jul-29	$3,000	$5,208			$14,681		$22,889	$22,889	$22,889	$0	$130,011,783	$128,001,098	$104,878,215	
		$104,878,215	**$5,375,500**	**$11,795,208**	**$4,980,001**	**$76,387,825**	**$6,339,681**	**$23,122,883**	**$130,011,783**	**$128,001,098**	**$104,878,215**	**$9,719,755**				

July 16, 2026

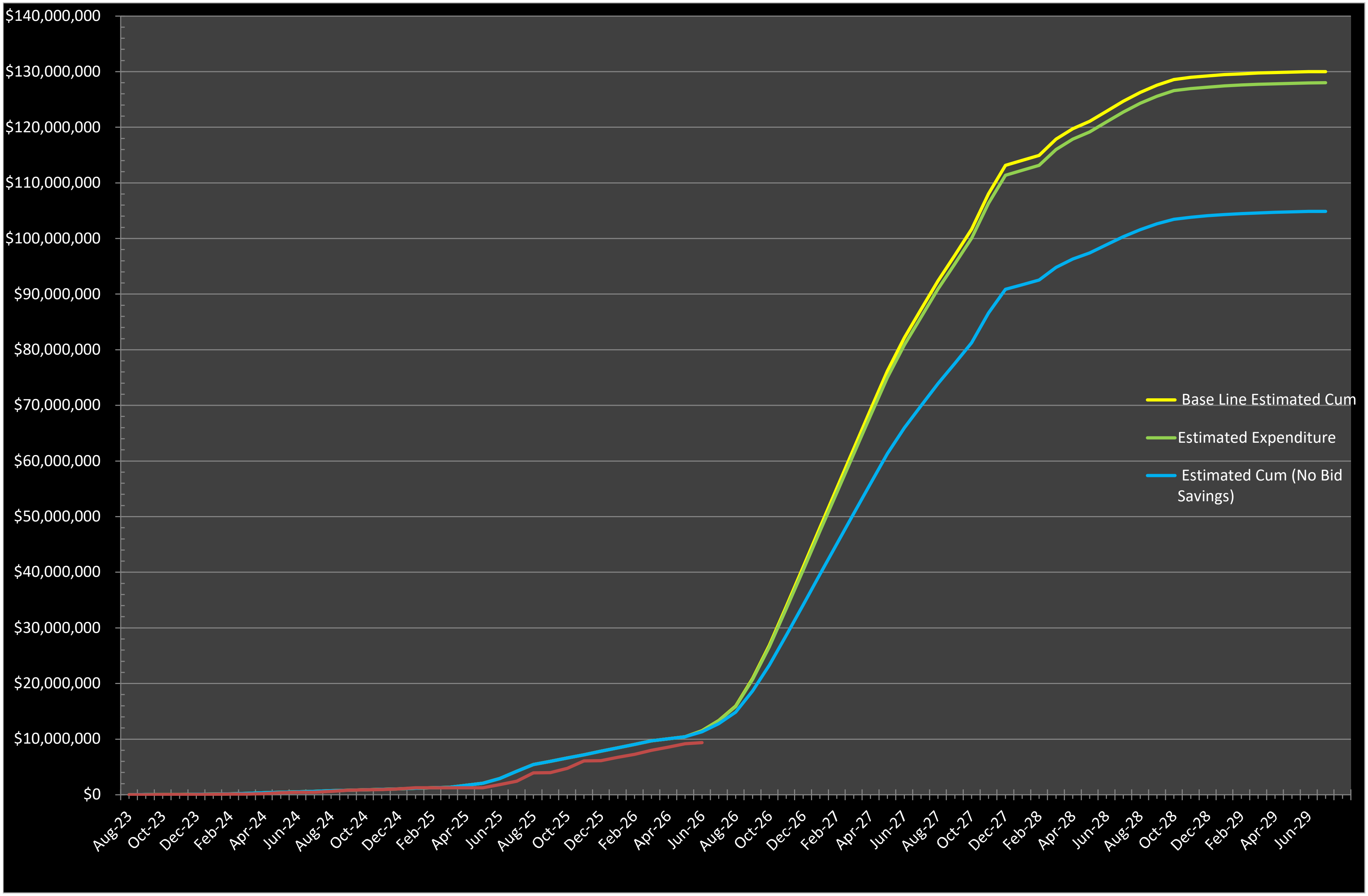
Town of Reading

Killam Elementary School

Estimated Project Cash Flow Graph

Colliers

Project Leaders



2016-09-22 LAG

Town of Reading
Meeting Minutes

Board - Committee - Commission - Council:

Permanent Building Committee Killam School Building Committee

Date: 2026-06-15 Time: 7:00 PM

Building: Reading Town Hall Location: Conference Room

Address: 16 Lowell Street Session: Open Session

Purpose: General Business Version: Draft

Attendees: **Members - Present:**

Pat Tompkins, Sean Brandt, John Coote, Chris Haley, Ed Ross, Greg Stepler, Nancy Twomey, and Carla Nazzaro.

Members - Not Present:

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

Public Comment:
No reports.

Liaison Reports:

Carla Nazzaro reported that she would be meeting with RMLD during the week to discuss a potential grant opportunity. She also noted that the project team held a kickoff meeting with Plant Moran on May 27 to discuss the Inflation Reduction Act and potential grants or tax benefits that may be available to the project.

Carla Nazzaro also noted that this would be Dr.Melanchesky’s last meeting with the committee, as he was leaving for a new opportunity. She publicly thanked him for his contributions to the town meeting presentation, the project vote effort, educational programming, and the educational needs of the school. The committee noted that Dr. Henry Turner would be welcomed on July 4.

Construction Bid Phase Update*

Justin Ferdenzi presented the filed sub-bid and general contractor bid results. The total low-filed sub-bids came in at $31,849,560. The general contractor bid summary included three general contractor submissions, with Brait Builders Corporation identified as the apparent low bidder at $75,233,800, which was significantly below the original construction estimate of approximately $91,200,000.

Justin Ferdenzi and Mike Carroll reviewed the bid alternates related to off-site improvements, including work associated with Haverhill Street and Charles Street. The bid review also included confirmation that required submission documents, including DCAMM update statements, DCAMM certifications, tax certifications, and non-collusion forms, were reviewed and found to be in good order. No issues were noted with addendum acknowledgment.

Next, Justin and Mike reviewed the project estimates and explained the difference between the Project Funding Agreement construction budget and the 90% construction document estimate. The Project Funding Agreement construction budget was identified as $101,521,394, while the 90% estimate was approximately $91,203,873. The low bid, including alternates and the early switchgear package, placed the project approximately $14.5 million under the 90% estimate and nearly $25 million under the Project Funding Agreement construction budget.

Mike Carroll explained that the project team intentionally retained the Project Funding Agreement budget through design development and construction documents so that the Town would not lose the opportunity for MSBA reimbursement if bids came in higher than later estimates. He stated that the intent had been to maintain educational appropriateness and durable building quality while working toward a lower construction value than the original funding agreement amount.

The committee discussed the favorable bid results and acknowledged the work of the project team, including Colliers, LBA, school leadership, Town staff, and project stakeholders. The committee emphasized that the bid results reflected a fiscally responsible process while maintaining the educational goals and durability of the new school building.

The team also discussed whether there were any concerns about the contractor's ability to perform the work at the bid price. Mike Carroll explained that the filed sub-bid results were reviewed, including trades where there were gaps between the first and second bidders. He noted that the miscellaneous metals bidder participated in a scope review and appeared comfortable with its bid. The electrical bidder was also contacted and indicated no issue with its bid. Mike Carroll further noted prior experience with Brait Builders Corporation on another school project, where the contractor was under budget and had change orders of less than approximately 1.5% at that point in the work.

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to approve Alternate One and Alternate Two as part of the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; Sean Brandt – 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 8-0-0 to accept Brait Builders Corporation as the contractor and authorize the OPM to pursue a contract with Brait Builders Corporation and issue a Notice to Proceed for the J. Warren Killam Elementary School Project.

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

CPL Financial Review*

Mike Carroll reviewed the anticipated MSBA 3011 update, noting that the version reviewed during the meeting was not final because the MSBA would perform its own updates. He described the 3011 as the form that defines the Project Funding Agreement values and explained that it includes feasibility and schematic design costs, OPM costs, architect and engineering costs, environmental and site costs, legal costs, construction values, FF&E, technology, and contingency values.

The original Project Funding Agreement budget was discussed as approximately $130 million, including $101 million for construction. The original excluded scope was discussed as approximately $42 million, with approximately $31 million tied largely to costs above the MSBA cost-per-square-foot cap. With the new bid value entered, the excluded amount was discussed as potentially dropping substantially, though the final number remained subject to MSBA review and adjustment.

The committee discussed the potential impact of bid savings on the Town's share and MSBA grant value. The discussion noted that if all savings were returned immediately, the budget could potentially decrease from approximately $130 million to approximately $103 million or $104 million. However, that approach was not recommended at this time due to the importance of preserving contingency flexibility during construction.

Mike Carroll stated that the MSBA would take back its share of the savings once the 3011 is updated, and the remaining savings would largely affect the Town's share. He noted that off-site improvements and other eligible/ineligible cost adjustments could change the final numbers. The project team intended to coordinate with the MSBA as soon as possible to confirm updated values.

The committee discussed several possible approaches to managing the bid savings, including retaining all savings in contingency, returning all savings, or selecting an intermediate option. Mike Carroll noted that if all savings were retained, the construction contingency could increase significantly, potentially to approximately $29 million before MSBA adjustments. He also noted that a typical construction contingency for a lump-sum low-bid job is generally in the range of 3% to 5% of construction value.

Committee members discussed the importance of balancing taxpayer savings with prudent risk management. The discussion included the possibility of maintaining flexibility in the short term while eventually reducing the amount carried once project risk decreases. The committee discussed risks associated with early earthwork, potential contaminated soils, and later demolition of the existing building.

The committee did not take a formal vote on how much of the savings to retain or return. The matter was discussed as a potential agenda item for the next meeting, with a request for additional information regarding the borrowing timeline, anticipated borrowing amounts, and how reconciliation of the final borrowing would occur.

Justin Ferdenzi presented the current project budget status. Architectural and engineering expenses to date were reported at $6,762,000, with a remaining balance of $4,132,000. Administrative costs expended to date were reported at $2,594,000, with a remaining balance of $5,974,000. The FF&E budget was reported at $3.1 million. Contingency figures were expected to be updated after the project team determines the appropriate contingency approach and incorporates actual construction bid values. No budget adjustments were presented for the month.

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

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to accept the commitment to Daily Times Chronicle in the amount of $473.53 for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; Sean Brandt – 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 8-0-0 to accept the two invoices from David Dallaire, the first in the amount of $1,800 and the second in the amount of $1,500, for a total of $3,300 for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; Sean Brandt – 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 8-0-0 to accept and recommend for payment Colliers Invoice No. 1183159, dated June 4, 2026, in the amount of $56,333 for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; Sean Brandt – 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 8-0-0 to accept and recommend for payment LBA Invoice No. 23807, dated June 10, 2026, in the amount of $146,892.32 for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; Sean Brandt – 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 8-0-0 to accept and recommend for payment Daily Times Chronicle Invoice No. 260408, dated April 27, 2026, in the amount of $473.53 for the J. Warren Killam Elementary School Project.

Roll call vote: Pat Tompkins – Yes; Sean Brandt – 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 8-0-0 to accept BidDocs Online Invoice No. 26-GK5-1, dated May 11, 2026, in the amount of $450.00 for the J. Warren Killam Elementary School Project.

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

Justin Ferdenzi noted that the forecasting log would be used during construction to track potential costs, including PCOs and change orders from the contractor, along with the status of each item.

Justin presented the Cashflow table and graph. Actual spending was reported at $9,356,660 and was trending slightly below the prior projection. As construction begins, the project team expects construction requisitions to increase monthly expenditures. The cash flow will be updated after Brait Builders Corporation is on board and provides its anticipated billing schedule. The team also discussed potentially showing both the original cash flow line and a revised cash flow line reflecting the bid results.

CPL Schedule Update

Justin Ferdenzi presented the project schedule. The project was at the Notice to Proceed milestone. Construction was anticipated to last approximately 438 days, with substantial completion targeted for January 2028. The project team anticipated obtaining a temporary certificate of occupancy in the same general timeframe and being ready to move into the school around February 2028.

The contractor was not expected to mobilize until students were out of school, which was identified as June 22. Carla Nazzaro informed that Lindsay was planning a short student groundbreaking event on June 17 at 2:00 p.m. to involve students before the formal groundbreaking, which would occur later.

Mike Carroll noted that the Notice to Proceed would be issued the next day. Josh had already pulled together most of the draft contract documents, which would be sent to Brait. The contractor was expected to respond within approximately five days. A kickoff meeting would also be scheduled, during which the design team would review expectations with the contractor. The contractor was expected to have questions about site logistics, and the project team would work collaboratively with the contractor while considering impacts to students, neighbors, and the project.

Mike Carroll stated that he intended to ask Brait Builders Corporation to attend the next building committee meeting to introduce themselves. The site representative was also expected to meet with the committee the following week.

Approval of Prior Meeting Minutes (05/21/26) *

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 7-1-0 to approve the May 21, 2026 meeting minutes.

Carla Nazzaro stated that she would not vote because she was not present at the May 21, 2026 meeting.

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

Future Agenda Items & Next Meeting Dates

Future meeting minutes and XLT meetings were referenced as being included in the packet. No additional future agenda items were raised. The next KSBC meeting is scheduled for July 20, 2026.

Adjourn*

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

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