



## Town of Reading Meeting Minutes

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### Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2023-07-17

Time: 6:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Session: Open Session

Purpose: General Business

Version: Final

#### Attendees: **Members - Present:**

John Coote, Karen Gately Herrick, Kirk McCormick (remote), Sarah McLaughlin (remote), Carla Nazzaro, Ed Ross, Greg Stepler, Pat Tompkins, Nancy Twomey

#### **Members - Not Present:**

#### **Others Present:**

Town Manager Fidel Maltez, Mike Carroll

**Minutes Respectfully Submitted By:** Jacquelyn LaVerde

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### **Topics of Discussion:**

This meeting was held in-person in the Town Hall Select Board Meeting Room and remotely via Zoom.

Chair Pat Tompkins called the meeting to order at 6:00 pm.

Roll call attendance: Carla Nazzaro, John Coote, Karen Gately Herrick, Kirk McCormick (remote), Ed Ross, Greg Stepler, Pat Tompkins. Sarah McLaughlin is expected to attend remotely.

#### **Vote to Organize Committee and Select a Chair and Vice-Chair:**

Chair Pat Tompkins stated that he would not like to continue as Chair, as he does not have the bandwidth.

Town Manager Fidel Maltez opened the floor for nominations for Chair.

Sarah McLaughlin nominated Carla Nazzaro for Chair.

Nancy Twomey nominated Karen Gately Herrick and Greg Stepler for Chair.

Greg Stepler stated that he was honored and humbled by the nomination, but was also concerned about having the bandwidth for the task.

Carla Nazzaro stated that she would be happy to be Chair citing her three-plus years on the School Committee, in addition to her experience on the Big Dig, running construction teams, in procurement departments, putting construction contracts out, and bid and award process.

Karen Gately Herrick stated that she would be honored to be Chair and would continue with a collaborative approach. She cited her involvement with the grant, attendance at early

project meetings, focus on high-performance building technologies, strong relationship with RMLD, liaising with the state delegation, and motivation for a successful vote.

By a vote of 6-3, Carla Nazzaro was voted as Chair.

Roll call vote for Karen Gately Herrick as Chair: Kirk McCormick – Yes, Sarah McLaughlin – No, Nancy Twomey – No, John Coote – No, Karen Gately Herrick – Yes, Pat Tompkins – No, Carla Nazzaro – No, Ed Ross – Yes, Greg Stepler – No.

Roll call vote for Carla Nazzaro as Chair: Kirk McCormick – No, Sarah McLaughlin – Yes, Nancy Twomey – Yes, John Coote – Yes, Karen Gately Herrick – No, Pat Tompkins – Yes, Carla Nazzaro – Yes, Ed Ross – No, Greg Stepler – Yes.

Roll call vote for Greg Stepler as Chair: Kirk McCormick – No, Sarah McLaughlin – No, Nancy Twomey – Yes, John Coote – No, Karen Gately Herrick – No, Pat Tompkins – Yes, Carla Nazzaro – No, Ed Ross – No, Greg Stepler – No.

Chair Carla Nazzaro then opened the floor for nominations for Vice Chair.

Nancy Twomey nominated Karen Gately Herrick.

Carla Nazzaro nominated Greg Stepler.

Greg Stepler nominated Ed Ross.

Karen Gately Herrick congratulated the new Chair and stated that she would be happy to serve as Vice Chair.

Ed Ross stated that he would be worried about his bandwidth, but would be happy to be Vice Chair if called upon.

Greg Stepler stated that he is still honored, humbled, and here to serve.

By a vote of 7-2, Karen Gately Herrick was voted as Vice Chair.

Roll call vote for Karen Gately Herrick as Vice Chair: Kirk McCormick – Yes, Sarah McLaughlin – No, Nancy Twomey – Yes, John Coote – Yes, Karen Gately Herrick – Yes, Pat Tompkins – Yes, Carla Nazzaro – No, Ed Ross – Yes, Greg Stepler – Yes.

Roll call vote for Ed Ross as Vice Chair: Kirk McCormick – No, Sarah McLaughlin – No, Nancy Twomey – No, John Coote – No, Karen Gately Herrick – No, Pat Tompkins – No, Carla Nazzaro – No, Ed Ross – No, Greg Stepler – Yes.

Roll call vote for Greg Stepler as Vice Chair: Kirk McCormick – No, Sarah McLaughlin – Yes, Nancy Twomey – Yes, John Coote – Yes, Karen Gately Herrick – No, Pat Tompkins – Yes, Carla Nazzaro – Yes, Ed Ross – No, Greg Stepler – No.

#### **Update on MSBA process for the Killam School/**

#### **Introduction of OPM/**

#### **Discussion on Designer Selection Process:**

Town Manager Fidel Maltez welcomed Project Director Mike Carroll from Colliers Project Leaders, the Owner's Project Manager (OPM). Members from the Committee attended the MSBA Board meeting last Monday, where the MSBA approved Colliers as Reading's OPM.

Mike Carroll gave a short presentation with an overview of the project team and the MSBA process. The Project Manager has not yet been selected; however, evaluations are underway, and Colliers will send prospective resumes to the Committee prior to presenting to MSBA.

There are eight modules to the MSBA Building Process, with Post-Occupancy as a ninth module. Module one, Eligibility Period, is complete. Modules two, Forming the Project Team is next with Modules three, Feasibility Study, and four, Schematic Design, will follow. The next steps in forming the project team include: designer selection, sending the Request for Proposals, forming a subcommittee to evaluate proposals and making recommendations, and interviewing recommended firms. The MSBA has a more active role in designer selection, but the MSBA will take strong recommendations from the district.

During the Feasibility Study, the district will sketch out what it wants for the school. MSBA requires that all options are considered, including a new building, a renovation of the current building, and a renovation and addition to the current building, to ensure that the district understands the process and makes thoughtful decisions.

Finally, under the schematic design, the district will narrow it down to one preferred option that has been approved by the MSBA, and documents will be produced including: general building layout, site ideas, and narratives that define mechanical systems at a basic level.

Happening concurrently to the Schematic Design Module is the Project Funding Module. This is when information is shared with the community, so people understand what is happening and what they are voting for. Once the Project Funding Agreement is secured, the next phases include getting bids for construction and getting the contractor on board.

Once the construction is complete, there is typically a one-year warranty on the entire building. MSBA will send a Commissioning Agent eleven months after substantial completion for inspection before the warranty runs out to ensure that everything is running properly, and to make sure that Facilities staff knows how to operate the building. There will be post-occupancy checks at three and five years to ensure that investments are keeping up.

The next steps for the project team and committee include: MSBA sending formal notification of approval and execution of OPM contract, establish designer subcommittee, have a kick-off meeting to discuss project charter, draft the project schedule, prepare a Request for Services (RFS) for designer selection, get approval for designer selection and RFS, and submit the RFS to MSBA for approval.

**Future meeting agenda items:**

The next meeting will be Monday August 8<sup>th</sup> at 7:00 pm. At that meeting, Tom Ollila of RMLD will be introduced as a non-voting member of the Committee, as he will be involved to help guide energy decisions on the project. The subsequent meeting is scheduled for Monday, August 21<sup>st</sup> at 7:00 pm.

**Approve prior meeting minutes:**

**On a motion by Greg Stepler, seconded by Karen Gately Herrick, the Killam School Building Committee vote 7-0-1 to approve the meeting minutes of June 21, 2023 as presented, as Sarah McLaughlin had already left the meeting, and Pat Tompkins abstained as he was not present at that meeting.**

**Roll call vote: Kirk McCormick – Yes, Pat Tompkins – Abstain, Greg Stepler – Yes, Nancy Twomey – Yes, John Coote – Yes, Karen Gately Herrick – Yes, Ed Ross – Yes, Carla Nazzaro – Yes.**

**On a motion by Greg Stepler, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to adjourn at 7:26 pm.**

**Roll call vote: Pat Tompkins – Yes, Kirk McCormick – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, John Coote – Yes, Karen Gately Herrick – Yes, Ed Ross – Yes, Carla Nazzaro – Yes.**