



Town of Reading Meeting Minutes

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Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2023-08-07

Time: 7:00 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:**

Chair Carla Nazzaro, Vice Chair Karen Gately Herrick, Sarah McLaughlin (remote), Ed Ross, Greg Stepler, Pat Tompkins, Nancy Twomey

Members - Not Present:

John Coote, Kirk McCormick

Others Present:

Town Manager Fidel Maltez, School Superintendent Thomas Milaschewski (remote), Killam Principal Lindsay Fulton (remote), School Director of Finance and Operations Derek Pinto (remote), Facilities Director Joe Huggins (remote), Project Director Mike Carroll (remote), Project Manager Suzanna Yeung (remote), RMLD Integrated Resource Engineer Tom Ollila

Minutes Respectfully Submitted By: Jacquelyn LaVerde

Topics of Discussion:

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

Call to order:

Chair Carla Nazzaro called the meeting to order at 7:00 pm.

Roll call attendance: Sarah McLaughlin (remote), Pat Tompkins, Greg Stepler, Nancy Twomey, Karen Gately Herrick, Ed Ross, Carla Nazzaro

Not present: John Coote, Kirk McCormick

School Superintendent Dr. Thomas Milaschewski introduced the new non-voting team members: Killam Elementary School Principal, Lindsay Fulton, and Director of Finance and Operations, Dr. Derek Pinto.

Introduction to OPM Project Manager, Suzanna Yeung, Colliers:

Colliers Project Director Mike Carroll introduced proposed new Project Manager, Suzanna Yeung. Ms. Yeung introduced herself, and shared her background and relevant experience with education projects at UMass Amherst, UMass Boston, and Harvard University, as well as some projects for private companies. She and Mr. Carroll are currently working together on the construction of a middle school in Haverhill.

Mr. Carroll explained the process to decide on Ms. Yeung. Colliers considered several external candidates, as well as internal candidates, and looked at availability, skillset, and understanding of the projects. Ms. Yeung's projects worked out well with timing, and geography, given her other ongoing project in Haverhill. Along with her extensive

experience with other educational projects, Mr. Carroll stated that he felt that she was a good fit for the Killam project.

Town Manager Fidel Maltez stated that he, along with the School Superintendent, Chair, and Vice Chair of the Committee had the opportunity to interview Ms. Yeung and were extremely satisfied.

Vote to Accept Suzanna Yeung as Project Manager, Colliers, for the Killam School Building Project:

On a motion by Karen Gately Herrick, seconded by Pat Tompkins, the Killam School Building Committee voted 7-0-0 to accept Suzanna Yeung of Colliers as the Project Manager for the Killam School Building project.

Roll call vote: Sarah McLaughlin – Yes, Pat Tompkins – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Karen Gately Herrick – Yes, Ed Ross – Yes, Carla Nazzaro – Yes.

Discuss Schedule for Designer Request for Services:

Mike Carroll shared two options for schedules drafted by the MSBA. The first one is a more aggressive, expedited approach that would create a Request for Services, submit it to MSBA for review, and put it out to bid by September 13th. That would allow bid packages to come back in October for evaluation, and get the designer on board by early November. The second option gives more time in between and gets the designer on board toward the end of November.

Members expressed concern about meeting the expedited timeline. Mr. Carroll stated that there is no penalty for not meeting those proposed targets. The Committee could slip to the less aggressive schedule, and even have the discretion to take more time if needed. Though he recommended getting the designer on board as soon as possible, as they will be the ones to ask the more pointed questions, and home in on what is needed in the new building. Town Manager Fidel Maltez stated that he was in favor of the more aggressive timeline, as it is helpful to work towards a deadline. The consensus of the Committee was in favor of the more aggressive timeline with having the option to fall back on the less aggressive timeline.

Mr. Carroll stated that he and Ms. Yeung will draft a schedule for the Committee's review at the next meeting.

Introduction to Tom Ollila, RMLD:

Tom Ollila, Integrated Resource Engineer with RMLD introduced himself to the Committee. He explained that a big part of his job is working with customers to either expand their electrical service to meet their needs, or find way to save them money with equipment upgrades and enhancements. On behalf of Reading Light, he thanked the Committee for inviting them to be part of this project, as it is a great opportunity to do it right the first time by designing and building a school that is more efficient, more cost effective, less carbon emitting, and better for the climate. He will work with the designers during the design process to come up with the best options for the school and town.

Discuss OPM Kick-Off Meeting:

Carla Nazzaro reviewed the discussion from the last meeting of having a subcommittee to work on the design selection process. Colliers has come up with some questions, and answers to those questions will help define the RFS. The OPM kick-off meeting is scheduled for Wednesday, August 9th, and members of the subcommittee will be asked to attend.

Mr. Carroll provided an overview of the selection process. The subcommittee will meet with the OPM to help shape the RFS. The OPM will then draft the RFS for review by the Committee, then for review by the MSBA. The subcommittee will interview the respondents, then the full Committee will rank them and make recommendations to the MSBA. Members of the Committee will be part of the MSBA Designer Selection Board.

Discuss and Vote on a Design Selection Sub-Committee:

Carla Nazzaro asked Committee members who would be interested in serving on the Design Selection Subcommittee. Following discussion, Karen Gately Herrick, Carla Nazzaro, Ed Ross, and Nancy Twomey volunteered.

On a motion by Karen Gately Herrick, seconded by Greg Stepler, the Killam School Building Committee voted 7-0-0 to create a Designer Selection Subcommittee with the following members: Nancy Twomey, Ed Ross, Karen Gately Herrick, and Carla Nazzaro.

Roll call vote: Sarah McLaughlin – Yes, Pat Tompkins – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Karen Gately Herrick – Yes, Ed Ross – Yes, Carla Nazzaro – Yes.

Future meeting agenda items:

The next meeting is scheduled for Monday, August 21st. At that meeting, the Committee will have a preview of the draft Request for Designer Services.

Approve prior meeting minutes:

On a motion by Karen Gately Herrick, seconded by Greg Stepler, the Killam School Building Committee voted 7-0-0 to accept the meeting minutes of July 17, 2023.

Roll call vote: Sarah McLaughlin – Yes, Pat Tompkins – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Karen Gately Herrick – Yes, Ed Ross – Yes, Carla Nazzaro – Yes.

On a motion by Pat Tompkins, seconded by Karen Gately Herrick, the Killam School Building Committee voted 7-0-0 to adjourn at 7:42 pm.

Roll call vote: Sarah McLaughlin – Yes, Pat Tompkins – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Karen Gately Herrick – Yes, Ed Ross – Yes, Carla Nazzaro – Yes.