



## Town of Reading Meeting Minutes

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### Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2023-08-21

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, John Coote, Kirk McCormick, Sarah McLaughlin (remote) Ed Ross, Greg Stepler, Pat Tompkins (remote), Nancy Twomey

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

#### **Others Present:**

Town Manager Fidel Maltez, School Superintendent Thomas Milaschewski (remote), Killam Principal Lindsey Fulton (remote), School Director of Finance Derek Pinto (remote), RMLD Tom Ollila, Project Director Mike Carroll (remote), Facilities Director Joe Huggins (remote), Assistant Facilities Director Kevin Cabuzzi (remote)

**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.

#### **Call to order**

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

Roll call attendance: Sara McLaughlin (remote), Kirk McCormick, Greg Stepler, Nancy Twomey, John Coote, Karen Gately Herrick, Ed Ross, Carla Nazzaro. Pat Tompkins joined remotely at 7:02 pm.

#### **Review Designer Selection Schedule and Process:**

Chair Nazzaro clarified the Designer Selection Process. The Town will send three representatives to be included on the MSBA Designer Review Panel, which has thirteen members. The MSBA typically likes those representatives to consist of the Town Manager, School Superintendent, and a member of the School Building Committee. The Select Board will vote to appoint the Town Manager, and the School Committee will vote to appoint the Superintendent as those representatives. The role of the Killam Design Review Subcommittee will be to review the packages received, although the entire Committee will be invited to review them. The interviews will be conducted with the MSBA.

Colliers Project Director Mike Carroll shared a draft timeline of the selection process. The draft Request for Services (RFS) must be returned to the MSBA by Wednesday, August 30<sup>th</sup>. The advertisement will be placed in the Central Register and local newspaper by September 9<sup>th</sup>, so that it appears in the Central Register on September 13<sup>th</sup>. Applications will be due October 11<sup>th</sup>. Copies of applications must be provided to the MSBA by October 19<sup>th</sup>. There

will be a meeting with the MSBA on November 7<sup>th</sup>, at which the list of applicants will be reduced to three. Interviews with the short list of applicants will be conducted with the MSBA at the November 21<sup>st</sup> meeting. Colliers will conduct reference checks and provide them to the Committee and the MSBA.

**Review Draft Request for Services for Designer:**

The Request for Services (RFS) is a template provided by the MSBA, portions of which can be customized, while other portions cannot be changed. Mr. Carroll stated that attachments will be added to the RFS including: addendums to the OPM RFS, AHERA report, population and enrollment forecast study, educational profile questionnaire, MSBA design enrollment certification, and master planning report.

The RFS includes affirmative action, Minority Owned Business, and Women Owned Business goals aligned with state goals. Designers will be asked to provide workforce reports. Town Counsel and the Procurement Officer will review the RFS as well.

Mr. Carroll walked the Committee through the draft RFS, along with questions and comments posed by Colliers. The Committee discussed the importance of project objectives including net-zero energy, consideration for carbon neutrality, life cycle cost analysis, and maximization of reimbursement. Because Gienapp conducted a holistic review of town-owned land and school locations just a few years ago, the consensus of the Committee was to remove Site Location from the list of project objectives.

Additional attachments that will be added to the RFS that may be helpful for prospective designers include the existing building construction documents, and the Gienapp site study report.

The Committee reviewed the list of basic services and questioned whether a Laboratory Consultant and a Theatrical Consultant were needed, as elementary age students are not likely to need lab space, and a cafetorium is a more common element than an auditorium in an elementary school. They also discussed adding a lifecycle cost consultant. While the Sustainability/Green Design Consultant should be able to address that, Photovoltaic was specifically added.

The site visit for prospective bidders is scheduled for September 22<sup>nd</sup> at 1:00 pm.

Members of the Committee will review the revised draft and send any further suggested changes and comments to the Town Manager and his staff.

**Future meeting agenda items:**

The next meeting is scheduled for September 18<sup>th</sup> at 7:00 pm.

**Approve prior meeting minutes:**

**On a motion by Karen Gately Herrick, seconded by Greg Stepler, the Killam School Building Committee voted 7-0-2 to approve the meeting minutes of August 7, 2023 as presented, with Kirk McCormick and John Coote abstaining, as they were not present at that meeting.**

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

**On a motion by Karen Gately Herrick, seconded by John Coote, the Killam School Building Committee voted 9-0-0 to adjourn at 8:32 pm.**

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