



## Town of Reading Meeting Minutes

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### Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2023-03-20

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:**

Chair Pat Tompkins, Vice Chair Carla Nazzaro, John Coote, Karen Gately Herrick (6:11 pm), Kirk McCormick, Ed Ross, Greg Stepler, Nancy Twomey; Advisory Members: Facilities Director Joe Huggins, Procurement Officer Allison Jenkins (remote), Killam School Principal Sarah Leveque (remote), Town Manager Fidel Maltez, School Superintendent Thomas Milaschewski (remote),

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

Sarah McLaughlin

#### **Others Present:**

Assistant Facilities Director Kevin Cabuzzi, Architect Dale Gienapp (remote), Jack (remote), MEnsminger (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.

Chair Pat Tompkins called the meeting to order at 6:02 pm.

#### **Roll call Attendance:**

**Present:** Carla Nazzaro, Ed Ross, Greg Stepler, Nancy Twomey, John Coote, Kirk McCormick, Pat Tompkins

**Not Present:** Karen Gately Herrick, Sarah McLaughlin

#### **Approve Minutes from Previous Meeting:**

**On a motion by Carla Nazzaro, and seconded by Kirk McCormick, the Killam School Building Committee voted 6-0-1 to approve the meeting minutes of September 19, 2022, with Ed Ross abstaining, as he was not yet a member of the Committee at that meeting.**

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

#### **Update on MSBA/Killam School Process:**

Town Manager Fidel Maltez stated that the Town has been accepted into the feasibility study phase. The next step is to choose an Owner's Project Manager (OPM). The draft for the Request for Services (RFS) has been sent to MSBA, and Jennifer Flynn of the MSBA will give her feedback on its language next week. The plan is to submit the RFS to the Central Register on April 5<sup>th</sup>. It will also be advertised in the Daily Times Chronicle as required.

Respondents will have about four weeks to submit their packets. There are two critical dates: April 18<sup>th</sup>, for an informational meeting and potential site tour for interested respondents, and April 25<sup>th</sup> when questions from respondents are due to Procurement Officer Allison Jenkins. Responses are due May 3<sup>rd</sup> at 2:00 pm.

In the RFS is criteria prepopulated by MSBA, and standards for scoring respondents. It would be appropriate for the Committee to review the packets, grade them, and have a meeting to review and rank them, which is proposed for May 15<sup>th</sup>. Through the grading process, the top three will be selected and interviewed. Four of the nine KSBC members could form a subcommittee, with staff to support, for the interview process. If the Committee agrees, Mr. Maltez, Ms. Jenkins, and Facilities Director Joe Huggins would negotiate a contract with the OPM. The Town is required to submit their selection to the MSBA by June 14<sup>th</sup> for the MSBA to vote at their July 10<sup>th</sup> Review Panel. The anticipated execution of the contract is August 15<sup>th</sup>.

Karen Gately Herrick arrived at 6:11 pm.

Where the date for interviews on May 17<sup>th</sup> is only two days after the respondents are short-listed, Mr. Tompkins suggested including an explanation in the RFS and recommending the respondents hold that date.

#### **Discussion on Owner's Project Manager (OPM) Process:**

Mr. Tompkins noted that with nine voting members, it makes sense to have a subcommittee of four members conduct the interviews. All nine voting members would score the respondents, but having five on the subcommittee would be a quorum and would limit the Subcommittee's flexibility.

The Committee will review all respondents, and rank the top three choices for the short-list. The RFS will determine how the Committee will score the respondents. The subcommittee will form the questions to ask and interview the three short-listed firms. The subcommittee will bring their recommendations back to the full Committee to vote on an OPM. Mr. Tompkins noted that the OPM will be the guide for the entire process, will work with the MSBA, help evaluate architects and work with them, and will be a close confidante and advisor for the next four years. It has to be someone the Committee can trust and work with.

Interviews will be scheduled as hybrid, but members expressed a preference for in-person presentations.

#### **Review and Discussion on Request for Services (RFS) for OPM:**

Mr. Tompkins advised the Committee to send comments on the RFS to Mr. Maltez and Ms. Jenkins within the next week. Mr. Maltez noted that any changes will need to be approved by MSBA as well.

#### **Next Meeting Dates/Future Agenda Items:**

The Committee agreed to meet on April 26<sup>th</sup> to discuss assigning members to the Subcommittee, and review questions from respondents; May 15<sup>th</sup> to short-list the respondents; and May 22<sup>nd</sup> for the Committee to vote on the OPM.

**On a motion by Greg Stepler, and seconded by Karen Gately Herrick, the Killam School Building Committee voted 8-0-0 to adjourn at 6:50 pm.**

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