



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2024-02-12

Time: 7:00 PM

Building: Reading Public Library

Location: Community Room

Address: 64 Middlesex Avenue

Agenda: Revised

Purpose: General Business

Meeting Called By: Jacquelyn LaVerde 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:

This meeting will be held in-person in the Community Room of the Reading Public Library and remotely via Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/87991038340>

Meeting ID: 879 9103 8340

One tap mobile

+16465189805,,87991038340# US (New York)

+16465588656,,87991038340# US (New York)

Dial by your location

• +1 646 518 9805 US (New York)

• +1 646 558 8656 US (New York)

Find your local number: <https://us06web.zoom.us/u/kd80KTbn2n>

AGENDA:

- Call to Order
- Public Comment
- KSBC Liaison Reports
- Designer Report/Update
 - Tasks Completed
 - Revised Project Charter
 - Sustainability Goals
 - Next Steps
- OPM report
 - Financials
- Communications working group update
- Financial update – vote on payment process

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.



Town of Reading Meeting Posting with Agenda

- Warrant/ Invoices (possible vote)
- Approval of Prior Meeting Minutes
- Future Agenda Items/ Next Steps/ Next Meeting Dates
 - Upcoming Community Meeting 2/29

*Originally posted February 5, 2024 @ 2:03 pm. Revised February 8, 2024, to add details to Designer Report/Update & OPM Report to Agenda.

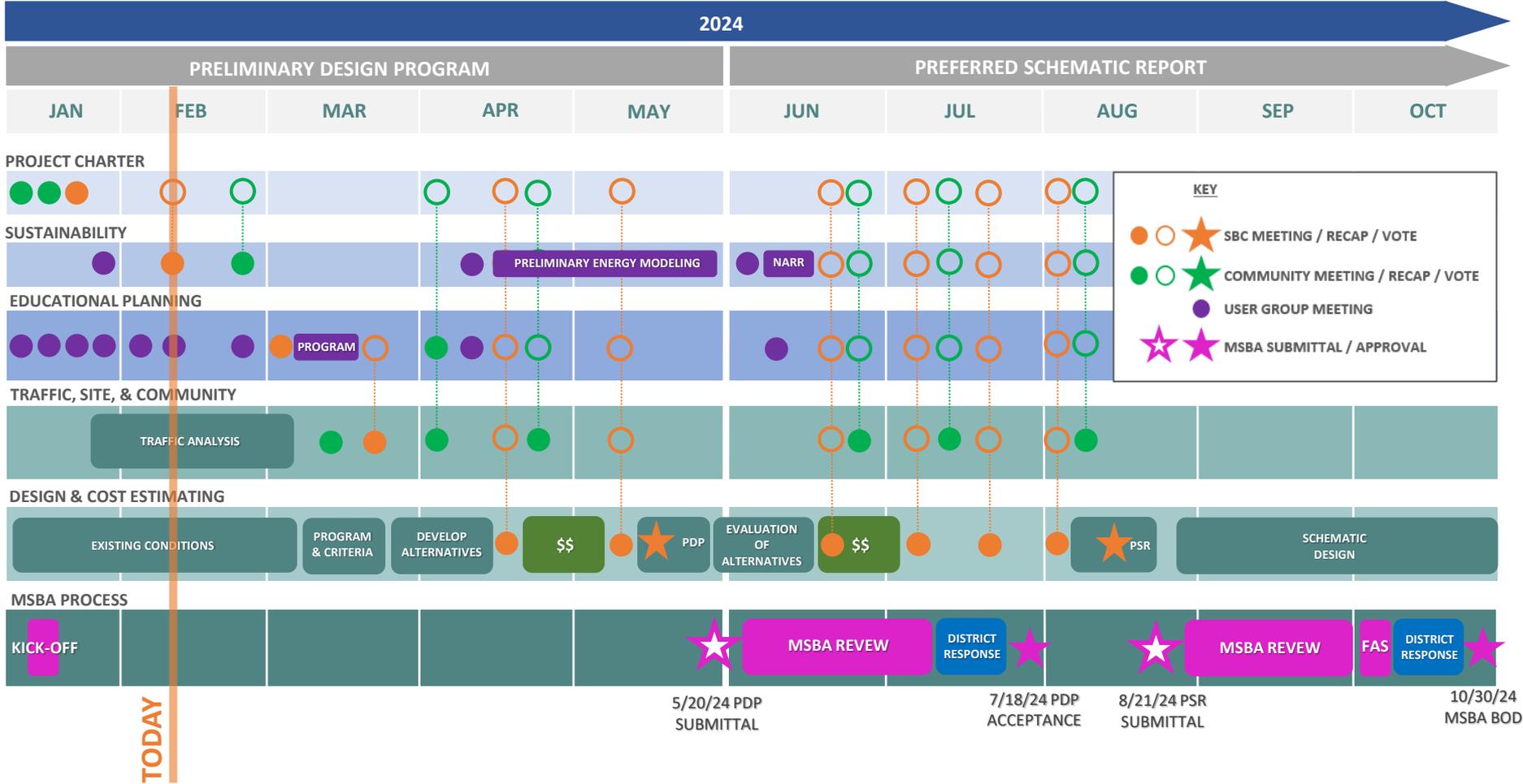
"A PLACE WHERE EVERYONE BELONGS"



TASKS COMPLETED

- **Educational Visioning** – Ongoing; will report back to SBC on 3/11
- **Site Survey** – fieldwork completed; will report to SBC on 3/25
- **Traffic Study** – traffic counts completed; will report to SBC on 3/25
- **Existing Conditions Assessments** – completed; will report to SBC on 3/25
- **Sustainability Working Group Kick-Off** – 1/29

PRELIMINARY FEASIBILITY STUDY WORK PLAN



REVISED PROJECT CHARTER

'BUILT AROUND THE STUDENT'

- Design an elementary learning environment with distinct grade-level 'classroom pods' that includes large flexible classrooms, common space for gathering and small group rooms – all with integrated technology and adequate storage.
- Encourage hands-on learning with makerspace, designated science areas and a central library that fosters 'a love of reading'.
- Support inclusive SPED programs with dedicated spaces in each grade that include sensory and calm-down areas.
- Provide common teacher planning offices and conference space that encourages development, interactions, and interdisciplinary programming.
- Create dedicated Pre-K space with separate entry and play, distinct administration, and necessary program support areas.

REVISED PROJECT CHARTER

COMMUNITY CENTERED

- Follow a ‘balanced approach’ that considers cost and value, supports year-round use, and leads to town-wide consensus.
- Design a building that fits in the existing context, feels like a neighborhood school and is first and foremost an elementary school.
- Support community building functions on nights and weekends with a large gym and a multipurpose cafeteria with proper systems that allow flexible use.
- Consider town sports and recreation program use on site and provide adequate parking for faculty, school, and community events.

REVISED PROJECT CHARTER

RESPONSIBLE SUSTAINABILITY:

- Propose an energy efficient facility (likely ‘all electric’) with a climate resilient design, a reduced total carbon footprint that aligns with Reading’s initiatives and takes advantage of available incentives and tax credits.
- Consider the building as an opportunity for proper sustainable planning, meeting LEED criteria for lighting, mechanical systems, materials, and acoustics – all selected for ease of maintenance and with an emphasis on long-term operating costs.
- Provide natural daylight and views for all occupied spaces, with operable windows and controls that allow for individual options for thermal comfort and lighting.
- Create a building and site that acts as a ‘teaching tool’ for environmental design, including outdoor classrooms for science, nature-based playgrounds, gardens, a greenhouse, and a newly envisioned WOW Center.

REVISED PROJECT CHARTER

SAFE AND HEALTHY:

- Improve site traffic flow with proper queuing lanes, separate access for cars and buses, and safe student routes for student walkers and bikes – both during and after construction.
- Develop a safe site with play areas that are appropriately fenced, shaded, connected with activity pathways, and clearly separated from parking.
- Create a secure school environment with entry vestibule, monitored card-key entry systems, camera supervision and necessary provisions for lockdown and active shooter events.
- Support a healthy school population with sufficient ADA ‘gender neutral’ bathrooms that are correctly located, with wash sink and water fill stations dispersed throughout.

REVISED PROJECT CHARTER

‘A SENSE OF BELONGING’

- Retain the warm feeling of the existing Killam School with a welcoming entry, universally accessible environment, and a plan organization that is easy to understand and navigate.
- Support of the sense that “Everybody here likes each other” with open, visually connected spaces filled with flexible furniture, colorful materials, and display of student work.
- Create welcoming lounge areas for Boston resident students of all ages, multilingual learner (MLL) families and for all visiting parents, volunteers, and newcomers.
- Embrace the Core Values framework (TRRFCC) of Trustworthiness, Responsibility, Respect, Fairness, Citizenship and Caring.

SUSTAINABILITY: REQUIREMENTS AND GIVENS

MSBA Green Schools Policy

Base:

- LEED Silver
- Stretch Energy Code
- MEP/Envelope/Ongoing LEED Commissioning
- 3 LEED Material & Resources /Indoor Environmental Quality (IEQ) credits

3-4% Additional Reimbursement

- 5 LEED IEQ points (1%)
- Specialized Stretch Code (3%)

MA Stretch Energy Code

Two Pathways:

1. **TEDI** - considers the energy demand not energy use. It focuses on passive rather than active strategies.
2. **Passive House Certification** – requires post-occupancy testing

Additional Stretch Code Requirements:

- Air leakage compliance
- Energy Recovery
- EV Charging
- Solar Readiness
- Additional Energy Efficiency Requirements

MA Opt-in Specialized Code

Three Pathways :

1. **Zero Energy:** On site energy production \geq building energy use
2. **All-Electric:** Full space and water heating electrification

3. Mixed Fuel:

- On-site renewable capacity ≥ 1.5 W/ft² multiplied by sum of floor area of three largest floors
- More efficient HVAC equipment performance
- Wiring for future electrification

SUSTAINABILITY: REBATES AND INCENTIVES



- Additional 3-4% reimbursement for MA High-Performance Green Schools



- Rebates for geothermal heat pumps and solar photovoltaics
- 15%-45% of cost of entire HVAC system can be refunded.
- Need to confirm if IRA funds will still be available.



- Explore RMLD ownership of solar PV.



- Team is studying availability of MassSave incentives.
- If Killam uses gas from National Grid, it may be eligible for some MassSave incentives for switching to electric.

SUSTAINABILITY GOALS: SITE

- Create a building and site that acts as a 'teaching tool' for environmental design, including outdoor classrooms for science, nature-based playgrounds, gardens, a greenhouse, and a newly envisioned WOW Center.
- Provide safe routes for walking and cycling.
- Consider alternative for rainwater management such as rain gardens.
- Select exterior lighting that reduces light pollution while providing adequate illumination for safety and visibility.



Rainwater Management



Protect & Restore Habitat



Bicycle facilities



Light Pollution Reduction



Open Space

SUSTAINABILITY GOALS: ENERGY

- Propose an energy efficient facility (likely 'all electric') with a climate resilient design, a reduced total carbon footprint that aligns with Reading's initiatives and takes advantage of available incentives and tax credits.
- Consider the building as an opportunity for proper sustainable planning, meeting LEED criteria for lighting, mechanical systems, materials, and acoustics – all selected for ease of maintenance and with an emphasis on long-term operating costs.



SUSTAINABILITY GOALS: WATER

- Conserve water through efficient indoor fixtures, water metering, and HVAC condensate capture.
- Consider alternative for rainwater management such as rain gardens.
- Utilize native plants that are low-maintenance, require less water, and support the local ecosystem.



Native Plants



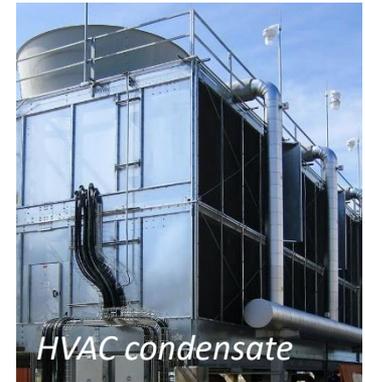
Rainwater collection



Efficient indoor fixtures



Water Metering



HVAC condensate

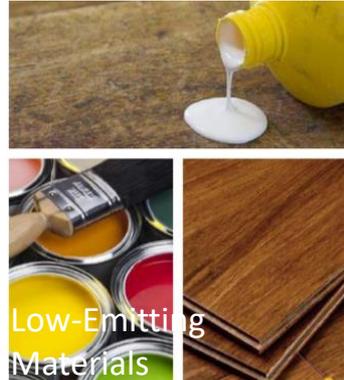
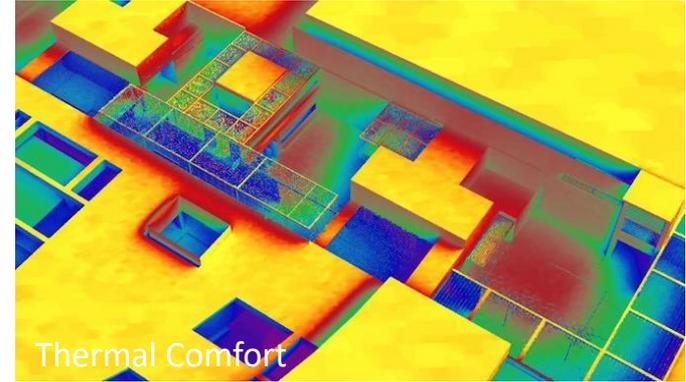
SUSTAINABILITY GOALS: MATERIALS AND RESOURCES

- Promote resource efficiency and minimize embodied energy associated with building materials and processes.
- Investigate solid waste strategies including recycling and composting.



SUSTAINABILITY GOALS: INDOOR ENVIRONMENTAL QUALITY

- Provide natural daylight and views for all occupied spaces, with operable windows and controls that allow for individual options for thermal comfort and lighting.
- Select interior materials that promote occupant well-being (low-emitting materials and avoid Red List materials)



NEXT STEPS

- **Next SBC Meetings:** March 11 – Educational Visioning Outcome
March 25 – Traffic, Site Analysis, & Existing Conditions
- **Next Community Meetings:** Feb. 29 – Project Charter & Sustainability Goals
March 18 – Site and Traffic Listening Session
- **Space Programming** – March 5-7 with Faculty & Staff
- **Finalize Existing Conditions Assessments**
- ❖ **Executive Leadership Team (XLT) Meetings Weekly unless SBC meeting**



February 8, 2024

Town of Reading Killam Elementary School



Project Leaders

Project Budget and Cost Summary

A Description	C (Bud. Adj. Tab)			E (C+D)			F (Com. Cost tab)		G (E-F)		H (Forecast. tab, >G)		I (F+G+H)		J (Invoice Tab)		K (I-J)		
	BUDGET			COST						CASH FLOW									
	PFA Approved	Authorized Changes	Approved Budget	Committed Costs	Uncommitted Costs	Forecast Costs	Total Project Costs	Expenditures to Date	Balance To Spend										
20 Construction																			
Construction		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Change Orders		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
30 Architectural & Engineering																			
Other Basic Services		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Geotechnical & GeoEnv. Engineering		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Site Survey		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Survey of Existing Conditions / Wetlands		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Hazardous Materials		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Traffic Studies		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Other Reimbursable Costs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
A&E Feasibility Study	\$740,000	\$110,000	\$850,000	\$850,000	\$0	\$0	\$850,000	\$20,000	\$830,000										
Testing & Inspections		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Subtotal	\$740,000	\$110,000	\$850,000	\$850,000	\$0	\$0	\$850,000	\$20,000	\$830,000										
40 Administrative Costs																			
OPM Feasibility Study	\$260,000	\$20,000	\$280,000	\$280,000	\$0	\$0	\$280,000	\$40,689	\$239,311										
Advertising		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Other Administrative Costs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Other Project Costs (Moving)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Utility Fees		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Legal		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Permitting		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Environmental & Site (FS/SD)	\$515,000	\$0	\$515,000	\$208,120	\$306,880	\$0	\$515,000	\$0	\$515,000										
Other Project Costs (FS/SD)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Subtotal	\$775,000	\$20,000	\$795,000	\$488,120	\$306,880	\$0	\$795,000	\$40,689	\$754,311										
50 Furniture, Fixtures and Equipment																			
Furniture, Fixtures and Equipment		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Technology		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Project Sub-Total																			
	\$1,515,000	\$130,000	\$1,645,000	\$1,338,120	\$306,880	\$0	\$1,645,000	\$60,689	\$1,584,311										
70 Project Contingency																			
Construction Contingency (Hard Cost)		\$0	\$0																
Owner's Contingency (Soft Cost)	\$685,000	-\$130,000	\$555,000	\$555,000	\$0	\$0	\$555,000	\$555,000	\$555,000										
Subtotal	\$685,000	-\$130,000	\$555,000	\$555,000	\$0	\$0	\$555,000	\$555,000	\$555,000										
Project Total	\$2,200,000	\$0	\$2,200,000	\$1,338,120	\$861,880	\$0	\$2,200,000	\$60,689	\$2,139,311										

**Town of Reading
Killam Elementary School
02/08/24**



Project Budget Adjustments

Adjustment Item	BRR	Adjusted Amount	Date Approved	CODE	Comments
Move to OPM FS to SC Contingency		\$20,000.00	07/19/23	40-010	Moved \$20k to cover OPM FS/SD Cost
From SC Cont to OPM FS		(\$20,000.00)	07/19/23	70-500	Moved \$20k to cover OPM FS/SD Cost
Move to A/E FS from SC Contingency		\$110,000.00	12/12/23	30-290	Moved \$110k to Cover A/E FS/SD Cost
From SC Cont to A/E FS		(\$110,000.00)	12/12/23	70-500	Moved \$110k to Cover A/E FS/SD Cost
Total Approved Adjustments to Date		\$0.00		\$	-

**Town of Reading
Killam Elementary School
02/08/24**



Committed Cost (Contracts/Pos)

VENDOR	AMOUNT	ISSUE DATE	SIGNED/ RETURN DATE	ENCUM (PO)	CODE	MSBA	Notes
Colliers Project Leaders	\$280,000.00	6/22/2023	07/19/23	CPL Contract	40-010	0001-0000	CPL Base Contract Excluding Estimating
Lavallee Brensinger Architects	\$400,000.00	12/12/2023	12/12/2023	LBA Contract	30-290	0002-0000	LBA Base Contract for FS (Excluding Extra Services)
Lavallee Brensinger Architects	\$450,000.00	12/12/2023	12/12/2023	LBA Contract	30-290	0002-0000	LBA Base Contract for SD (Excluding Extra Services)
Lavallee Brensinger Architects	\$26,400.00	12/14/2023	12/23/23	LBA Amd 01	40-800	0003-0000	LBA Amd 01 - Land Surveying (Samiotes)
Lavallee Brensinger Architects	\$120,450.00	12/14/2023	12/23/23	LBA Amd 02	40-800	0003-0000	LBA Amd 02 - Traffic Study (GPI)
Lavallee Brensinger Architects	\$4,950.00	12/18/2024	12/23/23	LBA Amd 03	40-800	0003-0000	LBA Amd 03 - Haz Mat Consulting (UEC)
Lavallee Brensinger Architects	\$14,520.00	12/18/2024	12/23/23	LBA Amd 04	40-800	0003-0000	LBA Amd 04 - Phase 1 ESA & Soil Sampling (FS Engineers)
Lavallee Brensinger Architects	\$41,800.00	1/3/2024	01/25/24	LBA Amd 05	40-800	0003-0000	LBA Amd 05 - Geotech Services (LGCI)
TOTAL	\$1,338,120.00						\$1,338,120.00



Expenditures - Invoices/Requisitions

Invoice Amount	Vendor	Invoice Number	Invoice Date	Approval Date	CODE	Propay Code	Propay Subm. #	Description
\$620.00	Colliers Project Leaders	871662	08/08/23	08/08/23	40-010	0001-0000		CPL Services July 2023 - FS/SD
\$11,902.50	Colliers Project Leaders	880248	09/08/23	09/08/23	40-010	0001-0000		CPL Services Aug 2023 - FS/SD
\$8,302.50	Colliers Project Leaders	887682	10/05/23	10/05/23	40-010	0001-0000		CPL Services Sept 2023 - FS/SD
\$7,432.50	Colliers Project Leaders	897597	11/06/23	11/17/23	40-010	0001-0000		CPL Services Oct 2023 - FS/SD
\$6,343.75	Colliers Project Leaders	905846	12/08/23	01/17/24	40-010	0001-0000		CPL Services Nov 2023 - FS/SD
\$6,087.50	Colliers Project Leaders	913392	01/08/24	01/17/24	40-010	0001-0000		CPL Services Dec 2023 - FS/SD
\$20,000.00	Lavallee Brensinger Archi	19643	01/18/24	01/26/24	30-290	0002-0000		LBA Services December 2023 - FS
\$60,688.75 Total Spent to Date								\$60,688.75

Killam Elementary School Estimated Project Cash Flow Sheet



Month		OPM	Designer & Consultants	FF&E & Misc	Construction	Contingency	Estimated Outlay	Actual outlay	Est Cum	Act Cum
Feasibility Study Period	1	Aug-23	\$8,203				\$8,203	\$620	\$8,203	\$620
	2	Sep-23	\$15,096				\$15,096	\$11,903	\$23,299	\$12,523
	3	Oct-23	\$15,096				\$15,096	\$8,303	\$38,395	\$20,825
	4	Nov-23	\$15,096				\$15,096	\$7,433	\$53,491	\$28,258
	5	Dec-23	\$14,025				\$14,025	\$0	\$67,516	\$28,258
	6	Jan-24	\$14,584	\$20,000			\$34,584	\$32,431	\$102,100	\$60,689
	7	Feb-24	\$14,584	\$50,000			\$64,584	\$0	\$166,684	
	8	Mar-24	\$14,584	\$75,000			\$30,000	\$119,584	\$0	\$286,268
	9	Apr-24	\$14,584	\$75,000			\$50,000	\$139,584	\$0	\$425,852
	10	May-24	\$14,584	\$75,000			\$50,000	\$139,584	\$0	\$565,436
	11	Jun-24	\$14,584	\$75,000			\$50,000	\$139,584	\$0	\$705,020
	12	Jul-24	\$14,584	\$75,000			\$75,000	\$164,584	\$0	\$869,604
	Schematic Design	13	Aug-24	\$14,584	\$75,000			\$75,000	\$164,584	\$0
14		Sep-24	\$14,584	\$75,000			\$75,000	\$164,584	\$0	\$1,198,772
15		Oct-24	\$14,584	\$75,000			\$75,000	\$164,584	\$0	\$1,363,356
16		Nov-24	\$14,584	\$75,000			\$75,000	\$164,584	\$0	\$1,527,940
17		Dec-24	\$14,584	\$75,000			\$75,000	\$164,584	\$0	\$1,692,524
18		Jan-25	\$15,174	\$75,000			\$75,000	\$165,174	\$0	\$1,857,698
19		Feb-25	\$17,245	\$75,000			\$50,000	\$142,245	\$0	\$1,999,943
20		Mar-25	\$2,580	\$75,000			\$50,000	\$127,580	\$0	\$2,127,523
21		Apr-25	\$2,477	\$13,120			\$50,000	\$65,597	\$0	\$2,193,120
22		May-25	\$0				\$6,880	\$6,880	\$0	\$2,200,000
		\$2,200,000	\$280,000	\$1,058,120	\$0	\$0	\$861,880	\$2,200,000	\$60,689	

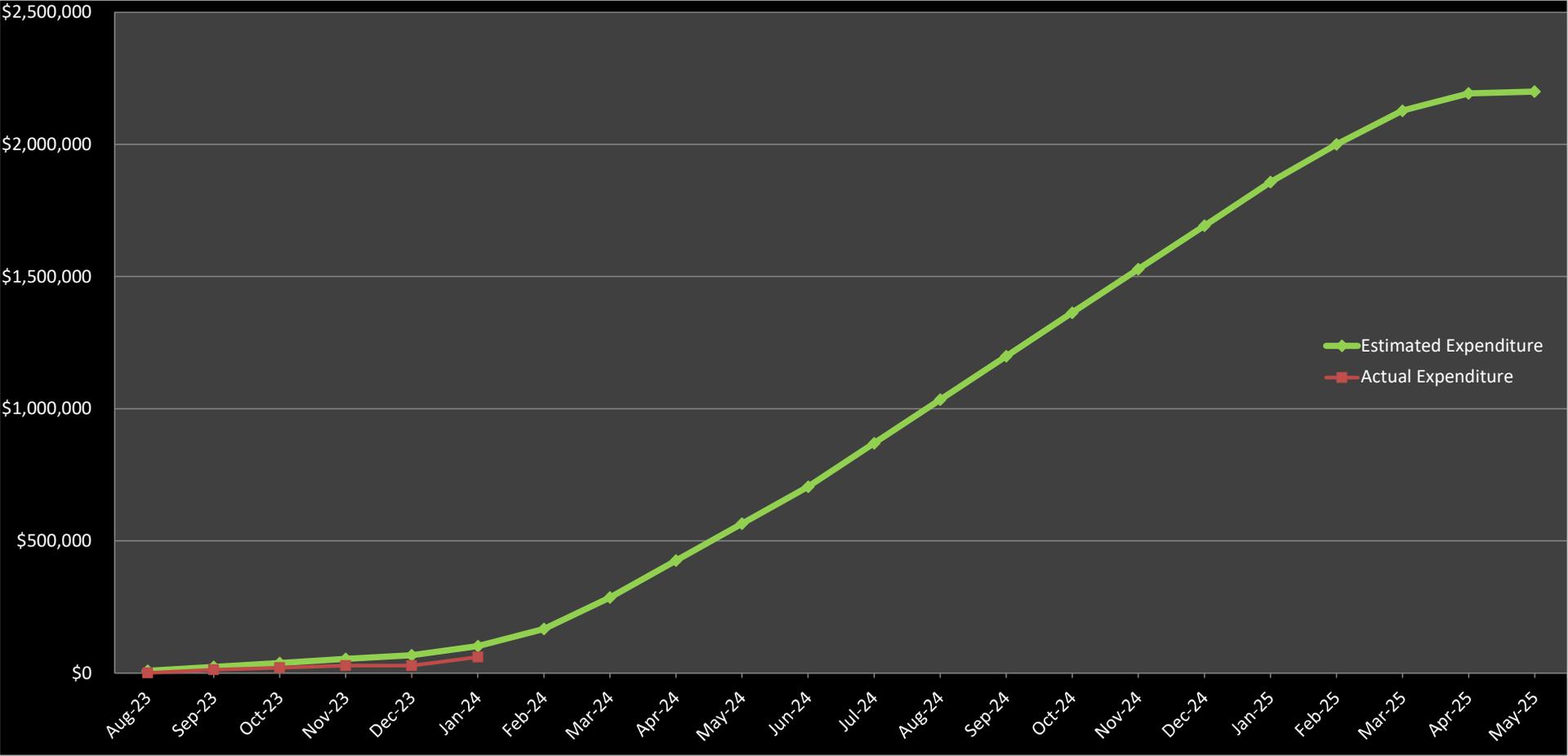


Town of Reading
Killam Elementary School
Estimated Project Cash Flow Graph



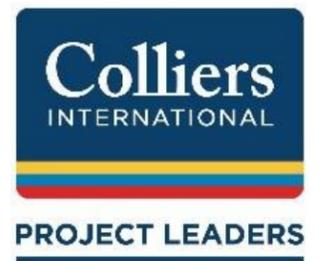
Project Leaders

February 8, 2024



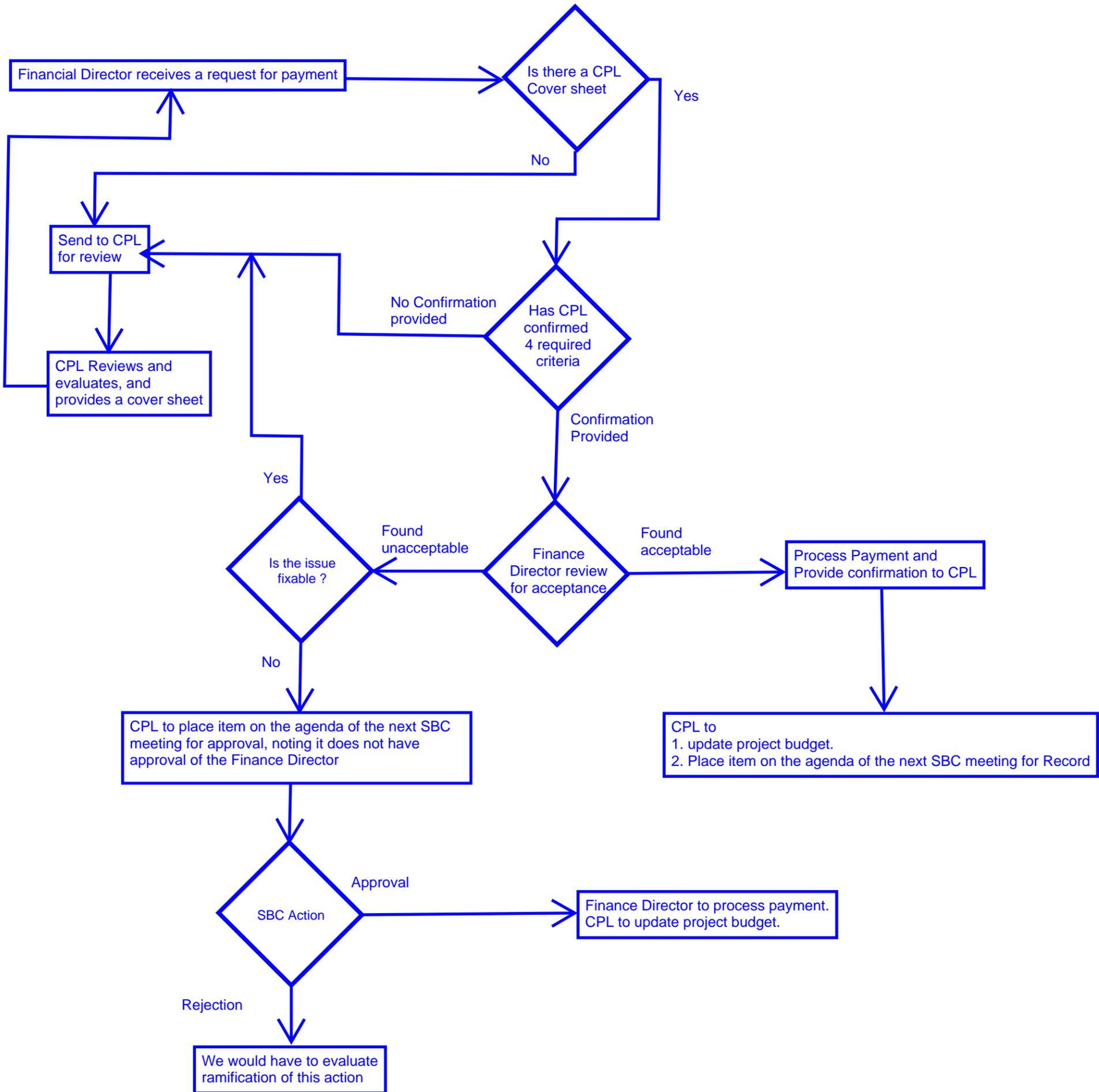


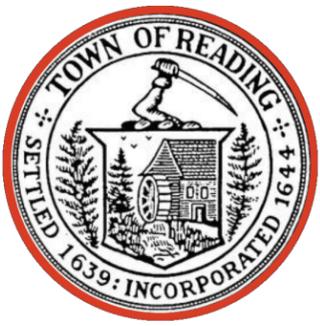
Invoice Payment Process



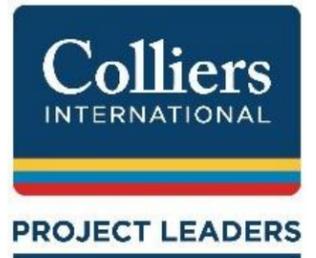
All Invoices need to have a Colliers Project Leaders (CPL) Cover sheet. That CPL cover sheet should always include

1. A recommendation to pay
2. Confirmation of Commitment
3. Confirmation within Budget
4. MSBA Propay code(s)



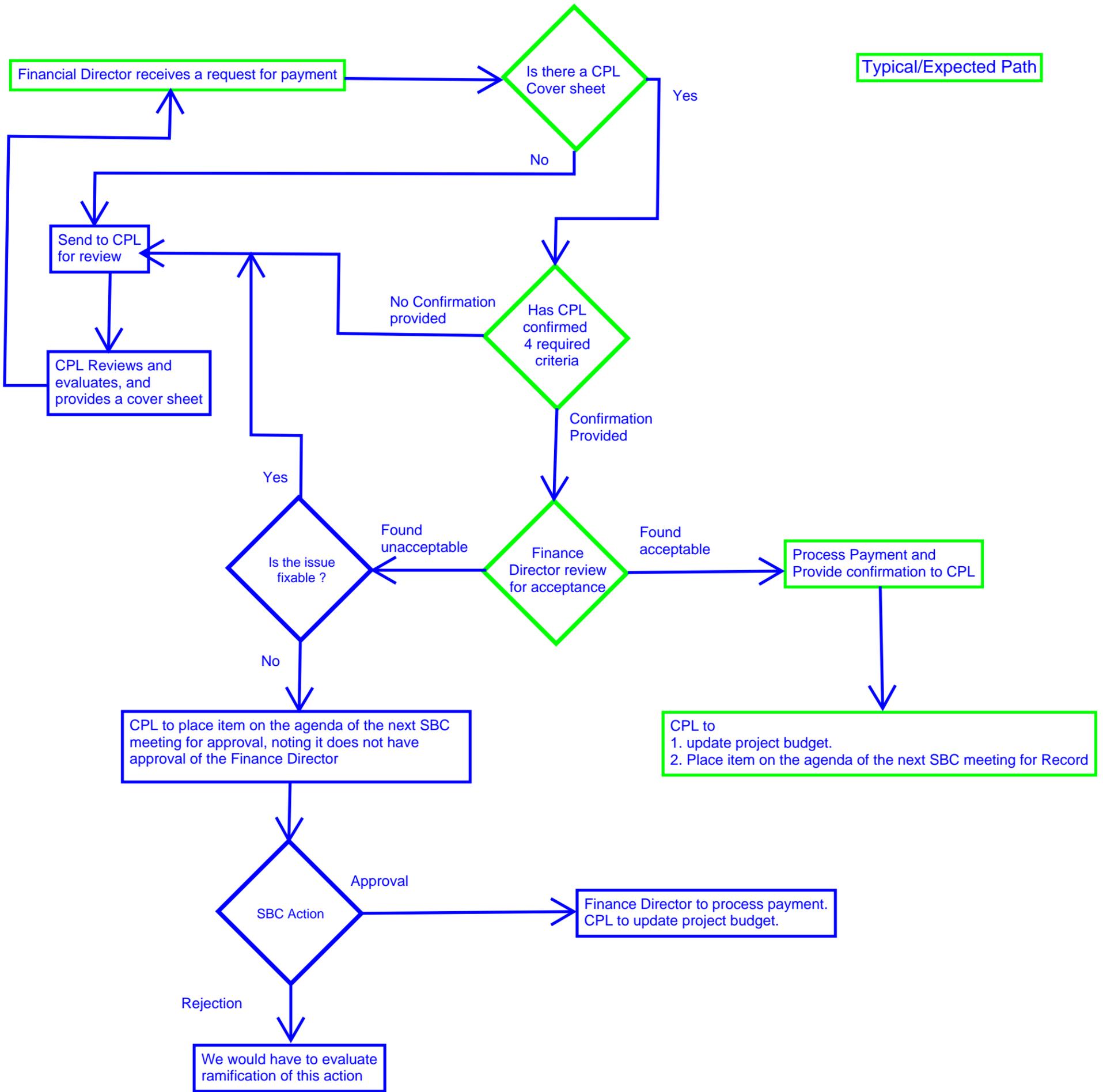


Invoice Payment Process



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Typical/Expected Path



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2024-01-22

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Session: Open Session

Purpose: General Business

Version: Draft

Attendees: **Members - Present:**

Chair Carla Nazzaro, Vice Chair Karen Gately Herrick (remote 7:05pm), John Coote, Sarah McLaughlin (remote), Kirk McCormick (remote), Ed Ross, Pat Tompkins, Nancy Twomey

Members - Not Present:

Greg Stepler

Others Present:

Acting Town Manager Matt Kraunelis, School Superintendent Tom Milaschewski (remote), Killam Principal Lindsey Fulton (remote), Director of Operations Jayne Wellman, School Director of Finance Derek Pinto (remote 7:11pm), Chief Financial Officer Sharon Angstrom (remote), Director of Facilities Joe Huggins (remote), Assistant Director of Facilities Kevin Cabuzzi (remote), Colliers Project Manager Suzanna Yeung, Colliers Project Director Mike Carroll (remote), LBA Project Manager Jenni Katajamaki, LBA Architect Leigh Sherwood, Tom Ollila - RMLD (remote), Bill Bullock - RMLD (remote 7:34pm)

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: John Coote, Kirk McCormick (remote), Sarah McLaughlin (remote), Ed Ross, Pat Tompkins, Nancy Twomey, and Carla Nazzaro.

Karen Gately Herrick joined remotely at 7:05 pm.

Not Present: Greg Stepler

Public Comment

There was no comment from the public.

KSBC Liaison Reports

Director of Operations Jayne Wellman shared that the Communications Working Group held its first meeting last Thursday, and plans to meet the next four Thursdays. The group created a general agenda to continually take up in-person public engagement, digital

engagement, and communications campaigns. The next step is to review the proposals from the website vendors, then make a recommendation to the Committee.

LBA Project Manager Jenni Katajamaki stated that the first meeting of the Sustainability Working Group is scheduled for January 29th. The group will review existing Town sustainability goals and discuss incentives that are available. The primary goal of the meeting will be to identify sustainability goals for the project that include site, energy, water, air quality, and materials.

Carla Nazzaro stated that the Executive Leadership Team held a kick-off meeting with the Massachusetts School Building Authority (MSBA), where they discussed expectations, and moving forward through the feasibility study and schematic design phases. The Educational Leadership Team has three meetings coming up on February 2nd, 9th, and 16th.

Lindsey Fulton stated that there were a number of site visits this week that went well. They asked great questions and saw the grounds inside and outside. She thanked Facilities and Technology for their help with the site visits.

School Superintendent Dr. Milaschewski noted that Killam representatives have done a great job representing the staff and disseminating information among the rest of the staff.

Carla Nazzaro noted that the first community meeting with the public was held on January 11th. There were approximately forty-five attendees, and some good information was gathered there, which LBA will share in their update.

Designer (LBA) Report/Update

Updates from last 2 weeks/Plans for the next 2 weeks

LBA Project Manager Jenni Katajamaki quickly reviewed the recent and upcoming activities including: MSBA kick-off meeting, observing the existing school with the educational planner, touring three other elementary schools across Massachusetts with District and Killam representatives, hosting the first community meeting, assessing existing conditions, and Communications Working Group kick-off. The existing conditions assessments are continuing, the survey team began their survey today, and the traffic analysis will begin next week.

Reviewing the Project Charter

LBA Architect Leigh Sherwood reviewed the initial Project Charter meetings. The first one was held with the Killam faculty, and the second one with the community. They elicited ideas from both groups to try and determine what their priorities were. Five themes that emerged were Focus on Education, Community-Centered, Realistic Sustainability, Safe & Healthy, and "A Sense of Belonging". The themes and ideas were then used to shape the draft Project Charter. Mr. Sherwood suggested that the KSBC members review the themes and ideas, and note what they think the priorities are, for further discussion at the next meeting.

Ms. Katajamaki and Mr. Sherwood explained that the Project Charter is the list of priorities that the Committee will follow when making decisions. Though it is not required by the MSBA, it is a very important tool for the project.

Vote of acknowledgement on the Design Team Amendments 01-05

Colliers Project Manager Suzanna Yeung reviewed LBA Amendments one through five, that were presented at the last meeting. The ask is for a vote of acknowledgement so the amendments can be finalized and sent to the MSBA.

Typically, changes will come to the Committee for approval prior to sign-off. However, these amendments were expedited, and signed off by the former Town Manager, to get the process started. Changes are monitored by Colliers to ensure that they are within budget.

On a motion by Karen Gately Herrick, seconded by Nancy Twomey, the Killam School Building Committee voted 8-0-0 to acknowledge the design team amendments one through five.

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

Assigning a designee to act on behalf of the KSBC

Colliers Project Manager Suzanna Yeung explained the workflow process for any changes, invoices, or purchase orders. Everything should go to Colliers for review & recommendation for approval, then sent to the designee. The proposed figure suggests the amount up to \$100,000. Everything would be brought to the Committee for a vote of acknowledgement, but anything over \$100,000, or anything the designee would prefer to have approval prior to signing off, would be brought straight to the Committee for a vote. The Committee discussed the amount, and agreed that they were more comfortable with \$50,000 as the authorized amount for the designee. The Committee can vote to change the amount in the future if they choose. They further discussed and agreed that the Town Manager and Director of Facilities should be the designees in collaboration when both are available.

On a motion by Karen Gately Herrick, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to assign as the Killam School Building Committee designee the Town Manager and the Director of Facilities to act on behalf of the KSBC for contracts, purchase orders, and change orders up to a maximum amount of \$50,000.

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

Owner’s Project Manager (Colliers) Report

Schedule Update

Colliers Project Manager Suzanna Yeung reviewed the updated master schedule and the tracking of activities thus far. We are currently in the feasibility study phase. The first submission of the Preliminary Design Program (PDP) to the MSBA is on target for May 20, 2024. Following the review and acceptance process for the PDP, the next target submission is August 21, 2024, for the Preferred Schematic Report (PSR). Next, we will move into Module 4, Schematic Design in September 2024, with the Schematic Design submission targeted for February 10, 2025. Then funding the project, Module 5, aims to go to Town Meeting in April/May 2025, then have the Town Election in June 2025. Design Phase Module 6 beginning in June 2025, Construction Phase Module 7 beginning in August 2026, and Project Closeout Module 8 beginning in August 2029, have also been added to the master schedule in broad detail.

Website Update

Ms. Yeung stated that she reached back out to both Boston Web Designers and Mandile Web Design, to talk about their social media package offerings. She noted that Mandile was far more willing to offer the full package and create a lot of content for no additional cost than what was already included in his previous proposal. Any content would be approved before it goes out. Boston Web Designers is willing to do some more content creation. Though they have a hefty cost to set everything up, plus \$375 per week for content creation and engagement, plus \$200 monthly costs for meetings, analytics, and reporting. The Communications Working Group will meet this Thursday to review the proposals with Derek Osterman of Colliers, who will be able to answer questions and speak about other projects he has done with third party public relations groups. The Communications Working Group will then make a recommendation to the Committee at the next meeting.

Warrant/ Invoices

There were no invoices for review.

Approval of Prior Meeting Minutes

On a motion by Karen Gately Herrick, seconded by Ed Ross, the Killam School Building Committee approved the meeting minutes of January 8, 2024, by a vote of 5-0-3, with John Coote, Kirk McCormick, and Sarah McLaughlin abstaining, as they were not present at that meeting.

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

Future Agenda Items and Next Meeting Dates

The Committee will review invoices from Colliers and LBA at the next meeting, along with edits to the Project Charter, a vote on a proposal from the Communications Working Group for a web designer, and a review of sustainability goals. The next meeting will be held on February 12, 2024.

On a motion by Karen Gately Herrick, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to adjourn at 8:21 pm.

February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Communications WG 12:00pm	2	3
4	5 XLT 10:00am	6	7	8 Communications WG 12:00pm	9	10
11	12 KSBC 7:00pm @RPL	13	14	15 Communications WG 12:00pm	16	17
18	19 No Meeting School Vacation Week	20	21	22	23	24
25	26 XLT 10:00am	27	28	29 Communications WG 12:00pm Community Meeting 5:30 pm		

EVENTS

February 29th

Community Meeting:

5:30pm – 7:00 pm

@ RHMS Library

Project Charter & Sustainability Goals

March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 XLT 10:00am	5	6	7	8	9
10	11 KSBC 7:00pm @Town Hall	12	13	14	15	16
17	18 XLT 10:00am Community Meeting 7:00pm	19	20	21	22	23
24	25 KSBC 7:00pm @Town Hall	26	27	28	29	30
31						

EVENTS

March 18th
Community Meeting:
7:00pm – 8:30pm
@ RMHS Library
Site & Traffic

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 XLT 10:00am Community Meeting 7:00pm	2	3	4	5	6
7	8 KSBC 7:00pm @Town Hall	9	10	11 Community Meeting 5:30pm	12	13
14	15 No Meeting School Vacation Week	16	17	18	19	20
21	22 XLT 10:00am	23	24	25	26	27
28	29 XLT 10:00am	30				

EVENTS

April 1st
 Community Meeting
 7:00pm – 8:30pm
 Killam Elementary School
 Site, Traffic, and Educational Visioning

April 11th
 Community Meeting
 5:30pm – 7:00pm
 RMHS Library
 Preliminary Alternatives

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 KSBC 7:00pm @Town Hall	7	8	9 KSBC 6:00pm @Virtual	10	11
12	13 XLT 10:00am	14	15	16	17	18
19	20 XLT 10:00am	21	22	23	24	25
26	27 No Meeting Memorial Day	28	29	30	31	

EVENTS

June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 XLT 10:00am	4	5	6	7	8
9	10 XLT 10:00am	11	12	13	14	15
16	17 XLT 10:00am	18	19	20	21	22
23	24 XLT 10:00am	25	26	27	28	29
30						

EVENTS

July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 KSBC 7:00pm @Town Hall	2	3	4	5	6
7	8 XLT 10:00am Community Meeting 7:00pm	9	10	11	12	13
14	15 KSBC 7:00pm @Town Hall	16	17	18	19	20
21	22 KSBC 7:00pm @TBD	23	24	25	26	27
28	29 XLT 10:00am	30	31			

EVENTS

July 8th
7:00pm – 8:30pm
Location TBD
Evaluation of Alternatives

July 22nd
Joint Meeting with Town Committees

August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 KSBC 7:00pm @Town Hall	6	7	8 Community Meeting 7:00pm	9	10
11	12 KSBC 7:00pm @Town Hall	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

EVENTS

August 8th
Community Meeting
7:00pm – 8:30pm
Location TBD
Preferred Solution

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

EVENTS

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Columbus/ Indigenous Peoples' Day	15 KSBC 7:00pm @Town Hall	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

EVENTS

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 KSBC 7:00pm @TBD	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

EVENTS

December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 KSBC 7:00pm @Town Hall	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

EVENTS