

**Greenwich Board of Education  
Minutes of the New Lebanon Building Committee Meeting**

**DATE:** Wednesday, December 7, 2016  
**LOCATION:** BOE, Havemeyer Board Room  
**TIME:** 8:00 - 9:00 am

**Committee Members Present:**

Stephen Walko - Chairman  
Bill Drake - Vice Chairman (BET)  
Clare Kilgallen - Temporary Clerk  
Jake Allen  
Brian Harris

**Absent:** Patricia Baiardi Kantorski - Clerk  
Peter Bernstein (BOE)  
Dean L. Goss

**Ex-Officio Members Present:**

Tony Turner (RTM) via phone  
Will Schwartz (DPW)  
Nick Macri (P&Z)  
Laura Erickson (BOE Chair)  
**Absent:** Drew Marzullo (Selectman)

**Others Present:**

Ryszard Szczypek (TSKP Studio) via phone  
Karrie Kratz (Gilbane)  
Laura Erickson (BOE)  
James Hricay (MDO-BOE)  
Ronald Matten (DOF-BOE)  
Barbara O'Neill (BOE)

**1. Call the meeting to order**

- a. The meeting was called to order by Steve Walko at 8:00 am.

## 2. Update from Chairman

- a. Steve Walko informed the committee TSKP Studio and Gilbane had met with the BOE and made a good presentation. Mr. Walko said there were a few questions on the phasing and perimeter fencing plan. He said they will go back to the BOE on 12/15/16 and the item approved will be on the consent agenda.
- b. Steve Walko reminded the committee that he will meet with the BET Budget Committee on 12/13/16 regarding the project budget and how the monies for modulars was coded by the finance department.
- c. Steve Walko explained that the Tree Warden had posted notice of the Public Hearing scheduled for an 11 am site visit and a 12 pm hearing. Mr. Walko said it was unclear if there had been any objections filed. He noted that the trees marked for removal are on the Landscape Architect Mr. Thomas Shiel plans (Drawings C2.2 and C2.3). It was relayed that a citizen asked if all the trees marked that will be removed including 3 hickory trees. She added that there were only some signs on the trees.

## 3. Update by TSKP Studio

- a. Ryszard Szczypek said that Milone & MacBroom attended an engineering department meeting 12/05/16 to review the revised parking area on the plateau in light of BETA's (town's engineering consultants) comments. Mr. Szczypek noted that in the second review it was desired for another walkway running North-South at the center parking area using flush pavers plus striping.. The result of this request is to decrease the planting area from 6" to 4 1/2". He said we have to satisfy this request by the engineering department.
- b. Nick Macri said the Drop-off/Pick-up area plan needs to be review by the P & Z at a brief meeting 12/08/16 and be reviewed in 6 months. Mr. Macri said the next P & Z meeting is January 10, 2017. He also said that we need to obtain a letter of acknowledgement regarding the 6 month review and the proposed drop-off/pick-up procedures.
- c. Ryszard Szczypek said there had been one Structural Theshold proposal received to date (\$13,500.) and 2 more were expected today. Mr. Szczypek said that \$20,000. has been budgeted for the Structural Theshold review.
- d. Ryszard Szczypek informed the committee that TSKP Studio had not received the state required PEER review proposals yet.
- e. Ryszard Szczypek explained that the Byram Shubert Library director, Miguel Colon-Garcia had been apprehensive concerning displaying the model of the school at the Library. The head of the Greenwich Library system welcomed the model. It is expected that the model will be displayed at the library for two months. A committee member suggested there be a press release notifying the public that the model is on display.

- f. Ryszard Szczypek noted that the next meeting with the state has a target date of the week of 1/15/17. The question was raised as to whether local sign-offs and the PEER review was needed for the meeting with the state.
- g. Brian Harris said he was interested in reviewing the proposed interior finishes.

#### 4. Discussion on Cost Estimate

- a. Karrie Kratz updated the NLBC on the status of the cost estimate. Ms. Kratz said Gilbane was working on the estimate and there was a review meeting scheduled with TSKP Studio on 12/13/16. She added that a draft copy of the estimate would be posted thereafter and both she and Peter Adamowicz, Gilbane's estimator, would be at the 12/15/16 meeting.

#### 5. Update by Subcommittees (Timeline, Contracts & Quarterly Report)

- a. Jake Allen noted that the permitting checklist has been included in the proposed timeline. Mr. Allen relayed that the building department requested a priority list of the BOE projects for Spring/Summer 2017.
- b. Steve Walko noted that the modification approval for plumbing was received.
- c. It was requested that the Timeline be updated by the next meeting and that it includes the 1/10/17 meeting and the quarterly RTM report deadlines.
- d. Laura Erickson said the Quarterly Report Item #1 has been revised based on Patricia Kantorski's comments and to include a statement that the building model is on display at the Byram Shubert Library. **A Motion was made** by Bill Drake and seconded by Brian Harris **to approve the Quarterly Report as amended.** The motion was approved with a vote of 5-0-0. Patricia Kantorski, Peter Bernstein & Dean Goss were absent.

#### 6. Approval of Meeting Minutes

- a. **A Motion was made** by Bill Drake and seconded by Jake Allen **to approve the Minutes of Meeting as amended for 11/23/16.** The motion was approved with a vote of 5-0-0. Patricia Kantorski, Peter Bernstein & Dean Goss were absent.

## 7. Discussion of Next Steps

- a. The committee discussed a Change Order(CO) Policy which the Chairman/Vice Chairman could sign-off on in an effort to expedite items that are time sensitive. A \$15,000. threshold was recommended for CO that are not urgent to be reviewed by the full NLBC. **A Motion was made** by Brian Harris and seconded by Jake Allen **to approve a Change Order(CO) Policy which the Chairman/Vice Chairman can sign-off on change orders of \$15,000. or less.** The motion was approved with a vote of 5-0-0. Patricia Kantorski, Peter Bernstein & Dean Goss were absent.
- b. The NLBC discussed the proposed 2017 Schedule of Meetings for the first half of the year that Steve Walko emailed the members. The NLBC will vote on the Meeting Schedule at their next meeting. The clerk will post the schedule once it is approved.
- c. **A Motion was made** by Brian Harris and seconded by Jake Allen **to approve Invoice #1 by Consulting Engineer Services, Inc. (CES), the Commissioning Agent, dated October 31, 2016 for the amount of \$794.40.** The motion was approved with a vote of 5-0-0. Patricia Kantorski, Peter Bernstein & Dean Goss were absent.
- d. **A Motion was made** by Bill Drake and seconded by Jake Allen **to approve Invoice #7 by Gilbane dated November 29, 2016 for the amount of \$3,946.11.** The motion was approved with a vote of 5-0-0. Patricia Kantorski, Peter Bernstein & Dean Goss were absent.
- e. Gilbane's standard Trade Contract will be circulated at the next meeting.
- f. The document package to the P & Z will include TSKP Studio responses to a resident questions as well as those by petitioning neighbors concerning screening and lighting of adjacent neighbors. It was noted that it is not possible to plan mature trees on the ledge.

## 8. Adjourn

- a. The meeting was adjourned by Steve Walko at 9:00 am.