

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

DATE: Wednesday, October 7, 2015
LOCATION: Havemeyer Board Room
TIME: 8:00-9:00 a.m.

Committee Members Present:

Stephen Walko - Chair
Bill Drake - Vice Chair (BET)
Patricia Baiardi Kantorski - Clerk
Dean Goss
Clare Lawler Kilgallen
Brian Harris
Peter Bernstein (BOE)
Jake Allen

Ex-Officio Members Present:

Drew Marzullo (Selectman)
Barbara O'Neill (BOE Chair)
Will Schwartz (DPW)
Nick Macri (P&Z Commission)

Others Present:

Ronald Matten (BOE Director of Facilities)
John Frangione (BOE Supervisor of Building Operations)
Ryszard Szczypek (Tai Soo Kim)

1. Meeting called to order by Steve Walko at 8am
2. Updates by Mr. Walko
 - a. Mr. Walko gave a presentation Monday, October 5th at the Byram Neighborhood Association Meeting.
 - b. The Contracts Subcommittee met with the Town Law Department to review the changes to architect's contract on Monday, October 5th.
 - c. Mr. Walko will follow up with the Law Department to finalize the contract with Tai Soo Kim.
 - d. Appropriation vs Contract – Current appropriation is not sufficient to execute the full contract. BET conditions for full appropriations is MI approval. Will discuss with Tai Soo Kim a bifurcated contract. Phase 1 preliminary designs through MI approval.

- e. The Contract Subcommittee determined that a Construction Manager at Risk Contract is the type of contract that they will pursue.
3. Update from Subcommittees
 - a. Mr. Walko requested a leader be selected for both the Timeline and Communication Subcommittees to take on administrative duties such as to schedule meetings, reserve the room, post agendas, take, distribute and post the Minutes of the Meeting
 - b. Immediate tasks for each sub-committee were reviewed
 - c. Potential need for additional subcommittee(s) was noted
 - d. Discussed the process of budget tracking for the project
4. Discussion of Construction Manager's responsibilities and contract
 - a. Concerns: timing, costs, legality, MI Application, approval process, pre-construction services contract
 - b. Desire to get a second opinion on cost estimate to present to BET
 - c. Cost-Benefit of CM at risk – recommended option by Tai Soo Kim, spending up front to have a better project, guaranteed maximum price.
 - d. One bifurcated contract vs two contracts for pre-construction and CM
 - e. Timing of the contract
5. Approval of Minutes
 - a. Motion made by Dean Gross, second by Brian Harris to approve the minutes for meetings on Aug 5, 12, 18, Sept 2, 4, 9, 16, 30. Motion unanimously approved.
 - b. Motion made by Drew Marzullo, seconded by Peter Bernstein to accept September 8 minutes. Motion unanimously approved.
6. Update and discussions with Tai Soo Kim Partners Architects – Ryszard Szczypek
 - a. TSK aware of the need to have bifurcated contract due to phasing
 - b. CM at risk contract may include a max guaranteed price and pre-construction services.
 - c. Process and Timing:
 - i. TSK understands NLBC needs a firm estimate by Feb 2016 to present to RTM by their November 11th meeting, TSK will provide two design options and a cost estimate for the scheme the committee recommends. TSK will be prepared to make a full presentation to Board of Ed for the recommended option. Noted that if option doesn't adhere strictly to Scheme D site location, it will require an MI revision.
 - ii. Committee plans to vote November 18th on a recommended option.
 - iii. Presentation to the Board of Ed and Selectmen in December
 - iv. Best to have the CM on board by December so they can provide a second cost estimate.

- d. Two-part AIA-A133 CM at Risk Contract recommended. If the administrative work is the responsibility of the CM, the Town may not need to hire a project manager, also called a Clerk-of-the-Works or owners rep.
- e. MS Projects to manage timeline
- f. Discussion of stakeholders that Tai Soo Kim should speak with. The committee members were tasked with emailing Mr. Walko anyone Tai Soo Kim should contact. Process to be determined.
- g. Presentation for the public should be planned involving community, PTA, BNA, School Faculty, etc after the Selectman's Meeting in May 2016.
- h. Ryszard Szczypek met with Town planner and zoning enforcement officer. Intent to discuss MI submission. Determined that it is incomplete – only shows the footprint. Questions on the topography. Tai would like to have all floor levels, currently they only have the first floor plan. Need to flesh out footprint and parking.
- i. Tai asking for additional borings & site engineering work.

7. Meeting adjourned at 9:50 am