

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

DATE: April 20, 2016
LOCATION: BOE, Havemeyer Board Room
TIME: 8:00 - 9:15 am

Committee Members Present:

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

Ex-Officio Members Present:

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

Others Present:

Jesse Saylor (Tai Soo Kim)
Ronald Matten (DOF-BOE)
Barbara O'Neill (BOE)
John Frangione (BOE Facilities)
Peter Manning (Gilbane)
Klare Monaco (NL Assit. Principal)
James Hricay (MDO-BOE)
Eugene Watts (BOE-Sr. Buyer)

1. Meeting was called to order by Mr. Walko at 8:00 am
2. Update from Chairman
 - a. Steve Walko outlined the future Town, State, Public & School Project Review Meetings. He handed out a chart with each meeting identified, attendees, week of and location. He then assigned each committee member to at least one meeting

which they are to attend. He also said TSK will update the schedule and add the times of the meetings.

- b. Mr. Walko discussed how the process of the meetings and subsequent information is incorporated into the design. Jesse Saylor confirmed that this process fine tunes the design and is typical.
- c. Mr. Walko asked TSK to inform the committee of any changes. Mr. Saylor said he would.
- d. The committee then discussed additional meeting that should be included in the schedule. Clare Kilgallen asked if TSK wanted to meet with the entire PTA or just the officers. Will Schwartz added that the committee and TSK should reach out to the Byram Neighborhood Association (BNA) and the Byram-Shubert Library so they will have an opportunity to comment. Peter Bernstein thought there should be an extra meeting with both the Advanced Learning Program (ALP) and the Special Education Program directors to get their input.

3. Update by Tai Soo Kim

- a. Jesse Saylor told the committee the Design Development Phase was progressing. He also said TSK project team was working with the consultants, Town Agencies and the NLBC on an on-going bases to fine tune the design and specification.
- b. Steve Walko told TSK that any design element decisions, as well as the process and timing decisions need to come from the committee. Mr. Saylor said TSK understands that.
- c. Jesse Saylor said TSK had met with the P & Z Department and they raised some concerns about traffic and circulation around the building. TSK will have a report addressing these issues next week.
- d. Steve Walko asked the BOE to validate the number of parking spaces needed by the school staff. Ron Matten said he will provide that figure and a comparison with other Town schools. Clare Kilgallen commented that the final number should take into account the context of the surrounding environs of the schools relative to school parking lots. Some schools have a fair quantity of adjacent "off-campus" street parking. Steve Walko said a good balance should be reached.

4. Discussion of Modulars

- a. Peter Manning informed the committee Gilbane was discussing offsite modular construction with a PA firm that is presently doing a project near Hartford.
- b. TSK met with the State to discuss the modular construction and the following outstanding questions were answered. 1.) the Western Middle School site is one parcel, 2.) Phase I was not done at Western Middle School site before and 3.) the

State said Phase I was not required for reimbursement because the proposed grade beam/slab construction does not require footings and the modulars are temporary.

- c. The committee discussed if they were obligated to do Phase I or not. They also discussed the need for a modification to the building code from the State to build the temporary modulars.
- d. A **motion** was made by Clare Kilgallen and seconded by Jake Allen to seek a modification to the State Building Code to allow modulars to be built on grade. A vote was taken and the motion was approved unanimously with a vote of 8-0-0.
- e. A **motion** was made by Drew Marzullo to approve engaging Langan to do Phase I & II at a cost of \$13,000. and for TSK to do the layout plan at an hourly rate, not to exceed 2,500. No one seconded the motion and after some discussion no vote was taken.

5. Discussion of Budget

- a. The Laura Erickson questioned how the process worked to reduce the cost of the project by \$300,000., as requested by the BET. Steve Walko said TSK would find savings on an on going basis and relative to the P & Z requested requirements. He also said there will be further discussion on this topic at a future date.
- b. A Cost Flow spreadsheet will be generated regarding reimbursement and the amount of money the Town will need to spend before the reimbursement kicks in.

6. Update by Subcommittees

- a. Clare Kilgallen reported that the Contracts Subcommittee and Town Law Department has finalized the Commissioning Agent Agreement, but will not send it out to bid immediately.
- b. Ms. Kilgallen also said the Owner's Representative, Clerk-of-the-Works, Contract is being worked on. Ms. Kilgallen said she will email a list of the Clerk-of-the-Works' duties to Eugene Watts and he will incorporate it into the agreement and send it to the committee. Brian Harris asked if the location of the firm was important. Peter Manning said it was not because they would usually only have one meeting a week.
- c. A **motion** was made by Peter Berstein and seconded by Brian Harris to approve the Quarterly Report as prepared by the Communication Subcommittee. A vote was taken and the motion was approved unanimously with a vote of 8-0-0.

7. Approval of the Meeting Minutes

- a. A vote on the minutes of the meeting was postponed until the next meeting due to a typographical error of the date of the meeting.

8. Discussion of Next Steps

- a. Drew Marzulla told the committee the Safety Committee met one time. The members of the Safety Committee are Drew Marzullo Selectman and NLBC member, Christine O' Hare Senior Associate Tai So Kim Architect , Tom Bobkowski Director of School Safety and Residency GPS, Shawn McDonnell Fire Marshall GFD, Robert Berry Captain GPD and Jim Syrotiak Deputy Director GEMS. Jesse Saylor said TSK is working with a security consultant. Drew Marzullo extended an invitation to the New Lebanon administration on an informal basis. Due to security reasons, future meetings will be posted and the Safety Committee will go into executive session.
- b. A **motion** was made by Drew Marzulla and seconded by Clare Kilgallen to approve a Safety Committee of 6 people plus a representative from Gilbane. A vote was taken and the motion was unanimously approved 8-0-0.
- c. Brian Harris discussed the CT Green Bank for Solar Financing for Municipalities and Public Schools. He passed out a handout explaining the benefits, key features and eligibility.
- d. Bill Drake said he will send the committee the exact wording of the conditions the BET placed on the project.

9. The meeting was adjourned by Mr. Walko at 9:15 am.