

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

**DATE:** Wednesday, February 7, 2018  
**LOCATION:** 25 Mead Ave, Job Site Trailer  
**TIME:** 8:00 - 9:00 am

**Committee Members Present:**

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

**Ex-Officio Members Present:**

Will Schwartz (DPW)  
Nick Macri (P&Z) via phone  
John Toner (Selectman)  
Christina Downey (RTM)

**Others Present:**

Jesse Saylor (TSKP Studio)  
Karrie Kratz (Gilbane-Project Executive)  
Jae Chu (Gilbane-Project Engineer)  
Dan Phillips (Gilbane-Project Manager)  
Randy Feda (Gilbane-Superintendent)  
Chris Cykley (CSG-Clerk-of-the Works)  
Barbara Riccio (NL Principal)  
Dan Watson (DOF-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 introduced Christina Downey, the new NLBC RTM ex-officio member, to the committee.
- b. Steve Walko asked CSG to update the committee on the construction schedule. Chris Cykley handed out a '4-Week Look-Ahead Schedule' dated 2/7/18 as prepared by Gilbane to the NLBC members. Mr. Cykley then reviewed the schedule in detail.
- c. Steve Walko noted that the OAC Meeting are by-weekly. Mr. Walko said the next critical dates are the start of the foundation and the installation of the steel.
- d. Steve Walko said two neighbors have requested claim forms as a result of the blasting. Mr. Walko noted that Gilbane will provide claim forms to anyone who requests one and has had a pre-blast survey performed prior to the blasting.
- e. Steve Walko discussed how the costs will be monitored during construction and noted that there has not been any additional cost at this time.
- f. Steve Walko informed the NLBC that the Town received a \$3,955,139.00 reimbursement check from the State. Mr. Walko added that another reimbursement check for potentially \$4. M was expected by 3/31/18. Chris Cykley handed out a Draft copy of the Project Budget dated 2/6/18 and discussed the items in detail.
- g. Steve Walko discussed the Community Update Outline with the NLBC. Clare Kilgallen handed out a draft outline of the Community Update - January 2018. Ms. Kilgallen said the document will be translated into Spanish by a district translator. She added that she and Chris Cykley will write the outline monthly and distribute it through the BOE website.

## **3. Update by Gilbane**

- a. Jae Chu reviewed the email that Gilbane had sent to the NLBC regarding accessing the CD's on Bluebeam.

## **4. Update by TSKP Studio**

- a. Jesse Saylor told the committee that an FF & E meeting has been scheduled for February 27th.
- b. Jesse Saylor explained what a Request for Information (RFI) was and added that there were not any RFI's at this time which effected the cost of the project.
- c. Jake Allen asked if there had been any changes and Jesse Saylor said there were not.

## 5. Approval/Discussion of Invoices and/or Change Orders

- a. Steve Walko reviewed TSKP Studio's Invoice #19 with the NLBC. **A Motion was made** by Patricia Kantorski and seconded by Peter Bernstein **to approve TSKP Studio's Invoice #19 dated February 1, 2018 for the amount of \$21,428.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- b. Steve Walko reviewed CSG's Invoice #2. **A Motion was made** by Bill Drake and seconded by Clare Kilgallen **to approve CSG's Invoice #2 dated February 5, 2018 for the amount of \$7,232.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- c. Steve Walko reviewed Gilbane's Application and Certificate for Payment #2 (Construction Requisition #2) and said CSG reviewed and approved it. The NLBC discussed how the financing worked. **A Motion was made** by Jake Allen and seconded by Clare Kilgallen **to approve Gilbane's Construction Requisition #2 dated 2/6/18 for the period from 1/1/18 to 1/31/18 for the amount of \$879,883.11.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.

## 6. Approval of Meeting Minutes

- a. **A Motion was made** by Bill Drake and seconded by Clare Kilgallen **to approve the Minutes of Meeting for 1/10/18.** The motion was approved with a vote of 7-0-0. Dean Goss was absent.

## 7. Discussion of Next Steps

- a. Bill Drake said the next NLBC Quarterly Report will be for December 2017 thru the end of February 2018.
- b. Steve Walko discussed the 2018 meeting schedule for the NLBC and OAC meetings.
- c. Jesse Saylor said the TSKP Studio will have a presentation of the proposed furniture for the new school at the NLBC March 14th meeting. Steve Walko reminded the committee that the March meeting will be held at 7:00 pm in the BOE, Havemeyer Room.
- d. Clare Kilgallen noted that Gilbane cleans the roads of any construction dirt at the end of each day.

- e. Randy Freda noted that the time lapsed video camera has been installed on the job site trailer and showed the committee a video of last week's construction activities.
- f. Barbara Riccio said that the children loved watching the construction. Ms. Riccio said they were very excited and aware that the new school was being built for them.
- g. Steve Walko noted that the construction was On Time and On Budget.

#### **8. Safety Course by Gilbane**

- a. Randy Freda conducted a Safety Course in which he showed a video of Gilbane's safety requirements for anyone who works or visits the construction site.
- b. Randy Freda informed the NLBC that the committee members will have a tour of the construction progress at the end of each meeting. Mr. Freda noted that everyone will be required to wear the safety gear as shown in the video including a hard hat, safety glasses, gloves, boots and day glow vest.

#### **9. Adjourn**

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