

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

DATE: April 11, 2018
LOCATION: 25 Mead Ave, Job Site Trailer
TIME: 8:00 - 10:30 am

Committee Members Present:

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

Ex-Officio Members Present:

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

Others Present:

Ryszard Szczypek (TSKP Studio)
Jesse Saylor (TSKP Studio)
Karrie Kratz (Gilbane-Project Executive)
Jae Chu (Gilbane-Project Engineer)
Chris Cykley (CSG-Clerk-of-the Works)
Dan Watson (DOF-BOE)
Susan Pinckney (TSKP Studio - Int. D.)

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 discussed the project construction schedule. Mr. Walko said the concrete foundation was finished, including the installation of the anchor bolts as of March 30th, the crane would be delivered Friday, the steel erection would start April 16th and continue thru June 6th. He said there was a crane safety plan in-place based on the close proximity to the existing school. Mr. Walko added that the above information should be put in writing and sent to the BOE.
- b. Dean Goss asked if there had been any blasting claims. Steve Walko said that there was one.
- c. Steve Walko said he had meet with the tree warden to discuss the number, caliper and replacement of the trees removed from the site. Mr. Walko noted that 1.25 trees need to be planted for every tree removed. Mr. Walko asked the tree warden if the extra trees which can't be planted on the property could be planted in Downtown Byram. The answer was that all extra trees must be planted on BOE property and that this project pays for the extra trees which comes to \$450. He said a revised plan would be drafted with the locations and calipers Once the plan was reviewed and approved by the tree warden it would be bid out. He added that the trees may be planted in the Fall, Spring or both. Jake reminded the committee that a bond was need for the new trees. Brian Harris advised that each new tree should be planted according to the type and location.

3. Presentation, Discussion & Vote on FF & E

- a. Susan Pinckney handed out a booklet containing pictures of the proposed furniture, layouts and a budget estimate to the committee members. Ms. Pinckney gave a slide presentation and discussion of each of the furniture items proposed.
- b. The NLBC then discussed the original budget vs. the current estimate based on the proposed furniture items. The current estimate is \$157,400. over the original estimate. Ms. Pinckney explained that TSKP Studio had worked with a group from the school and they had requested more flexible and mobile furniture then was originally included in the more traditional items. Peter Bernstein asked if the FF&E proposed aligned to the Ed. Specifications. She said the furniture is a similar type and number as the Ed. Spec. Mr. Bernstein then noted that the BOE is now incorporating flexibility in their choice of furniture throughout the district. Dean Goss asked what aspects of the furniture were added. She said the mobile easels and comfortable seating was added to the selections. Patricia Kantorski asked if these features could be retrofitted at another time. Steve Walko noted that we could not make any Ed. Spec. changes. Clare Kilgallen asked if there were any issues regarding grant reimbursement. Chris Cykley said the state will not take issues.
- c. Ryszard Szczypek advised that the FF&E could be bid out as presented with add alternates to insure the budget is met.

- d. Susan Pinckney explained that the proposed furniture was selected because it was both durable and practical. Dan Watson was concerned with the maintenance of the casters. Ms. Pinckney said they had a limited warranty of 12-15 years. She advised that the district purchase extra replacement casters.
- e. Patricia Kantorski was concerned about the angle of the back of the chair and the fact that the chair slightly rocked. Clare Kilgallen said these concerns were addressed and the selections were normal furniture types. Ms. Pinckney informed the committee there had been numerous studies conducted that proved children learned better if they were allowed to move. She assured the committee that the furniture including the storage units had been reviewed by the school representatives.
- f. Susan Pinckney then discussed the cafeteria tables and chairs. Ms. Pinckney showed a picture of a round table with eight attached round stools as well as a floor plan showing the proposed layout. She noted that the room needs to be flexible to accommodate use as a meeting room. The committee discussed whether it was best to have fixed or movable seats.
- g. Nick Macri advocated to bid the furniture as presented. Bill Drake didn't think the NLBC should approve the proposed furniture because it is over budget. Jake Allen advised that it was best to bid the furniture with alternates. Ryszard Szczypek said TSKP Studio agreed.
- h. **A Motion was made** by Brian Harris and seconded by Clare Kilgallen **to authorize TSKP Studio to develop a bid package for FF&E to meet the budgetary considerations based on the alternates.** A vote was taken and the motion was approved with a vote of 8-0-0.

4. Discussion & Vote on Computer Lab/Maker Space

5. Update by Gilbane

- a. Gilbane's contributions to the meeting are incorporated in the other sections.

6. Update by CSG

- a. Chris Cykley said CSG met with the State regarding reimbursement and they would submit a request this week. Mr. Cykley discussed the reimbursement process with the committee, as well as the budget and contingency handouts. He said the town had received \$8,214,311. in state reimbursement to date. Ryszard Szczypek inquired about the budget for the FF&E.
- b. Chris Cykley discussed the state reimbursement process.

7. Update by TSKP Studio

- a. Ryszard Szczypek said TSKP Studio did not have any issues to report and the construction was going well.
- b. Ryszard Szczypek discussed the review processes. Mr. Szczypek said first the NLBC approves the project, then it goes to the BOE and State before Bidding. Once the bids are received they are reviewed and recommendations are made. He said they had not been any changes based on the Ed. Spec. and understood if there were any changes the BOE would need to review and approve them.
- c. Ryszard Szczypek said TSKP Studio would mark-up each item to identify which furniture pieces met the Ed. Spec. or where they were changes. Mr. Szczypek said it was too early to tell if the proposed FF&E met the original budget. He added that there could be saving on the technology budget and the electrical floor boxes.

8. Discussion & Vote on Invoices

- a. **A Motion was made** by Brian Harris and seconded by Bill Drake **to approve CSG's Invoice #4 dated April 6, 2018 for the amount of \$7,232.00.** A vote was taken and the motion was approved with a vote of 8-0-0.
- b. **A Motion was made** by Dean Goss and seconded by Perter Bernstein **to approve Special Testing Laboratories, Inc.'s Invoice #31692 dated February 28, 2018 for the amount of \$7,932.50.** A vote was taken and the motion was approved with a vote of 8-0-0.
- c. **A Motion was made** by Dean Goss and seconded by Perter Bernstein **to approve Special Testing Laboratories, Inc.'s Invoice #31773 dated March 31, 2018 for the amount of \$11,481.14.** A vote was taken and the motion was approved with a vote of 8-0-0.
- d. **A Motion was made** by Clare Kilgallen and seconded by Dean Goss **to approve TSKP Studio's Invoice #21 dated April 2, 2018 for the amount of \$121,517.38.** A vote was taken and the motion was approved with a vote of 8-0-0.
- e. Steve Walko reviewed Gilbane's Application and Certificate for Payment #4 (Construction Requisition #4) and said CSG reviewed and approved it. The committee discussed the details. **A Motion was made** by Dean Goss and seconded by Brian Harris **to approve Gilbane's Construction Requisition #4 dated 4/5/18 for the period from 3/1/18 to 3/31/18 for the amount of \$948,947.99.** A vote was taken and the motion was approved with a vote of 8-0-0.
- f. **A Motion was made** by Brian Harris and seconded by Dean Goss **to approve the following CES Invoices: 1.) #...4, dated 2/28/17 for the amount of \$794.40, 2.) #...5, dated 3/31/17 for the amount of \$397.20, 3.) #...6, dated 5/31/17 for the amount of \$397.20, 4.) #...7, dated 1/31/18 for the amount of \$1,588.80, and 5.) #...8, dated 2/28/18 for the amount of \$2,144.88.** A vote was taken and the motion was approved all the above invoices with a vote of 8-0-0.

- g. The following Change Orders (COs) were discussed and voted on: **1.) A Motion was made** by Dean Goss and seconded by Brian Harris **to approve CO #ATP-0004/Alternate OS-00008 for the amount of \$2,837.00., 2.) A Motion was made** by Dean Goss and seconded by Jake Allen **to approve CO #ATP-0007/Alternate OS-00009 for the amount of \$8,102.00., 3.) A Motion was made** by Dean Goss and seconded by Brian Harris **to approve CO #ATP-0008/Alternate OS-00002 for the amount of \$36,804.00., and 4.) A Motion was made** by Clair Kilgallen and seconded by Brian Harris **to approve CO #ATP-0010/Alternate OS-00010 for the amount of \$2,333.00.** A vote was taken and the motion was approved for all the above COs with a vote of 6-0-0. Peter Bernstein and Bill Drake were absent.

9. Discussion of Next Steps

- a. **A Motion was made** by Brian Harris and seconded by Dean Goss **to approve the Quarterly Report covering the period December 1, 2017 - February 28, 2018 with comments.** A vote was taken and the motion was approved with a vote of 8-0-0.

10. Adjourn

- a. The meeting was adjourned by Steve Walko at 10:30 am.