

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

DATE: Wednesday, May 9, 2018
TIME: 8:00 - 9:50 am
LOCATION: 25 Mead Ave, Job Site Trailer

Committee Members Present:

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

Ex-Officio Members Present:

Will Schwartz (DPW)
Nick Macri (P&Z)
John Toner (Selectman)
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)
Kara Momaco (NL Assistant Principal)
Dan Watson (DOF-BOE)
Lori O'Donnell (BOE-COO)

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 an underground oil tank on the site will be removed in Phase II. Clare Kilgallen suggested that it is located on top of the hill near the storage sheds.
- b. Steve Walko discussed the use of grass pavers and said the NLBC will review this material and use at their June meeting.
- c. Steve Walko asked for the specifications for the playing field equipment. Dan Watson and Jesse Saylor discussed the next steps regarding the process and said the Parks and Recreation Department needs to weigh-in on what is needed.
- d. Steve Walko discussed the revised site plan regarding tree planting. Mr. Walko said according to Milone & MacBroom 176 trees have been removed and 220 trees are required to be planted. Mr. Walko further explained M & M suggested 180 trees be planted on the site to meet Bruce Spaman's request with an additional 40 trees to be paid for by the project on other BOE properties. The site plan was revised according. **A Motion was made** by Bill Drake and seconded by Jake Allen **to approve the revised site plan pending Bruce Spaman's approval.** A vote was taken and the motion was approved with a vote of 7-0-0. Peter Berstein was absent.

3. Update by Gilbane

- a. Jae Chu updated the committee on the progress of the construction. Mr. Chu said the steel erection was progressing and on schedule, the underground utilities were completed on the Northside of the building with the work on the Southside to start after the steel work is completed, the site work is progressing and the sanitary line has been installed on Richard Street. He then explained that Aquarian wants to move a waterline onto the school property and needs to have BOE approval and an agreement before they can do the work. He added that there would not be any impact on the project.
- b. Jae Chu informed the committee there would be a 'Topping Off Ceremony' when the steel is completed the first week of June and everyone was invited to attend. Mr. Chu said as soon as the steel erection is complete the building envelope work will begin.
- c. Jae Chu noted that the construction is 'On Time.'

4. Update by CSG

- a. Chris Cykley said the state was having computer problems which affected the reimbursement. Mr. Cykley said CSG is working with a state representative to resolve the issue. He added that the last application may need to resubmitted.

5. Update by TSKP Studio

- a. Jesse Saylor said the Town had rejected Amendment #2 which is for an additional egress door the State required. Mr. Saylor said TSKP Studio will meet with Peter Roberson at the Building Department to discuss the matter.
- b. Ryszard Szczypek discussed TSKP Studio's request for a fee adjustment for the FF & E. Mr. Szczypek explained the additional fee is a result of the FF & E needing to be redesigned based on the new committee's requirements for FF & E and the committee's request to include alternates in the bidding process. He gave the committee a handout of the FF & E Estimated Cost Summary including the original budgeted numbers and as specified now. He explained the difference is attributed to 1.) certain alternate features, such as casters, dry erase work surfaces, height adjustable teacher desks, etc., and 2.) additional furniture items such as classroom soft seating, easels, Verb tables, Verb whiteboards, etc., which were requested by the users. Bill Drake asked what could be done in the future to insure this doesn't happen again? Mr. Szczypek said TSKP Studio needs to be on top of the situation and identify to the committee when the architect's work needs to be redone before it is started. Steve Walko said this item was on-hold for this meeting but would be addressed at the next meeting.
- c. Ryszard Szczypek informed the committee the IT Construction Documents were in progress and TSKP Studio was waiting for information from the Town IT Department.
- d. TSKP Studio showed a slide of the zinc panels and faced concrete block that will be used on the facade.

6. Discussion & Vote on FF & E and IT

- a. The school administration requested an extra phone line & hook-up located in the school cafeteria. The phone will be used and paid for by the child care provider company.
- b. Ryszard Szczypek asked the NLBC to authorize Steve Walko to sign Form #042 allowing the FF & E to go out to bid. The request needs to be approved by the NLBC and the BOE. Mr. Szczypek said TSKP Studio reviews the overall budget, specifications, layouts and bidding process in order to maximize the vendors. Mr. Walko explained that the number of items and type bid does not obligate what the district buys. He noted there would be flexibility when the bids are received to purchase the number and type. Mr. Walko also noted that the FF & E as specified is not an Ed. Spec. change. Nick Macri asked if the BOS needed to sign-off on the FF & E. John Toner said no they did not. Bill Drake asked if the FF & E selected is similar in cost per pupil to the other schools in the district. Mr. Szczypek said yes they were.

- c. **A Motion was made** by Brian Harris and seconded by Clare Kilgallen to **authorize Steve Walko to sign Form #042 allowing the FF & E to go out to bid.** A vote was taken and the motion was approved with a vote of 7-0-0. Peter Berstein was absent.

7. Discussion & Vote on Invoices and/or Change Orders

- a. Jae Chu discussed the following Change Orders and said they had been reviewed and approved by TSKP Studio. **A.) A Motion was made** by Clare Kilgallen and seconded by Dean Goss to **approve ATP # 5 for a water pressure regulator, dated 5/4/18 for the amount of \$1,535.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Peter Berstein was absent. **B.) A Motion was made** by Dean Goss and seconded by Jake Allen to **approve ATP # 9 to eliminate fire dampers, dated 5/4/18 for the amount of (-\$3,395.00.)** The cost includes material and labor. A vote was taken and the motion was approved with a vote of 7-0-0. Peter Berstein was absent. **C.) A Motion was made** by Clare Kilgallen and seconded by Dean Goss to **approve ATP # 11 to provide enzyme for underground kitchen waste piping in lieu of insulation/heat tracers, dated 5/4/18 for the amount of (-\$5,645.00.)** A vote was taken and the motion was approved with a vote of 7-0-0. Peter Berstein was absent. The committee discussed the maintenance cost for the enzyme. **D.) A Motion was made** by Brian Harris and seconded by Dean Goss to **approve ATP # 15, to recess cabinet unit heaters dated 5/4/18 for the amount of \$1,034.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Peter Berstein was absent. **E.) A Motion was made** by Clare Kilgallen and seconded by Dean Goss to **approve ATP # 18 for metal shear studs, dated 5/2/18 for the amount of \$3,229.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Peter Berstein was absent. Mr. Chu noted that the cost of ATP #18 would come out of Gilbane's contingency.
- b. Steve Walko reviewed Gilbane's Application and Certificate for Payment #5 (Construction Requisition #5) and said CSG reviewed and approved it. The committee discussed the details. **A Motion was made** by Dean Goss and seconded by Jake Allen to **approve Gilbane's Construction Requisition #5 dated 5/3/18 for the period from 4/1/18 to 4/30/18 for the amount of \$989,148.13.** A vote was taken and the motion was approved with a vote of 7-0-0. Peter Berstein was absent.
- c. **A Motion was made** by Brian Harris and seconded by Clare Kilgallen to **approve CSG's Invoice #5 dated May 7, 2018 for the amount of \$7,232.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Peter Berstein was absent.

- d. **A Motion was made** by Clare Kilgallen and seconded by Dean Goss **to approve TSKP Studio's Invoice #22 dated May 1, 2018 for the amount of \$22,216.07.** A vote was taken and the motion was approved with a vote of 7-0-0. Peter Berstein was absent.
- e. **A Motion was made** by Clair Kilgallen and seconded by Brian Harris **to authorize Steve Walko, Chairman of the NLBC, to sign the AIA Document G701-2001, Change Order #1, dated 4/11/18 for the amount of \$68,836.00. CO #1 includes ATP - 1, 4, 7, 8 & 10.** A vote was taken and the motion was approved with a vote of 7-0-0. Peter Berstein was absent.
- f. **A Motion was made** by Clair Kilgallen and seconded by Brian Harris **to authorize Steve Walko, Chairman of the NLBC, to sign the AIA Document G701-2001, Change Order #2, dated ? for the amount of (-\$3,242.) CO #2 includes ATP - 5, 9, 11, 15 & 18.** A vote was taken and the motion was approved with a vote of 7-0-0. Peter Berstein was absent.

8. Approval of Meeting Minutes

- a. **A Motion was made** by Dean Goss and seconded by Clare Kilgallen **to approve the Minutes of Meeting for 3/14/18.** The motion was approved with a vote of 7-0-0. Peter Berstein was absent.
- b. **A Motion was made** by Dean Goss and seconded by Clare Kilgallen **to approve the Minutes of Meeting for 4/11/18.** The motion was approved with a vote of 7-0-0. Peter Berstein was absent.

9. Discussion of Next Steps

- a. Steve Walko addressed a safety concern that has come to his attention regarding children coming onto the site during the evening and weekend. Mr. Walko suggested extra cameras and site lighting may be needed. Mr. Walko said the extra cost could be paid for from the traffic control budget item and is within Gilbane's GMP. Jae Chu gave the committee a handout outlining the costs involved with this extra security. The committee discussed using Town volunteer firefighters or off duty police officers, but this approach was rejected. Karrie Kratz said it was typical for school construction project to have extra security onsite. Nick Macri encouraged the use of extra security on site. **A Motion was made** by Brian Harris and seconded by Bill Drake **to approve Gilbane to engage with security guards for nights and weekends.** The motion was approved with a vote of 7-0-0. Peter Berstein was absent.

10. Adjourn

- a. The meeting was adjourned by Steve Walko at 9:50 am.