

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

DATE: Wednesday, August 22, 2018
TIME: 8:00 - 9:15 am
LOCATION: 25 Mead Ave, Job Site Trailer

Committee Members Present:

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

Ex-Officio Members Present:

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

Others Present:

Ryszard Szczypek (TSKP Studio)
Jae Chu (Gilbane-Project Engineer)
Dan Phillips (Gilbane-Project Manager)
Chris Cykley (CSG-Clerk-of-the Works)
Kara Monaco (NL Assistant Principal)
Dan Watson (DOF-BOE)
Barbara Riccio (NL Principal)
Lori O'Donnell (BOE-COO)
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. The committee discussed the status of the budget. Steve Walko said that TSKP Studio met with the Parks & Rec. Department concerning the playground equipment. Ryszard Szczypek suggested that the IT budget maybe less then originally estimated. Mr. Walko said the landscaping bid was slightly higher then the original estimate. Brian Harris noted that the FF&E, playground equipment and landscaping were over budget and the extra cost would need to come out of the contingency. Jake Allen suggested the amount over the estimate was a lot to take out of the contingency. Dan Phillips noted that the most of the unknowns were the site conditions and they were already finished. Patricia Kantorski asked what the risk is of discovering unknown conditions when the existing school was demolished. Mr. Szczypek said it was small.
- b. Steve Walko discussed a neighbor's complaint concerning erosion control. Mr. Walko said it had been sent to the town for their review and discussion with Gilbane. Gilbane has since corrected the issue.
- c. Steve Walko said the signage for the building is complete except for the gym floor.

3. Update by Gilbane

- a. Dan Phillips gave an update on the status of the construction. Mr. Phillips said the roof curbs were constructed, the roofing completed and the bridges installed. He said the curtain wall installation will start next week and once completed, the building will be weather tight allowing the electricians to start pulling wires.
- b. Dan Phillips said Gilbane will coordinate the IT equipment with the wiring.
- c. Brian Harris reminded the committee about the Commissioning requirements needed for LEED certification.

4. Update by CSG

- a. Chris Cykley informed the committee the custodial equipment was not included in the FF&E budget. Susan Pinckney noted that the custodial equipment is considered a reimbursable expense by the state. Dan Watson said \$30 - 50,000. was typical. Mr. Cykley said he will complete a list and estimate of equipment then review it with the committee.

5. Update by TSKP Studio

- a. See other items for update by TSKP Studio.

6. Discussion & Vote on Invoices

- a. **A Motion was made** by Clare Kilgallen and seconded by Brian Harris to **approve The Quarterly Report as amended covering the period March 1 thru May 31, 2018.** A vote was taken and the motion was passed with a vote of 7-0-0. Bill Drake was absent.

7. Discussion & Vote on FF&E & IT Bids

- a. Susan Pinckney discussed the FF&E bids which she said included acceptable and unacceptable substitutions. Ms. Pinckney noted that some bids categories were split to achieve the best costs. She also said there had been some incomplete bids. Steve Walko asked if the bids were all inclusive and included the casters, lounge furniture and movable bookcases. Ryszard Szczypek explained that the bids were expressed in unit prices and therefore the amounts could be value engineered. Mr. Szczypek said the next step was for the committee to accept the bids and authorize purchase orders.
- b. Brian Harris made a motion to accept the bids as recommended by TSKP Studio and to authorize the purchase orders. Dean Goss seconded the motion. The committee then discussed the bids. Peter Bernstein asked if the FF&E scope of work met the Ed. Spec. Susan Pinckney said they did. Barbara Riccio added although the bids met the Ed. Spec. some items were a different type but similar to other district elementary schools. Clare Kilgallen asked about the warranty and Ms. Pinckney said the bids with the best warranty was accepted. Ryszard Szczypek explained that the products were an institutional school grade, all the vendors were all known and they stood behind their products. Susan Pinckney informed the committee that the BOE will have all the information on each vendor. Mr. Szczypek explained that the original estimate was based on a standard per student cost and the final specified items are of a higher quality.
- c. **A Motion was made** by Brian Harris and seconded by Dean Goss **to approve the FF&E Bid of \$749,179.53 as modified and recommended and to authorize Purchase Orders consistent with the recommended bids.** A vote was taken and the motion was passed with a vote of 6-1-0. Steve Walko voted against the motion and Bill Drake was absent.
- d. Ryszard Szczypek told the committee TSKP Studio was not ready to make a recommendation regarding the IT bids. Mr. Szczypek said TSKP Studio was scheduled to meet with Tony Tripodi, BOE IT, to discuss the school's IT needs. Steve Walko discussed the need to temporarily keep the new and existing networks connected at the same time. Mr. Szczypek said Toni Tripodi was working with Gilbane to coordinate the networks to insure that there would not be any downtime and confirmed all IT services to the new school building would be new.

- e. Ryszard Szczypek updated the committee on the IT bids. Mr. Szczypek said there were very few bids and TSKP Studio was still reviewing one bid and added the bids would be adjusted based on any new IT information. He said IT is eligible for reimbursement and discussed the state requirements for the state contract.

8. Discussion & Vote on Lighting Fixtures

- a. Steve Walko asked Ryszard Szczypek about the status of the lighting fixtures. Mr. Szczypek said TSKP Studio was scheduled to meet with the town again to discuss the lighting levels. He noted a decision was needed by early September.

9. Discussion of Next Steps

- a. Barbara Ricco said she was given a tour the building and said she “Loved the flow and spaces!”

10. Adjourn

- a. The meeting was adjourned by Steve Walko at 9:15 am.