

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

DATE: Wednesday, February 6, 2019
TIME: 8:00 - 9:30 am
LOCATION: 25 Mead Ave, Job Site Trailer

Committee Members Present:

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

Ex-Officio Members Present:

Will Schwartz (DPW)
Nick Macri (P&Z)
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)
Chris Cykley (CSG-Clerk-of-the Works)
Dan Watson (DOF-BOE)
Barbara Riccio (NL Principal)
Lori O'Donnell (BOE-COO)
Thomas Bobkowski (Director of School Safety Service)
Mike Bocchino (former State Rep.)

1. Call the meeting to order

- a. The meeting was called to order by Bill Drake at 8:00 am.

2. Update from Chairman

- a. Bill Drake asked Gilbane to update the committee on the status of the project.

3. Update by Gilbane

- a. Dan Phillips reviewed the construction progress. Mr. Phillips began by confirming that the building will be ready for Opening Day February 19th pending obtaining the TCO. He further explained that Gilbane was reviewing everything with the school and an extra crossing guard was hired for the celebration. The Mr. Phillips outlined the status of the construction. He said the second floor was finished, the furniture was being delivered, the gym floor installed and the elevator inspected this week. He also said Gilbane was working with the relevant Town Departments for secure the TCO. In addition, the finishes are almost completed, the fire alarm system is working and the final inspection will be today with the final walk-thru Monday thru Wednesday. He said the egress passages were clear including the bridges and the exterior gates were being removed.
- b. Dan Phillips said that Gilbane will create a Punch List first then TSPK Studio will do another Punch List.

4. Update by CSG

- a. Chris Cykley reviewed the status of the furniture. Mr. Cykley said that 90% of the furniture is on site and being installed at this time, the music room would be later this week and the cafeteria next week. He said there were ten movers that will start moving the furniture and packing with the big move starting on Monday. He said there was the potential of a delay of the library shelving but the manufacture assured Gilbane that if the shelving was not here on time, they would rent book carts until the permanent shelves arrived and installed. Finally, he said the staff could start unpacking their boxes on the 19th assisted by the movers.
- b. Chris Cykley said the HVAC system would be purged before the school was opened.
- c. Chris Cykley reviewed the status of the food service department. My. Cykley said the food would be delivered on Monday, food prepared on Tuesday and the final clean-up on Wednesday.
- d. Chris Cykley said he was communicating with Toni Tropoli concerning new IT equipment which relates to New Lebanon and needs to be picked up at the Havermeyer Building.
- e. Chris Cykley informed the committee that everyone needs to attend a Safety Class before they walk onto the site. Mr. Cykley reviewed technical items such as switches, phones and fiber tie-overs.

5. Update by TSKP Studio

- a. Jesse Saylor informed the committee that Verizon abandoned installing new phone lines and ‘work arounds’ were being done as a result.
- b. Jesse Saylor said work was being preformed on the fire alarm system, security system and the elevator to get ready for the State inspections.
- c. After Jesse Saylor explained the original proposal by Security Solutions for the installation of Alertus Equipment dated August 6, 2018 had been taken out, he presented an updated proposal dated February 4, 2019. **A Motion was made by Brian Harris and seconded by Dean Goss to authorize the installation to tie in the Alertus system into the new Notifier fire alarm control panel in the main lobby for a cost of \$3,712.00.** A vote was taken and the motion passed with a vote of 7-0-0. Steve Walko was absent.
- d. Brian Harris asked if the contractors had all the LEED information they needed. Mr. Harris also asked if TSKP Studio could give an update on the status of the LEED Certification. Jesse Saylor said TSKP Studio would submit a report at the next meeting.
- e. Jesse Saylor inquired if evacuation maps were needed. Mr. Saylor said there had been differing opinions on this matter and whether TSKP Studio should provide them. Lori O’Donnell said she would follow-up on the inquiry and get back to him.
- f. Jesse Saylor said the school is using temporary ‘lock-down shades’ while permanent shades are being designed.
- g. Jesse Saylor said a permanent film will be added to the glazing from the corridor looking into the Faculty Lounge for privacy reasons.
- h. Jesse Saylor noted that American Flags have been order and maybe paid for from donations. Mr. Saylor also said TSKP Studio will estimate the cost of a new lectern.
- i. Brian Harris asked if the solar array system will have a monitor which can be used as a teaching tool for the students. Jess Saylor said TSKP Studio will research this item and may add it to the equipment lists.

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

- a. **A Motion was made by Dean Goss and seconded by Jake Allen to approve Special Testing Laboratories, Inc. Invoice #32869 dated December 31, 2018 for the amount of \$7,820.00.** A vote was taken and the motion passed with a vote of 7-0-0. Steve Walko was absent.
- b. **A Motion was made by Brian Harris and seconded by Jake Allen to approve CES’s Invoice #17 dated January 31, 2019 for the amount of \$5,115.88.** A vote was taken and the motion was approved with a vote of 7-0-0. Steve Walko was absent.

- c. **A Motion was made** by Dean Goss and seconded by Jake Allen **to approve CSG's Invoice #14 dated February 4, 2019 for the amount of \$16,157.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Steve Walko was absent.
- d. **A Motion was made** by Dean Goss and seconded by Jake Allen **to approve Gilbane's Construction Requisition #14 dated 2/4/19 for the period from 11/1/19 to 1/31/19 for the amount of \$1,576,439.90.** A vote was taken and the motion was approved with a vote of 7-0-0. Steve Walko was absent.
- e. **A Motion was made** by Brian Harris and seconded by Patricia Kantorski **to approve TSKP Studio's Invoice #31 dated February 1, 2019 for the amount of \$22,076.92.** A vote was taken and the motion was approved with a vote of 7-0-0. Steve Walko was absent.
- f. **A Motion was made** by Dean Goss and seconded by Jake Allen **to approve A & A Office Systems, Inc. Invoice # INV359013 dated 11/27/18 for the amount of \$11,541.20.** A vote was taken and the motion was approved with a vote of 7-0-0. Steve Walko was absent.
- g. **A Motion was made** by Dean Goss and seconded by Jake Allen **to approve the following Out-of-Scope (Owner Contingency) Items:**
- A.) ATP #118 for 2nd Fl. sill & electrical outlets (T&M), PCI dated 1/21/19 for the amount of \$1,715.00.
 - B.) ATP #124 for RFI-504 Pac Box locations (T&M), PCI dated 10/30/18, for the amount of \$1,001.00.
 - C.) ATP #126 for Electric Conduit Vandalism, PCI dated 1/23/19 for the amount of \$2,048.00.
 - D.) ATP #129 for Mens 115 Urinal Revision, PCI dated 1/23/19 for the amount of \$846.00.
- A vote was taken for items A thru D and the motion was approved with a vote of 7-0-1. Steve Walko was absent.
- h. **A Motion was made** by Dean Goss and seconded by Jake Allen **to approve the following In-Scope (CM Contingency) & GMP Allowance Items:**
- E.) ATP #107 for Bathroom base infill, PCI dated 12/22/18 for the amount of \$5,444.00.
 - F.) ATP #113 for Duct Clean Test, PCI dated 1/4/19 for the amount of \$1,399.00.
 - G.) ATP #119 for Premium Time Pt5, PCI dated 12/6/18 for the amount of \$41,761.00.
 - H.) ATP #120 for Forklift Hopper Rental, PCI dated 12/18/18 for the amount of \$366.00.
 - I.) ATP #121 for Kitchen Remobilization, PCI dated 1/4/19 for the amount of \$2,768.00.
 - J.) ATP #122 for RH Lord Furniture, PCI dated 1/15/19 for the amount of \$5,214.00.
 - K.) ATP #123 for Grease Interceptor Covers, PCI dated 1/15/19 for the amount of \$3,939.00.
 - L.) ATP #130 for Bridge Light Provisions, PCI dated 1/24/19 for the amount of \$1,778.00.
 - M.) ATP #132 for Temp. Bridge Egress for School (above original allowance of \$100,000.00), PCI dated 12/27/18 for the amount of \$48,779.00.
 - N.) ATP #134 for Seismic Clips, PCI dated 12/24/18 for the amount of \$4,506.00.
- A vote was taken for items E thru N and the motion was approved with a vote of 7-0-1. Steve Walko was absent.

7. Discussion on TCO Schedule

- a. This item is included in other sections.

8. Discussion on Library Technology

- a. Jesse Saylor said the original mobile type SmartBoard needs to be changed to a fixed SmartBoard and TSKP Studio was working on making this change. Clare Kilgallen asked if there was any extra lead time to purchase the new one. Mr. Saylor said he was not sure but knew it had not been ordered yet.

9. Approval of Meeting Minutes

- a. Voting on the Meeting Minutes was postponed until the next meeting.

10. Discussion of Next Steps

- a. Barbara Riccio informed the committee that the Opening Day Ceremonies for the teachers, children and the NLBC was Wednesday, February 20th am 8:00 am and the Open House for the community was Saturday, February 23rd at 8:00 am followed at 1:00 pm by anyone interested in the Magnet Program. Ms. Riccio said there would be the ribbon cutting, a film, speakers, light refreshments and self-guided tours between 10 am & 12 pm on Saturday. In addition there will be a realtor's Open House March 1st.
- b. **A motion was made** by Dean Goss and seconded by Brian Harris **to authorize the cost of \$3,004.00 for the School Opening Day Ceremonies.** Bill Drake emailed the NLBC an itemized account of these expenses. A vote was taken and the motion passed with a vote of 7-0-0. Steve Walko was absent.

11. Adjourn

- a. The meeting was adjourned by Bill Drake at 9:30 am.