

Greenwich Board of Education
Minutes of the New Lebanon Building Committee Meeting
Subcommittee on RFP and Contracts

DATE: Wednesday, August 31, 2016

LOCATION: BOE, Havemeyer Board Room

TIME: 8:45 - 9:00 pm

Subcommittee Members Present:

Clare Kilgallen - Subcommittee Chairwoman
Patricia Baiardi Kantorski - Clerk
Nick Macri (P&Z)
Brian Harris

1. Call the meeting to order

- a. The subcommittee was called to order by Clare Kilgallen at 8:45 pm.

2. Approval of the Minutes to the Meeting

- a. A **Motion** was made by Clare Kilgallen and seconded by Nick Macri to approve the minutes of meeting for 1/06/16. The motion was approved with a vote of 4-0-0.
- b. A **Motion** was made by Nick Macri and seconded by Brian Harris to approve the minutes of meeting for 3/23/16. The motion was approved with a vote of 4-0-0.
- c. A **Motion** was made by Clare Kilgallen and seconded by Nick Macri to approve the minutes of meeting as amended for 8/23/16. The motion was approved with a vote of 4-0-0.

3. Discussion of Next Steps

- a. Clare Kilgallen said the Purchasing Department will be directed to notify the firm, Consulting Engineering Services (CES) that the NLBC voted to approve their Commissioning Agent Contract for \$79,440. Once the Commissioning Agent's contract is signed they will be directed to begin Phase I Pre-construction Services,

the Design Development Review. The Phase I portion of the contract is for \$12,000.

- b. Clare Kilgallen collected the subcommittee's responses to the Clerk-of-the-Work's contract. Ms. Kilgallen said she will include the comments on the document and send it to the Town attorney for review.

4. Adjourn

- a. Clare Kilgallen adjourned the meeting at 9:00 pm.