

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

DATE: Wednesday, April 10, 2019
TIME: 8:00 - 9:30 am
LOCATION: BOE, Havemeyer Board Room

Committee Members Present:

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

Absent: Dean L. Goss

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)
Klara Monaco (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 asked TSKP Studio to explain their request for additional services. Jesse Saylor explained that when the decision was made not to use temporary trailers during construction and to keep the existing school open the construction schedule was extended from four to eight months. Brian Harris noted that the intensity of the architect's involvement may be the same, but over a longer period. Mr. Saylor said the effort was appropriate, based on and set at the predicted average. Clare Kilgallen further discussed the calculations. Mr. Harris suggested TSKP Studio use an hourly rate with a Not to Exceed (NTE) amount. Jake Allen asked if an hourly rate is stated on the RFP. Peter Bernstein asked what the cap would be. Mr. Kilgallen said the committee needed to understand the fees proposed. Chris Cykley said the fee could be an hourly rate or a lump sum. Mr. Bernstein wanted to know if it was anticipated that the fee could be higher. Steve Walko said he was in favor of a fixed fee of \$10,800. for additional services with the the close-out fee held until after the C of O. Bill Drake commented that Mr. Walko's proposal was a good compromise. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve the amendment to TSKP Studio contract to increase their fee by \$10,800.00 NTE \$86,400.00 to be billed monthly to cover the additional Construction NTE Administration Services thru the project, not including the Close-out fee.** A vote was taken and the motion passed with a vote of 7-0-0. Dean Goss was absent.
- b. **A Motion was made** by Bill Drake and seconded by Peter Bernstein **to approve the Quarterly Report covering the period December 1, 2018 to February 28, 2019.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- c. The committee discussed the issue regarding the electrical requirement of a 220V line for the school's main copier.

3. Update by Gilbane

- a. Steve Walko asked Gilbane to comment on the third-party review of the new school roof. Dan Phillips said the report was not ready. Karrie Kratz said Gilbane is planning to do additional cleaning of the roof over the April school break.
- b. Dan Phillips informed the committee that the old school building was 1/3 of the way thru the interior abatement and there have not been any surprises. Mr. Phillips also said the old school building was scheduled to be demolished early May.
- c. Steve Walko noted that based on several emails he read between the Town departments and the professionals there seems to be some communication issues. Jae Chu said he would reach out to Bill Marr to address finalizing the conditions of the TCO. Mr. Walko asked if the project is on track with the Town Hall. Mr. Chu said it was.

4. Update by CSG

- a. Chris Cykley said the final reimbursement, except the 11% retainage was submitted to the State. Mr. Cykley noted that the reimbursement is on track for the promised amount. He said half the retainage would be received by the end of the year and the final amount when the project is audited within 1 to 2 years.

5. Update by TSKP Studio

- a. Jesse Saylor discussed the playground and other equipment regarding the third-party code reviewer and the ADA requirements.

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

- a. The following Out-of-Scope (Owner Contingency) Items:
 - **A.) A Motion was made** by Jake Allen and seconded by Bill Drake **to approve ATP #90 for 2nd Floor window sill revision, dated 10/23/18 for the amount of \$13,740.00.** A vote was taken and the motion was approved with a vote of 6-0-1. Peter Bernstein abstained. Dean Goss was absent.
 - **B.) A Motion was made** by Jake Allen and seconded by Bill Drake **to approve ATP #100 for SI-017R child height railing revision, dated 11/17/18 for the amount of \$9,890.00.** A vote was taken and the motion was approved with a vote of 4-3-0. Steve Walko, Clare Kilgallen and Peter Bernstein voted no. Dean Goss was absent.
 - **C.) A Motion was made** by Jake Allen and seconded by Bill Drake **to approve ATP #115 for Kitchen steamer stand, dated 1/15/19 for the amount of \$923.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent
 - **D.) A Motion was made** by Peter Bernstein and seconded by Clare Kilgallen **to approve ATP #144 for RFI-482 stair tread kerf detail, dated 9/14/18 for the amount of (\$679.00).** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent. Jesse Saylor explained that the kitchen exhaust clean-out needed to be relocated because the fire marshal determined in his judgement it was inaccessible. Mr. Saylor added that there was not a shop drawing that showed the location of the exhaust clean-out. Nick Macri noted that it was a life safety issue.
 - **E.) A Motion was made** by Brian Harris and seconded by Bill Drake **to approve ATP #147 for RFI-544 Kitchen exhaust revision, dated 12/12/18 for the amount of \$21,699.00.** A vote was taken and the motion was approved with a vote of 6-0-1. Peter Bernstein abstained. Dean Goss was absent.
 - **F.) A Motion was made** by Jake Allen and seconded by Bill

Drake to approve ATP #148 for RFI-567 Admin. printer outlet revision, dated 2/27/19 for the amount of \$2,971.00. A vote was taken and the motion was approved with a vote of 5-2-0. Clare Kilgallen and Peter Bernstein voted no. Dean Goss was absent.

- b. The following In-Scope (CM Contingency) & GMP Allowance Items:
 - G.) A Motion was made by Jake Allen and seconded by Bill Drake to approve ATP #145 for coiling door motor grilles, dated 3/12/19 for the amount of \$3,498.00. A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
 - H.) A Motion was made by Jake Allen and seconded by Bill Drake to approve ATP #149 for ACCU-1 & 2 electrical, dated 3/26/19 for the amount of \$2,569.00. A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
 - I.) A Motion was made by Jake Allen and seconded by Bill Drake to approve ATP #150 for repair of damaged grilles, dated 3/26/19 for the amount of \$2,192.00. A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- c. Gilbane requested that ATP In-Scope #83, 87 & 88 which were previously approved be voided and changed to ATP Out-Scope #86, 84 & 85. A Motion was made by Peter Bernstein and seconded by Clare Kilgallen to approve the request as stated above. The ATP items specifics are as follows: In-Scope #83 becomes Out-of-Scope #86 for Electrical Consumption Credits dated 11/12/18 for the amount of (\$91,000.), In-Scope #84 becomes Out-of-Scope #87 for Alternate 8 - Glass and Glazing Credit dated 11/14/18 for the amount of (\$17,500.) and In-Scope #88 becomes Out-of-Scope #85 for balance of GMP - 3 Landscaping Allowance Credit dated 11/14/18 for the amount of (\$27,478.). A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- d. A Motion was made by Clare Kilgallen and seconded by Bill Drake to approve School Furnishings Invoice #27480-A dated 2/25/19 for the amount of \$1,649.17. A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- e. A Motion was made by Brian Harris and seconded by Peter Bernstein to approve School Furnishings Invoice #27588 dated 4/5/19 for the amount of \$671.32. A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- f. A Motion was made by Brian Harris and seconded by Peter Bernstein to approve School Furnishings Invoice #27480-B dated 2/25/19 for the amount of \$881.88. A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- g. A Motion was made by Clare Kilgallen and seconded by Bill Drake to approve Insalco Invoice #7939 dated 1/28/19 for the amount of \$48,495.45. A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.

- h. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve Insalco Invoice #8011 dated 3/20/19 for the amount of \$18,268.03.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- i. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve Insalco Invoice #7981 dated 3/31/19 for the amount of \$26,565.85.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- j. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve Red Thread Invoice #176408 dated 4/9/19 for the amount of \$168,172.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- k. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve DEMCO Invoice #6556965 dated 2/25/19 for the amount of \$17,956.80.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- l. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve W. B. Mason Invoice #i63185008 dated 2/18/19 for the amount of \$164,464.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- m. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve Meyer Invoice #220-006033 dated 3/29/19 for the amount of \$5,438.50.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent. The committee discussed this invoice and determined it reflected the portion over the budgeted amount to remove old furniture which was not used by the district and either relocate or dispose of it into the on-site dumpster as directed.
- n. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve CSG Invoice #16 dated 4/8/19 for the amount of \$9,017.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- o. **A Motion was made** by Jake Allen and seconded by Bill Drake **to approve Gilbane's Construction Requisition #16 dated 4/4/19 for the period from 3/1/19 to 3/31/19 for the amount of \$897,526.35.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- p. **A Motion was made** by Bill Drake and seconded by Brian Harris **to approve the additional construction administration services portion of TSKP Studio's Invoice #32, dated March 4, 2019 for the amount of \$10,800.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- q. **A Motion was made** by Bill Drake and seconded by Brian Harris **to approve TSKP Studio's Invoice #33, dated March 4, 2019 for the amount of \$25,046.12.** Steve Walko asked TSKP Studio to send a revise Invoice #33. A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.

- r. The committee discussed the mobile Smart Board with a cart and wiring as planned for the Media Center. Dan Phillips explained the specifics of this issue. Jesse Saylor clarified that there are three IT visual related pieces of equipment, the Smart Board and cart which have not been purchased and the TV which has a separate purchase order but will be returned. **A Motion was made by Jake Allen and seconded by Brian Harris to approve R&B Invoice #19012 dated 4/1/19 for the amount of \$6,677.00, conditional upon receiving full credit for the TV.** A vote was taken and the motion passed with a vote of 7-0-0. Dean Goss was absent.

7. Approval of Meeting Minutes

- a. **A Motion was made by Jake Allen and seconded by Brian Harris to approve the Minutes of Meeting for March 13, 2019.** The motion was approved with a vote of 7-0-0. Dean Goss was absent.

8. Discussion of Next Steps

- a. Steve Walko asked Dan Watson if his department needed anything. He said they needed the schedule. Dan Phillips said Gilbane will provide it to him.
- b. The committee discussed the issue of keeping the thru gates open, but it was determined they must be locked at all times, except in emergencies.
- c. Dan Watson informed the committee that there have been several organizations inquiring if the old school was available for their use. Dan Watson said it could not be used for any other purpose.
- d. Steve Walko asked if there were any open issues. Clare Kilgallen answered that a bike rack was needed. Ms. Kilgallen inquired if it was already in the design or was the school to use the existing one. TSKP Studio said the design has three racks.

9. Adjourn

- a. The meeting was adjourned by Steve Walko at 9:30 am.