

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

**DATE:** Wednesday, November 23, 2016  
**LOCATION:** BOE, Havemeyer Board Room  
**TIME:** 8:00 - 9:05 am

**Committee Members Present:**

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

**Ex-Officio Members Present:**

Tony Turner (RTM) via. phone  
Will Schwartz (DPW)  
Nick Macri (P&Z)  
Laura Erickson (BOE Chair)  
**Absent:** Drew Marzullo (Selectman)

**Others Present:**

Ryszard Szczypek (TSKP Studio)  
Karrie Kratz (Gilbane)  
Barbara Riccio (NL Principal)  
James Hricay (MDO-BOE) via. phone  
Ronald Matten (DOF-BOE)  
Barbara O'Neill (BOE)

**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. Steve Walko reviewed the process and milestones accomplished with the NLBC.
- b. Steve Walko asked TSKP Studio to provide a list of school the NLBC could tour to review the design of the building and gain knowledge of construction. Mr. Walko said there would be particular emphasis on observing the use of zinc & masonry on the exterior and the impact of an 'open' cafeteria plan on the school. Nick Macri advised the best time to tour a school would be during the day while school is in session.
- c. Steve Walko said he had heard back from Eversource about financial incentives program that would apply to this new school project. Mr. Walko said he will speak to them further and that James Hricay will be involved with the program.

## **3. Update by TSKP Studio**

- a. Ryszard Szczypek informed the NLBC the Construction Documents (CD), plans & specifications, for the new New Lebanon School are 90% complete which is considered 'substantially complete.' Mr. Szczypek said the CD have been sent to Gilbane and the cost estimate started. He noted that the CD incorporated the six reviewed alternates and once the cost estimate was completed, there maybe some Value Engineering with additional alternates required to keep the project on budget.
- b. Ryszard Szczypek said the NLBC members will receive a hard copy of a summary CD set and the BOE would receive a summary set by Monday, November 28th. Mr. Szczypek noted the summary CD set does not include Furnisher, Furnishings & Equipment (FF&E), but a line item will be included in the cost estimate and TSKP Studio will get consultant pricing for the FF&E item.
- c. Ryszard Szczypek informed the NLBC that the next steps to complete the CD are a Peer and Threshold Review. Mr. Szczypek told the committee the CD would be ready early 2017.
- d. Ryszard Szczypek said TSKP Studio will go back to the P & Z November 29th for discussions and that everything has already been submitted to them. Steve Walko suggested the P & Z meeting be postponed until December 8th. Nick Macri said he will speak to the P & Z about postponing the meeting. Clare Kilgallen asked if Dennis Savingio's statements should be forwarded to the P & Z. Mr. Macri answered that the P & Z is aware of her position so that would not be necessary.
- e. Ryszard Szczypek said TSKP Studio will bring the model with a plexiglass cover to the Byram Shubert Library for public display.
- f. Ryszard Szczypek requested an executive session to discussion a change order by TSKP Studio because it would be considered contract negotiations.
- g. Ryszard Szczypek informed the NLBC that the application for reimbursement would go back to the state on January 16, 2017.

- h. Ryszard Szczypek said the trees that are proposed to be removed to construct the new school have been posted and there will be a public hearing. Ryszard Szczypek also said anyone who objects to the removal of the posted trees can file their objection with the Town Tree Warden. Clare Kilgallen explained the trees designated for removal will be posted for 10 days. The notice reads - 'Public Notice: Tree Removal in accordance with Chapter 451, Section 23-59 of the CT General Statutes.' Steve Walko said he will have a discussion with the Town Tree Warden about the process.

#### 4. Discussion on Cost Estimate

- a. Karrie Kratz stated that Gilbane has a history of accurate cost estimates. Ryszard Szczypek cautioned the committee that there maybe some uncertainties due to unforeseen circumstances.
- b. Karrie Kratz said Gilbane had received the CD from TSKP Studio and had started the probable cost estimate. Ms. Kratz said it would be completed by December 9th, reviewed with the design team and made public on the 14th. Steve Walko noted that the NLBC needed to approve the CD and estimate after the final estimate is completed.

#### 5. Update by Subcommittees (Timeline & Contracts)

- a. Clare Kilgallen asked Gilbane to provide a copy of the standard contract they use for their subcontractors for review by the Contracts Sub-committee.
- b. Steve Walko said the next RFP/Contract to be reviewed and posted is for the Clerk-of-the Works. Mr. Walko said the committee would review the Scope of Work. Clare Kilgallen said the contract should have a modified/paired-down List of Services section. Ryszard Szczypek added that the primary work of the Clerk-of-the Works is to keep the paper work in order.

#### 6. Approval of Meeting Minutes

- a. **A Motion was made** by Peter Bernstein and seconded by Dean Goss **to approve the Minutes of Meeting as amended for 11/10/16.** The motion was approved with a vote of 6-0-2. Jake Allen and Brian Harris were absent.

## **7. Discussion of Next Steps**

- a. Steve Walko said the NLBC would discuss and vote on the Change Order threshold which the chairman could sign-off on.
- b. Steve Walko discussed the remaining schedule for 2016 and proposed 2017 schedule. It was decided that the December 21st meeting would be cancelled and replaced with a meeting on December 14th. Mr. Walko said he will make a proposed schedule for 2017 and email it to the committee for their review.
- c. Jim Hricay informed the committee that the remediation of the William Street West ball field was moving forward and the additional work required was started. Mr. Hricay added that the field should be finished by Spring.

## **8. Adjourn**

- a. The meeting was adjourned at 9:05 am.