

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

**DATE:** January 25, 2017  
**LOCATION:** BOE, Havemeyer Board Room  
**TIME:** 8:00 - 8:40 am

**Committee Members Present:**

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

**Absent: Brian Harris**

**Ex-Officio Members Present:**

Will Schwartz (DPW)  
Nick Macri (P&Z)

**Absent: Peter Sherr (BOE Chair)**  
**Drew Marzullo (Selectman)**

**Others Present:**

Jesse Saylor (TSKP Studio)  
Karrie Kratz (Gilbane) via Phone  
Barbara Riccio (NL Principal)  
Ronald Matten (DOF-BOE)  
Barbara O'Neill (BOE)

**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 introduced Adam Leader, a RTM Representative for District 11 and said he may replace Tony Turner on the NLBC. Mr. Leader then spoke to the committee about his background and inquired about the process which will allow him to become an Ex-Officio Member of the NLBC.
- b. Steve Walko outlined the State Grant process. Mr. Walko said the next steps in the process will be for the project to be approved by the following committees:
  - a.) The School Construction Committee, b.) The Education Committee of the Legislature, c.) The Appropriation and Finance Committee and d.) The Revenue & Bonding Committee. Mr. Walko questioned whether anyone on a committee has line item veto power. Karrie Kratz said in her experience there has not been any history of it nor has any school project ever been removed from the approved list. Jesse Saylor seconded Ms. Kratz's experience. Nick Macri asked if the meetings were open to the public and if so, would comments by the public be allowed. Mr. Walko encouraged everyone to attend the meetings, although there may only be one day notice. He further said the School Construction Committee has until February 1st to vote on the priority list. Jesse Saylor said he would ask the state the status of their review.
- c. Steve Walko noted that Dr. Salvatore Corda, Interim-Superintendent, had written a letter to the state in support of the project and it had been reprinted in the Greenwich Time.

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

- a. Jesse Saylor discussed the Construction Document (CD) Review process. Mr. Saylor said the first step in preparing for the state grant is the Third Party Review which begins with a code review. He said this review has been started and will be completed by the end of February. Then the CDs will be filed with the Greenwich Building Department for review and approval. Mr. Saylor said TSKP Studio will make any necessary revisions based on comments of the Third Party Review.
- b. Jesse Saylor also discussed the required Threshold/Structural Review. Mr. Saylor said TSKP Studio will meet with the local Building Department once this review is completed. TSKP Studio will then meet with the state at a PCR meeting March 6th which will authorize the project to go out to bid. Will Schwartz informed the committee that a project does not need a permit to go out to bid. Mr. Schwartz estimated the building department will need approximately 4 - 6 weeks to review the project. Patricia Kantorski inquired about the other departments that are required to review the project. Mr. Schwartz said the project will also be reviewed by the Zoning Department, Inlands, Wetlands & Watercourse Agency (IIWA), Highway Department (DPW), Sewer Department and Environmental and Health Departments.

- c. Steve Walko asked if the NLBC needed to be more proactive during the town permitting process. Jesse Saylor said yes they do. He added that he will implement then followup during the process. Nick Macri said he will do the same. Mr. Macri said the project CD's can be filed now with the Zoning Department, which is the first step in the permitting process.

#### **4. Update by Gilbane**

- a. Karrie Kratz said there had not been any new information on the funding.
- b. Karrie Kratz said she will meet with the Town Parks & Recreation Department and the DPW to review the condition of the ball field regarding under-drainage and how it will function at the end of the project. Mr. Kratz informed the committee the existing fence and tracking pad can be removed, because Gilbane will contract for the type & size they need.
- c. Karrie Kratz noted that the Parks & Rec. Department want to review the planting specifications. Peter Bernstein informed Ms. Kratz that Ron Matten is responsible for the school fields.
- d. Karrie Kratz said the construction may damage the under-drainage and if that happens, Gilbane will be responsible for restoring it.
- e. Patricia Kantorski asked Karrie Kratz where the contractor's parking will be located. Ms. Kratz said it will be on the ball field. Clare Kilgallen discussed a letter she wrote to the PTA concerning the use of the ball field from now to the start of the construction.
- f. Patricia Kantorski explained the difference between fill and top soil. The committee then discussed who will be responsible for each type of soil and when it will be installed.

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

- a. Steve Walko said the Clerk-of-the Works RFP & Contract was the last contract the committee was responsible for and the Sub-committee was working to complete the contract.
- b. Clare Kilgallen said she would schedule a meeting of the sub-committee next week. Ms. Kilgallen noted the Clerk-of-the Works RFP & Contract would not be sent out until the funding was secured. Ms. Kilgallen also asked if the town wanted any Third Party Beneficiary in the contract. Steve Walko said the town attorney would weigh in on this issue.

## 6. Approval of Gilbane's Invoice

- a. **A Motion was made** by Jake Allen and seconded by Nick Macri **to approve the Gilbane's Invoice #8 dated 12/29/16 for the amount of \$28,456.11.** The motion was approved with a vote of 7-0-1. Brian Harris was absent.

## 7. Approval of Meeting Minutes

- a. **A Motion was made** by Clare Kilgallen and seconded by Peter Bernstein **to approve the Minutes of Meeting as amended for 1/11/17.** The motion was approved with a vote of 7-0-1. Brian Harris was absent.

## 8. Discussion of Next Steps

- a. Steve Walko discussed the next steps, which will be bidding and construction. Mr. Walko also discussed if there was a need to have additional meetings other than the meetings posted. It was decided there was not.
- b. Clare Kilgallen reminded the committee that TSKP Studio committed to providing a list of schools the members could tour. Jesse Saylor said he would provide the list.
- c. It was noted that a survey of the existing trees on the site needed to be provided.
- d. Steve Walko said he would have a conference call with Nick Macri and Jake Allen to discuss keeping track of the permits as they go through the town permitting departments.

## 9. Adjourn

- a. The meeting was adjourned by Steve Walko at 8:40 am.