

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

DATE: Wednesday, February 8, 2017
LOCATION: BOE, Havemeyer Board Room
TIME: 7:00 pm

Committee Members Present:

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

Ex-Officio Members Present:

Nick Macri (P&Z)
Adam Leader (RTM)
Absent: Will Schwartz (DPW)
Drew Marzullo (Selectman)
Peter Sherr (BOE Chair)

Others Present:

Karrie Kratz (Gilbane)
James Hricay (MDO-BOE)
Eugene Watts (BOE-Sr. Buyer)

1. Call the meeting to order

- a. The meeting was called to order by Steve Walko at 7:05 pm.

2. Update from Chairman

- a. Steve Walko reviewed the letter the P & Z sent to the NLBC January 24, 2017 and signed by Patrick LaRow, Deputy Director of P & Z/Assistant Town Planner, regarding the status of the New Lebanon project with respect to land use. Mr. Walko and Nick Macri will follow-up with the P & Z process so that the project is ready to go out to bid.
- b. Steve Walko updated the committee on the state School Construction approval. Mr. Walko said it was one bill, but it can be amended by the Education and/or the Finance Committee and the governor does not have a line item veto once it passes the house. He noted that these meeting should be held within the next two weeks.
- c.

3. Update by TSKP Studio

- a. No representative from TSKP Studio was present.

4. Update by Gilbane

- a. Karrie Kratz reviewed Gilbane's Contingency Report (Tracking Log) with the committee. Ms. Kratz explained how it was organized and said it was within the CD estimate.
- b. Karrie Kratz noted the 'Tree' contingency still needs to be specific regarding the town required 2 year warranty and bonding. Ms. Kratz said she was not aware of any other project where bonding was required. She further said a 5% contingency was typical for a new building.
- c. Karrie Kratz said she had met with the DPW and Parks & Rec. Departments to discuss under-drainage of the ball field. Ms. Kratz said the town still needs to add subsoil and grade the field. Steve Walko said he will review the field regarding the existing temporary fence and the subsoil issue with the town.
- d. Nick Macri informed Karrie Kratz that Gilbane needs to work with the town when they start the work.
- e. Steve Walko asked Karrie Kratz if the project was on target and would be ready to go out to bid in March. Ms. Kratz said "Yes, it was."
- f. Karrie Kratz said the CDs were at the Third Party Reviewer and would be ready March 1st.
- g. Karrie Kratz encouraged the NLBC members to approve the building materials ASAP to enable the project to move quickly.

5. Approval of Invoices

- a. **A Motion was made** by Clare Kilgallen and seconded by Dean Goss **to approve the CES's Invoice #2 dated 1/10/17 for the amount of \$3,574.80.** The motion was approved with a vote of 6-0-0. Bill Drake and Jake Allen were absent.
- b. **A Motion was made** by Peter Bernstein and seconded by Dean Goss **to approve the CES's Invoice #3 dated 1/31/17 for the amount of \$397.20.** The motion was approved with a vote of 6-0-0. Bill Drake and Jake Allen were absent.
- c. **A Motion was made** by Brian Harris and seconded by Dean Goss **to approve the TSKP Studio's Invoice #12 dated 2/01/17 for the amount of \$54,494.36.** The motion was approved with a vote of 6-0-0. Bill Drake and Jake Allen were absent.
- d. **A Motion was made** by Dean Goss and seconded by Clare Kilgallen **to postpone the approval of TSKP Studio's Change Order for a Fee Adjustment** until the March meeting. The motion was approved with a vote of 6-0-0. Bill Drake and Jake Allen were absent.

6. Update by Subcommittees (Timeline & Contracts)

- a. Clare Kilgallen said she sent a Sample of Gilbane's Trade Contract February 2nd to Wayne Fox, Town Legal Department, and Eugene Watts for review. Ms. Kratz said Gilbane will send the Project Manual to Purchasing Department for review by Mr. Watts.
- b. Karrie Kratz said Gilbane will met with Eugene Watts, Purchasing Department, to review the bid process.

7. Approval of Meeting Minutes

- a. **A Motion was made** by Clare Kilgallen and seconded by Dean Goss **to approve the Minutes of Meeting for 1/25/17.** The motion was approved with a vote of 5-0-0. Bill Drake, Jake Allen & Brian Harris were absent.

8. Discussion of Next Steps

- a. Steve Walko explained to the committee that the sole mission of the NLBC is to build the building according to the BOE Education Specifications. Mr. Walko also said the committee does not nor can not change the mission or propose alternates to the project.
- b. Steve Walko asked Adam Leader to be the chairman of the Communication Subcommittee. Mr. Leader accepted the position.

- c. Steve Walko said the Town Review was ongoing and the next step was for the project to receive a sign off approval from the OSCG to go out to bid. Mr. Walko further said the bids would be advertised, received at the Town Hall and opened April 26, 2017. Gilbane will analyze the bids.
- d. Steve Walko reiterated that the NLBC will visit similar completed school projects once TSKP Studio provides a list of the schools.
- e. Steve Walko confirmed that the BET release of the money for construction of the building was contingent on approval of the grant.

9. Adjourn

- a. The meeting was adjourned by Steve Walko at 8:00 pm.