

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

**DATE:** Wednesday, June 7, 2017  
**LOCATION:** BOE, Havemeyer Board Room  
**TIME:** 8:00 - 9:30 am

**Committee Members Present:**

Stephen Walko - Chairman  
Patricia Baiardi Kantorski - Clerk  
Clare Kilgallen  
Peter Bernstein (BOE)  
Dean L. Goss  
Jake Allen  
Brian Harris

**Absent:** Bill Drake - Vice Chairman (BET)

**Ex-Officio Members Present:**

Will Schwartz (DPW)  
Drew Marzullo (Selectman)

**Absent:** Nick Macri (P&Z)  
Peter Sherr (BOE Chair)  
Adam Leader (RTM)

**Others Present:**

Ryszard Szczypek (TSKP Studio)  
Jesse Saylor (TSKP Studio)  
Karrie Kratz (Gilbane)  
Jae Chu (Gilbane)  
Susan Pinckney (TSKP Studio)  
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 informed the committee that he would update the BET on the status of the project at their July 13th meeting.
- b. Steve Walko discussed the 12/13/16 Total Project Cost Summary with the committee. Karrie Kratz said Gilbane will update the Cost Summary in the future.
- c. Steve Walko inquired about the status of the Building Permit. Will Schwartz said the Health Department was reviewing the CD at this time and should be finished soon. Mr. Schwartz then discussed the review process and explained that all relevant departments needed to sign off on the project before the Building Department reviewed the project. Mr. Walko expressed concern that the building permitting process may delay the project. Karrie Kratz said that she did not think it would.
- d. Steve Walko inquired about the cost of the Building Department filing fee. Will Schwartz said the fee is 26¢/\$1,000.00 plus a \$40.00 filing fee.
- e. Steve Walko said he will ask Nick Macri to find out if the Town requires Bonding for the Inlands Wetland & Watercourse and the trees.

## 3. Update by TSKP Studio

- a. Ryszard Szczypek said that TSKP Studio would write a replacement paragraph for the photovoltaics which will be used for State Reimbursement. In addition, the photovoltaics will be reviewed by the BOE at their June 15th meeting.
- b. Steve Walko said the committee would review Milone & MacBroom's invoice dated 5/31/17 at later date. Ryszard Szczypek said they were proceeding with the storm water design work.
- c. Susan Pinckney, Interior Design, introduced herself. Ms. Pinckney then made a presentation of the proposed interior concept, building materials & color selections. She said the proposed materials were easy to maintain, durable and sustainable. She showed perspectives of the Cafeteria and Media Center using slides. In addition she presented sample boards of the proposed materials and colors selected for the WC & classroom millwork. Brian Harris requested that some alternates to the design of the walls, floor colors and patterns be explored. She said TSKP Studio would do that.
- d. Karrie Kratz explained that it was important for the materials, including the colors & design be included in the bid package to get accurate bids.
- e. Clare Kilgallen requested an update of the exterior elevation. Ryszard Szczypek said TSKP Studio would update the drawing.
- f. Steve Walko said the public was concerned that the Lower Level will look and feel like you're in a basement. Ryszard Szczypek assured him that it would not.
- g. Steve Walko wanted assurances that the materials selected were not special order items. Ryszard Szczypek said they would not be and added that there would be

additional stock ordered for future replacement. Ron Matten said it was done this way at Hamilton Avenue and was successful.

- h. Clare Kilgallen asked how the proposed interior materials contributed to LEED certification. Susan Pinckney said the carpet was 'Green Label Plus'. Brian Harris asked if the built-in backing off-gassed. Ms. Pinckney said it did not. Mr. Harris said the materials needed to be sourced from <500 miles away to qualify for LEED Certification.

#### 4. Update by Gilbane

- a. Karrie Kratz updated the committee on the status of the bidding. Ms. Kratz handed out copies of an outline of Construction Milestones. The outline included Key Dates, Design Development, Construction Documents, Local Review/DCS Approval, Award/Grant and Construction & Site. She said Gilbane would use the Alternate Schedule as presented at the last meeting if required. Steve Walko reminded the committee that the bid amounts were good for 90 days.
- b. Steve Walko asked how much time is needed between project approval/governor's signature and the start of construction. Karrie Kratz based on the remaining reality of the approvals required the earliest date for construction to proceed will be from June 30th to July 15th. Clare Kilgallen discussed the conditions the BET had imposed on the project.
- c. Jake asked if Gilbane would use 'winter' concrete if the construction required pouring the concrete during the cold weather. Karrie Kratz said "Yes".
- d. Karrie Kratz requested that the 6/21/17 NLBC Meeting be changed to 6/22/17. After discussing the request, Steve Walko said "Yes" it could and requested the clerk to post the changes.
- e. Karrie Kratz gave the committee members copies of the Contingencies and Escalation costs, dated 6/7/17. Ms. Kratz said it would be updated when the bids came in.
- f. Jae Chu projected slides of a spread sheet regarding the status of the bids. Mr. Chu reviewed the bid responses with the committee.
- g. Karrie Kratz reviewed the bidders packages with the committee. Ms. Kratz said Gilbane would submit the Construction Documents (CD) with the pertinent town agencies. She also said Gilbane would review the tree count with the Town Tree Warden.
- h. Karrie Kratz said the Independent Material Testing needs to be competitively bid. Ms. Kratz said it would be a unit price contract and Gilbane would draft the RFP and review it with the committee.
- i. Karrie Kratz said Gilbane will provide a video tour of the school during construction.

## 5. Approval/Discussion of Invoices and/or Change Orders

- a. The NLBC reviewed Gilbane's Invoice #11 for the months of April & May. **A Motion was made** by Brian Harris and seconded by Jake Allen **to approve Gilbane's Invoice #11, dated June 5, 2017 for \$7,892.22.** The motion was approved with a vote of 7-0-0. Bill Drake were absent.
- b. The NLBC reviewed TSKP Studio's Invoice #14 for a DEP payment. **A Motion was made** by Clare Kilgallen and seconded by Dean Goss **to approve TSKP Studio's Invoice #14, dated May 5, 2017 for \$625.** The motion was approved with a vote of 6-0-0. Bill Drake and Brian Harris were absent.
- c. The NLBC reviewed TSKP Studio's Invoice #15 for Architectural Services. **A Motion was made** by Clare Kilgallen and seconded by Dean Goss **to approve TSKP Studio's Invoice #15, dated June 1, 2017 for \$195,449.65.** The motion was approved with a vote of 5-0-1. Perter Berstein abstained. Bill Drake and Brian Harris were absent.
- d. Steve Walko said the status of payments to TSKP Studio will be discussed at the June 22nd meeting.

## 6. Update by Subcommittees (Timeline, Contracts & Quarterly Report)

- a. Steve Walko said he would meet with the Town Law Department regarding the Clerk-of-the Works contract. Karrie Kratz said Gilbane will also meet with the Town Law Department regarding the final wording of the contract. Mr. Walko said the Clerk-of-the Works contract would go out to bid but would not be signed until approved by the Town Law Department.
- b. Steve Walko said the Quarterly Report would be voted on at the next meeting.

## 7. Approval of Meeting Minutes

- a. Approval of the minutes of the meeting was postponed until the next meeting.

## 8. Discussion of Next Steps

- a. Steve Walko discussed the NLBC meeting schedule for the second half of 2017 with the committee. Mr. Walko said the committee would vote on the schedule at their next meeting.
- b. Steve Walko asked Karrie Kratz if a monthly meeting was acceptable. Ms. Kratz said it was.

- c. Clare Kilgallen inquired about the future Ground Breaking Ceremony. Karrie Kratz said the event would be planned at a later date.
- d. Steve Walko said he is working with the first selectman regarding the use of the ball field. Peter Bernstein informed the committee the existing bleachers located on the ball field will be removed.

**9. Adjourn**

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