

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

**DATE:** Wednesday, July 12, 2017  
**LOCATION:** BOE, Havemeyer Board Room  
**TIME:** 8:00 - 9:15 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) via phone  
Adam Leader (RTM)  
**Absent:** Peter Sherr (BOE Chair)  
Drew Marzullo (Selectman)

**Others Present:**

Ryszard Szczypek (TSKP Studio)  
Karrie Kratz (Gilbane)  
Jae Chu (Gilbane)

**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 he wanted to discuss two key components of the project at this meeting, the building permit process and the Guaranteed Maximum Price (GMP) process. Mr. Walko said the discussion of the GMP would be on the process only and would not be voting until the State funding is approved.
- b. Steve Walko said the state reimbursed the town for \$315. TSKP Studio had over paid the state as detailed in Invoice #14. Mr. Walko said they would be reimbursed for this amount.
- c. The committee discussed TSKP Studio's Invoice #16. Steve Walko said, as of now, the architect's work for the Bidding Phase has been completed.
- d. **A Motion was made** by Clare Kilgallen and seconded by Patricia Kantorski **to approve TSKP Studio's Invoice #16, dated July 1, 2017 for \$75,468.88.** The motion was approved with a vote of 7-0-0. Brian Harris was absent.

### 3. Update by TSKP Studio

- a. Ryszard Szczypek updated the committee on the Furniture, Fixtures & Equipment (FF & E) process. Mr. Szczypek said the process will start at the end of the year, then be approved by the state before it goes out to bid.

### 4. Update by Gilbane

- a. Karrie Kratz discussed the town regulation regarding tree replacement and said any off-site improvements would be ineligible for reimbursement. Clare Kilgallen asked if further landscaping review was necessary.
- b. Karrie Kratz discussed Gilbane's Project Team which will be assigned to the New Lebanon Elementary School Construction Project. Ms. Kratz said she would forward any new project team member's resumes to the NLBC. Steve Walko enquired what the likely hood of the students moving into the new school during the 2018/19 winter break.

### 5. Update on Building Permit Process

- a. Jae Chu who is expediting the building permit said the project has the Inland Wetland & Watercourse Agency and the Highway Department approval. Mr. Chu also said the Zoning Enforcement Department approval will be ready in 1 to 2 days, the Sewer Department needs an additional calculation regarding the grease trap before they could sign off on it and then it will be submitted to the Health

Department for their review. The final step in the building permit process, once all the above agencies have signed off on the project is the Building Department review & approval. Nick Macri noted that the Planning & Zoning Department final approval will be at the end of the week.

- b. Adam Leader asked who the town's liaisons during construction will be. Steve Walko said they will be the new director of operations, the Clerk-of-the Works and himself.

## 6. Discussion of Bids

- a. Karrie Kratz reviewed the status of the bids using a visual presentation. Ms. Kratz said the majority of the bids were good and responsible, but there were five packages that did not have any bidders. She said Gilbane would rebid those five packages without the set-aside program tomorrow. She added this was acceptable under the guide lines of the State bidding requirements.
- b. Karrie Kratz said the final GMP will be submitted to the NLBC Friday or Monday. Steve Walko requested the final GMP be submitted according to Gilbane's estimate, including the 5% contingency. Ms. Kratz said Gilbane would. Mr. Walko said he wanted an account of all costs, including soft costs. Ms. Kratz said Gilbane will work with TSKP Studio and present the final numbers.
- c. Steve Walko said the NLBC may start the Value Engineering process, but would not sign off on the GMP until the State Funding is approved.
- d. Jake Allen asked if the contractors did any Value Engineering. Karrie Kratz said some do but no changes were made at this time. Ryszard Szczypek said TSKP Studio will review the Alternates.
- e. Adam Leader asked if anyone else needed to review the GMP other than the NLBC. Steve Walko said the NLBC has authority regarding the budget and executing the contracts. Ryszard Szczypek noted there has not been any changes to the Educational Specifications.
- f. Dean Goss asked when the 90 days that the contractors have to guarantee their bids starts. Karrie Kratz said on the day the bids are received. Steve Walko asked if there were any state limits imposed on the number of days the bids can be held. Ms. Kratz said you can ask the contractors, but they don't have to hold them any longer than what the bids requested.
- g. Karrie Kratz confirmed that two schedules are included in the contractor's bids.
- h. Will Schwartz asked if there were any surprises once the bids were reviewed. Karrie Kratz said the Mechanical/Electrical/Plumbing (MEP) bid was slightly high, but the other packages were close to the estimate. Dean Goss asked if the alternates change the base bid. Karrie Kratz said they do not.
- i. Karrie Kratz said she was confident the project would come in within budget.

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

- a. Clare Kilgallen said the committee has updated the Clerk-of-the Works RFP & Contract and the subcommittee voted on it. Ms. Kilgallen said the document is now being reviewed by the Purchasing Department. Karrie Kratz said Gilbane will review the amended document and provide the two schedules as included in the bid packages.

## 8. Approval of Meeting Minutes

- a. **A Motion was made** by Dean Goss and seconded by Clare Kilgallen **to approve the Minutes of Meeting for June 22, 2017.** The motion was approved with a vote of 7-0-0. Brian Harris was absent.

## 9. Discussion of Next Steps

- a. Steve Walko encouraged the committee to review all documents for the next meeting and send him their questions. Ms. Kratz said Gilbane will review the questions and prepare answers for the next meeting. Clare Kilgallen asked if the NLBC should look at the Alternates first. Ryszard Szczypek said TSKP Studio will make recommendations regarding the Alternates
- b. Steve Walko said the committee will discuss installing a work zone camera at a later date.
- c. Steve Walko said the committee will discuss the updated schedule, the GMP Bids, the status of the State process and the Status of the Building Permit at their next meeting.

## 10. Adjourn

- a. The meeting was adjourned by Steve Walko at 9:15 am.