

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

DATE: Wednesday, July 26, 2017
LOCATION: BOE, Havemeyer Board Room
TIME: 8:00 - 9:45 am

Committee Members Present:

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

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 said the committee will discuss the GMP, status of Building Permit and status of the State process but no votes would be taken at this meeting.
- b. Steve Walko informed the committee that he had gone before the BET and his report had been well received. The BET had agreed to have a special meeting to release the funds as soon as the reimbursement grant has the Governor signature.
- c. Steve Walko reminded the committee that the NLBC's responsibility is to build the school to the Ed Specifications as approved by the BOE.

3. Update by TSKP Studio

- a. Note: TSKP Studio's participation in the meeting is included in other headings.

4. Update by Gilbane

- a. Brian Harris asked Gilbane for a breakdown of the General Conditions. Karrie Kratz said Gilbane will send the breakdown tomorrow.
- b. Karrie Kratz stated that Gilbane's Pre-Construction Contract ends August 1, 2017. Steve Walko said Gilbane needs to submit an amendment to the contract for additional Pre-Construction services. Mr. Walko noted that the Town will not owe any additional money to the Gilbane or TSKP Studio if the project is not built.
- c. Steve Walko asked Karrie Kratz for Gilbane to provide a monthly rate for Pre-Construction Services. Ms. Kratz said she would.

5. Update on Building Permit Process

- a. Jae Chu informed the committee on the status of the building permit. Mr. Chu said the CD's have gotten the approval of the Sewer Department, Highway Depart., Planning & Zoning, IWWA and the Zoning Enforcement Officer. He further said he expected the Health Department's approval this week and then it will be submitted to the Building Department. Will Schwartz said Peter Robinson, the Building Code Engineer, is ready to start the plan review and it should take 3 - 4 weeks.

6. Discussions of Bids & Schedule

- a. Karrie Kratz updated the NLBC on the status of the bidding process. Ms. Kratz said that five bid packages had been rebid and only the landscaping package didn't have any qualified bidders. She said that Gilbane would include an allowance for the landscaping in the GMP.
- b. Ryszard Szczypek discussed the 'Total Project Cost Summary' by Gilbane dated July 21, 2017. Mr. Szczypek detailed the soft costs which includes the Architectural/Engineering Fees, Consultants, Owner, Miscellaneous, FFE & Technology and Owner's Contingencies. He said TSKP Studio will review the estimate and update it if needed. He further said TSKP Studio was confident the cost estimate was complete. The committee discussed and decided that the items 'Technology Design (Equipment) for \$20,000. could be done by the Town and 'Digital Photography' for \$20,000. could be deleted.
- c. Karrie Kratz reviewed the Final Guaranteed Maximum Price (GMP) Submittal for the New Lebanon Elementary School by Gilbane dated July 21, 2017. Ms. Kratz said the submittal was based on a fourteen month construction schedule for the building. Ryszard Szczypek said TSKP Studio will review each item to confirm there isn't any overlap. Mr. Szczypek asked Karrie Kratz to itemize the General Conditions. Ms. Kratz said Gilbane will do that.
- d. Karrie Kratz discussed the details of the GMP Submittal. The topics covered were the GMP Summary, Site Services & Reimbursable, Qualifications, Assumptions & Exclusions, Trade Contract Allowances, CM held Allowances, Alternates and the Schedule.
- e. Steve Walko had questions concerning the landscaping allowance. The committee discussed if it should be included in the GMP or the Owner's allowance. No vote was taken.
- f. Steve Walko questioned when the NLBC was required to make decisions regarding the allowances, then the committee discussed each allowance.
- g. **A Motion was made** by Jake Allen and seconded by Brian Harris **to reject Alternate #2 - Provide bituminous concrete walkways in lieu of concrete sidewalks.** A vote was taken and the motion was approved with a vote of 8-0-0.
- h. The committee discussed the use of granite curbs verses concrete curbs. Steve Walko said the Town imposed a mandatory condition to use granite curbs as a condition of approval. **A Motion was made** by Jake Allen and seconded by Clare Kilgallen **to approve Alternate #4 - Provide granite curbs in lieu of concrete curbs.** A vote was taken and the motion was approved with a vote of 7-1-0. Peter Berstein voted against the motion.
- i. **A Motion was made** by Patricia Kantorski and seconded by Brian Harris **to reject Alternate #9 - Provide Bio-retention basins in lieu of Sand Filter #110.** A vote was taken and the motion was approved with a vote of 8-0-0.
- j. The NLBC discussed and decided that the alternate schedule for construction as estimated in Alternate #8 - Provide alternate Schedule would be used.

7. Update on Status of State Process

- a. Steve Walko told the committee that the DEEP had changed their filing system to be handled electronically which meant there was a need to resubmit the information. Ryszard Szczypek said TSKP Studio will send the DEEP a money order today for the electronic filing fee and Milone & McBroom will follow thru with resubmitting the information electronically.

8. Update by Subcommittees (Timeline & Contracts)

- a. The committee discussed that the estimated item 'Move Management' for \$50,00. could be done by the Clerk-of-the Works.

9. Approval of Meeting Minutes

- a. **A Motion was made** by Dean Goss and seconded by Brian Harris **to approve the Minutes of Meeting as amended for July 12, 2017.** The motion was approved with a vote of 7-1-0. Bill Drake abstained.

10. Discussion of Next Steps

- a. Steve Walko said the committee would discuss invoices at their next meeting. Mr. Walko said the the August 9th meeting may be cancelled.

11. Adjourn

- a. The meeting was adjourned by Steve Walko at 9:45 am.