

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

DATE: Wednesday, November 1, 2017
LOCATION: Town Hall, Gisborne Room
TIME: 8:00 - 9:00 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
Brian Harris

Ex-Officio Members Present:

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

Others Present:

Ryszard Szczypek (TSKP Studio) via phone
Karrie Kratz (Gilbane)
Dan Phillips (Gilbane)
Chris Cykley (CSG)
Klara Monaco (NL Ass't Principal)
Dan Watson (DOF-BOE)
Lori O'Donnell (BOE-COO)
Mike Bocchino (CT State Rep. for Greenwich)

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 told the committee they would discuss the GMP and updated schedule today. Mr. Walko said the committee would not vote on the GMP or schedule and would not authorize the Clerk-of-the-Work's and TSKP Studio's contracts until their next meeting.
- b. Steve Walko reviewed the next steps based on the updated schedule and the alternates, both adds and deducts.
- c. Clare Kilgallen said the Town needs to issue permits for the teachers who park in the 16 spaces adjacent to the woods once construction starts. Steve Walko said teachers would temporarily park either on the side streets or in the church and fire station parking lots.

3. Update by TSKP Studio

- a. Clare Kilgallen asked both Ryszard Szczypek and Karrie Kratz to comment on what can be anticipated. Ryszard Szczypek said once the existing contingencies are acceptable, the committee could begin making decisions after the foundation is in the ground. Karrie Kratz said the largest risks of unknown conditions are a.) the site work, b.) the weather & c.) environmental conditions in the existing building.
- b. Steve Walko asked Ryszard Szczypek to circulate an updated timeline on the State grant reimbursement including an 80% vs. a 61 1/2% differential. He said he would.
- c. Ryszard Szczypek said TSKP Studio would file for a State modification relating to the additional door requested by the State.

4. Update by Gilbane

- a. Steve Walko reviewed the specifics of the GMP, including soft costs and the Alternate Schedule. Mr. Walko said the GMP must include the contingencies.
- b. Karrie Kratz gave a brief report to update the committee on Alternate #8 and discuss winter conditions. Ms. Kratz said the original GMP had some winter conditions included as an allowance but any further costs would be considered an owners allowance. She further said if the allowance is not used, then it will go back into the contingency.
- c. Karrie Kratz was asked by Jake Allen to explain how the winter conditions would be tracked and Clare Kilgallen asked how they will be reported. Ms. Kratz said only the site-work sub would probably be effected by winter conditions and that

Gilbane would outline the potential exposure before & after and report to the NLBC on a monthly bases and to the Clerk-of-the Works on a weekly bases.

- d. Ryszard Szczypek discussed the budget relating to winter conditions and said the costs should be carried in the GMP.
- e. Jake Allen and Brian Harris asked Karrie Kratz to discuss the GMP and make a recommendation concerning the landscaping budget.
- f. Karrie Kratz outlined the milestones of the project. Ms. Kratz said if the BET approves the release of the funds today and the NLBC approves the GMP & Revised Schedule Friday, Gilbane would send out the 'Notice to Proceed' to the subcontractors.
- g. Karrie Kratz explained that the construction would start with a surveying the trees and setting the site bench marks. Ms. Kratz said the team would be mobilized November 27th and would have coordination meetings one week prior to that date. She also said the site protection fencing would be installed starting 12/4/17. She said there would also be a Kick-off Meeting with the architect, construction managers and the clerk-of-the works to discuss the schedule and responsibilities.
- h. Karrie Kratz said the construction of the new building would take 13 months with the TCO issued before Christmas 2018. Students and staff could move into the new facility in Mid-January 2019. However, the decision as to when the school community switches over is up to the GPS. The next school break is the Mid-Winter recess which is from 2/9/19 to 2/18/19. After the children move into the new building the existing site development (Phase 2) would begin with the existing school being taken down in the Spring of 2019. Ms. Kratz anticipated the project would be completed by August 31, 2019.
- i. Karrie Kratz introduced Dan Phillips and said he would lead the Field Team as the project manager and be the point person for the day to day activities during construction. Ms. Kratz said in addition, the Project Team would include Jae Chu as the project engineer, Randy Freda as the superintendent and herself as the project executive.
- j. Karrie Kratz said she would send the pre-construction costs to the committee for their review and approval.
- k. Ms. Kratz said Gilbane will provide the most updated CD's on it's Bluebeam site and inform the committee on how to access it. Ms. Kilgallen suggested TSKP Studio keep the FTP site open with the understanding that the information would be superseded by Gilbane's Bluebeam site.
- l. Karrie Kratz said Gilbane has a Foundation Permit for the new building and will pull a permit for the Site trailer.
- m. Jake Allen asked if there was a site logistics plan. Karrie Kratz said it will be on the Bluebeam site. Mr. Allen noted that it will be valuable to the community.
- n. Karrie Kratz informed the committee that the Town needs to have the Builders Risk Insurance in place when the construction begins. Steve Walko and Dan Watson said they would attend to this. Ms. Kratz said Gilbane will provide the

Town with copies of required insurances including the subcontractor's workmen's compensation insurances.

5. Discussion on RTM & BET Meetings

- a. Steve Walko notified the committee that a BET meeting had been scheduled for 5:00 pm tonight and the New Lebanon Project was the only item on the call. Mr. Walko said that the NLBC would not take any votes until the BET released the funds.

6. Approval of Meeting Minutes

- a. **A Motion was made** by Bill Drake and seconded by Brian Harris **to approve the Minutes of Meeting as Amended for 10/11/17**. The motion was approved with a vote of 8-0-0.

7. Discussion of Next Steps

- a. Steve Walko said the NLBC would approve the GMP and Updated Schedule at Friday's meeting.
- b. Steve Walko said the NLBC would approve the Clerk-of-the-Work's contract on Friday. Mr. Walko asked Gilbane to coordinate with CSG. Karrie Kratz said they would.

8. Adjourn

- a. The meeting was adjourned by Steve Walko at 9:00 am.