

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

**DATE:** Friday, November 3, 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  
Brian Harris

**Ex-Officio Members Present:**

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

**Others Present:**

Ryszard Szczypek (TSKP Studio) via phone  
Karrie Kratz (Gilbane - Project Executive)  
Jae Chu (Gilbane - Project Engineer)  
Dan Phillips (Gilbane - Project Manager)  
Randy Freda (Gilbane - Superintendent)  
Chris Cykley (CSG-Clerk-of-the Works)  
Barbara Riccio (NL Principal)  
James Hricay (MDO-BOE)  
Dan Watson (DOF-BOE)  
Pat Moran (BOE Finance Supervisor)  
Eugene Watts (BOE-Sr. Buyer)  
Klara Monaco (NL Ass't Principal)  
Lori O'Donnell (BOE-COO)  
Dr. Jill Gildea (Superintendent)

## **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 gave the NLBC a brief update concerning the amount of the reimbursement expected to be granted. Mr. Walko said it could be between 61.5 to 64.3%, including the play fields. He said the BET did not place any restrictions on the amount.
- b. Steve Walko said Jake Allen and Brian Harris had reviewed the GMP contract with Ryszard Szczypek.

## **3. Update by TSKP Studio**

- a. See other items for TSKP Studio's participation.

## **4. Update by Gilbane**

- a. Karrie Kratz introduced Gilbane's Field Team that will be working on the project. Ms. Kratz said Dan Phillips would lead the Field Team as the project manager and be the point person for the day to day activities during construction, Jae Chu the project engineer, Randy Freda the superintendent and she would be the project executive.
- b. Karrie Kratz gave each committee member a copy of the updated 'Total Project Cost Summary' dated November 2, 2017 and reviewed each item. Ryszard Szczypek then reviewed the FFE & Technology line item in the summary.
- c. Karrie Kratz gave each committee member a copy of the GMP Summary and Schedule dated 7/21/17 and revised 11/2/17. Ms. Kratz reviewed the following exhibits; A.) Cover Letter, B.) GMP Summary Sheet, C.) General Conditions & Site Services, D.) Qualifications, Assumptions & Exclusions, E1.) Trade Contractor Allowances, E2.) CM Held Allowances, F.) Alternates, G.) Drawing Log, H.) Specification Log, I.) Schedule & J.) CHRO Projected Participation Values.
- d. Karrie Kratz explained that whatever reimbursable not used would go back to the Town, but if there were overages, then they would be paid by Gilbane.

- e. Karrie Kratz discussed job site safety and said the Town had budgeted money for extra crossing guards. Ms. Kratz also said the construction would be documented with daily photographs.

## 5. Discussion & Vote on GMP and Updated Schedule

- a. **A Motion was made** by Peter Bernstein and seconded by Brian Harris **to accept the revised Alternates**. The motion was approved with a vote of 8-0-0.
- b. **A Motion was made** by Jake Allen and seconded by Bill Drake **to approve the GMP as amended of \$37,117,842, including Owner's Contingencies**. The motion was approved with a vote of 8-0-0.
- c. **A Motion was made** by Peter Bernstein and seconded by Dean Goss **to enter into a GMP Contract with Gilbane**. The motion was approved with a vote of 8-0-0.

## 6. Discussion & Vote to authorize Clerk-of-the Work's & TSKP Studio's contracts

- a. **A Motion was made** by Clare Kilgallen and seconded by Dean Goss **to approve the award of the Owner's Representative Contract to Construction Solutions Group (CSG)**. Clare Kilgallen introduced Chris Cykley from CSG who will be the Owner's Representative on this project. Ms. Kilgallen reviewed the process to which the Contracts' Subcommittee used to select CSG. She said the subcommittee had been impressed by their communication skills. She further said CSG's contract does not include 'Move Management' and explained that CSG will assist the NLBC to maximize the reimbursement amounts and their work would start immediately. The motion was approved with a vote of 8-0-0.
- b. **A Motion was made** by Dean Goss and seconded by Clare Kilgallen **to authorize TSKP Studio's FFE & Technology and Construction Administration Services' Contract**. The motion was approved with a vote of 8-0-0.

## 7. Approval of Meeting Minutes

- a. **A Motion was made** by Dean Goss and seconded by Clare Kilgallen **to approve the Minutes of Meeting as amended for November 1, 2017**. The motion was approved with a vote of 8-0-0.

## 8. Discussion of Next Steps

- a. Steve Walko told the committee that the scheduled November 8th meeting will be cancelled. Mr. Walko said that there will be an additional meeting scheduled in the future with the professional staff.
- b. Clare Kilgallen inquired about the communication process during construction.
- c. Dean Goss asked if a formal Ground Breaking Ceremony with the students will be scheduled. Karrie Kratz said it would.
- d. Karrie Kratz informed the committee that an RFP will need to go out regarding material testing and would be submitted by the subcontractor as unit prices which Gilbane will use to recommend to the full NLBC. Ms. Kratz said the cost for material testing has been included in the budget.
- e. **A Motion was made** by Brian Harris and seconded by Dean Goss **to authorize the bid package to go out regarding material testing.** The motion was approved with a vote of 8-0-0.
- f. Karrie Kratz said the NLBC will be informed in the future of the safety procedures.

## 9. Adjourn

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