

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

**DATE:** November 29, 2017  
**LOCATION:** BOE, Havemeyer Board Room  
**TIME:** 8:00 - 9:15 am

**Committee Members Present:**

Stephen Walko - Chairman  
Bill Drake - Vice Chairman (BET Chair)  
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  
Drew Marzullo (Selectman)  
**Absent:** Adam Leader (RTM)

**Others Present:**

Ryszard Szczypek (TSKP Studio) via Phone  
Karrie Kratz (Gilbane - Project Executive)  
Jae Chu (Gilbane - Project Engineer)  
Dan Phillips (Gilbane - Project Manager)  
Chris Cykley (CSG-Clerk-of-the Works) via phone  
Lori O'Donnell (BOE-COO)  
Barbara Riccio (NL Principal)  
Dan Watson (DOF-BOE)  
Tom Heagney (Byram Shubert Library)

**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 had discussed the GMP with Gilbane and reviewed adjustments to the GMP with the Town counsel. Mr. Walko said the total GMP including alternates is now \$30,772,252. based on adjustments to the General Conditions which elongated payments and other minor changes.
- b. Steve Walko introduced Tom Heagney who will represent the Byram Shubert Library Board of Trustees during the construction. Mr. Walko asked Ryszard Szczypek to include Mr. Heagney in any correspondence concerning the school construction.
- c. Steve Walko said the contract with CSG has been executed pending Town review and acceptance.
- d. The committee discussed how information will be disseminated during construction. Steve Walko said a representative from Gilbane, CSG, TSKP Studio and the NLBC will attend the weekly Job Meetings. Ryszard Szczypek added that the point-of-contact maybe Dan Phillips. Patricia Kantorski asked if there could be a phone number &/or email address posted where the neighbors could use to voice their concerns. Karrie Kratz said Gilbane typically installs a sign on the perimeter fence with contact information. Peter Bernstein suggested that the BOE website could be used for this purpose.
- e. Barbara Riccio said there will be a PTA Meeting Tuesday, December 5th and requested the Gilbane and a member of the NLBC attend. Dan Phillips, Clare Kilgallen and Perter Bernstein said they would.

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

- a. Ryszard Szczypek said the State took a very conservative interpretation of the need for an additional egress door and additional stairwell, so TSKP Studio filed for a modification. Mr. Szczypek said the status of the modification is unknown. Steve Walko explained that the NLBC would decide on the issue at a later date.

### **4. Update by Gilbane**

- a. Karrie Kratz gave the NLBC members a hand out of the updated breakdown of the GMP dated November 22, 2017.
- b. Karrie Kratz informed the committee that the bids for material testing expressed as a unit price have been issued and are due December 12th. Steve Walko said the NLBC will vote on the material testing company at their December 13th meeting.
- c. Dan Phillips reviewed the location of where the construction barrier fencing will be installed. Clare Kilgallen discussed the teacher parking that needs to be relocated. Steve Walko said the 10-12 parking spaces presently located by the woods at the stone wall maybe relocated to St. Paul Lutheran Church parking lot

on William Street West. Mr. Walko said there will be a curb cut into the field from William Street West for use by the the construction vehicles, contractor's vehicles and material deliveries. Mr. Walko noted that the location of a light pole needs to be adjusted. Dan Phillips said there would be a gate guard in charge of deliveries.

- d. Dan Phillips said Gilbane is scheduled to meet with the Town Tree Warden on Friday. Bill Drake and Will Schwartz will also meet the tree warden on the site. Mr. Phillips discussed the standard for the replacement of the tree. Patricia Kantorski asked what the minimum caliper tree would be for replacement. Mr. Phillips said that the Tree Warden would decide this issue but it was his experience that it would be a 6" caliper tree.

## 5. Update from CSG

- a. CSG's contribution to the discussions is incorporated in the other items.

## 6. Discussion of Construction Schedule & Procedures

- a. Karrie Kratz discussed the sequencing of the work. Will Schwartz said the construction trailer permit has been issued. Jake Allen stated that submittals will go thru TSKP Studio electronically via Gilbane. Bill Drake asked about Payment Requests. Karrie Kratz said Gilbane will review them.
- b. Karrie Kratz said there would be a Progress Meeting also called a Owner/ Architect/Contractor Meeting (OAC) every other week. In attendance would be a representative from the NLBC, TSKP Studio, CSG and Gilbane's full team.
- c. Karrie Kratz suggested that the NLBC meet once a month on the second Wednesday of the month. Chris Cykley discussed the process for submittals to the state for reimbursement. Steve Walko reviewed the draft of a typical submittal to the state for reimbursement. Mr. Walko said the form would be reviewed by the full NLBC and submitted every 60 days. Karrie Kratz added that the State would audit the project when it was completed.
- d. The committee discussed the process to track the money. Peter Bernstein noted that the Town needs to clear up outstanding payments relating to the Glenville School, Hamilton Ave School and MISA construction projects.
- e. **A Motion was made** by Clare Kilgallen and seconded by Dean Goss **to recommend to the superintendent to submit a request for \$6,663,072.00 to the State for reimbursement.** The motion was approved with a vote of 6-0-0. Brian Harris and Peter Bernstein were absent.

## 7. Approval of Meeting Minutes

- a. **A Motion was made** by Dean Goss and seconded by Clare Kilgallen **to approve the Minutes of Meeting for 11/3/17**. The motion was approved with a vote of 6-0-0. Brian Harris and Peter Bernstein were absent.

## 8. Discussion of Next Steps

- a. The Steve Walko said he would draft the meeting schedule for 2018. Mr. Walko asked the member to review the draft for a vote at their next meeting.
- b. Steve Walko informed the committee that the Groundbreaking Ceremony will be December 7th at 11:30 am. Mr. Walko said it would take place by the stone walls in front of the woods. He asked Patricia Kantorski to post the invitation.

## 9. Adjourn

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