

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

DATE: Wednesday, December 13, 2017
LOCATION: BOE, Havemeyer Board Room
TIME: 8:00 - 8:55 am

Committee Members Present:

Stephen Walko - Chairman
Bill Drake - Vice Chairman (BET)
Patricia Baiardi Kantorski - Clerk
Clare Kilgallen
Peter Bernstein (BOE Chair)
Dean L. Goss
Jake Allen
Absent: Brian Harris

Ex-Officio Members Present:

Will Schwartz (DPW)
Adam Leader (RTM)
Absent: Nick Macri (P&Z)
John Toner (Selectman)

Others Present:

Karrie Kratz (Gilbane-Project Executive)
Dan Phillips (Gilbane-Project Manager)
Chris Cykley (CSG-Clerk-of-the Works)
Lori O'Donnell (BOE-COO)
Barbara Riccio (NL Principal)
Dan Watson (DOF-BOE)
Miguel Garcia-Colón (Bryam 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 discussed the December 7th Ground Breaking Ceremony with the committee.
- b. **A Motion was made** by Jake Allen and seconded by Dean Goss **to approve the NLBC Quarterly Report covering the Period September 1 - November 30, 2017 as amended.** The motion was approved with a vote of 7-0-0. Brian Harris was absent.

3. Update by TSKP Studio

- a. No representative from TSKP Studio was present.

4. Update by Gilbane

- a. Dan Phillips reviewed the status of the construction. Mr. Phillips said Gilbane met with the Town Tree Warden and they started removing the designated trees on the site. He also said the job site trailer was installed, the existing stone wall removed and the stone copings were salvaged.
- b. Steve Walko asked if the Gilbane was going to repurpose the lumber from the trees that were removed. Karrie Kratz said the trees that were removed will be repurposed by the contractors as part of their contract.
- c. Steve Walko asked Gilbane to discuss how the project would be documented. Karrie Kratz said she does not recommend a live feed, but Gilbane will photograph the construction progress. Patricia Kantorski asked how the photographs will be used. Dan Phillips answered that they will be used to document the construction progress, as a teaching tool and if any litigation were to arise in the future. Mr. Walko further inquired if the photos would be used for security purposes or daily progress. Karrie Kratz said Gilbane would take progress photos on a weekly basis. Dean Goss asked if there would be periodic aerial photographs. Jake Allen said he will investigate firms that offer WebCam services.
- d. Steve Walko asked Gilbane to comment on the project schedule. Karrie Kratz said there were no delays. Dan Phillips distributed an outline of the items accomplished to date, work planned thru January 5th, BOE items that need to be addressed and the upcoming meeting scheduled thru January 17th. Mr. Phillips also said Gilbane will draft a Schedule of Values.
- e. Steve Walko asked when the ledge would be removed. Karrie Kratz said that once the top soil was removed and stock piled, then the rock blasting would begin. Ms. Kratz assured the committee that the neighbors, library and school would be notified before this work was started.

5. Update by CSG

- a. See #7 for CSG's participation.

6. Discussion & Vote on 2018 Meeting Schedule

- a. Steve Walko reviewed the 2018 Meeting Schedule with the committee. Mr Walko said the Owner/Architect/Contractor OAC Meetings would not require the full committee's attendance. Mr. Walko said he will attend some of the OAC Meetings and Jake Allen would attend all of them. He also said all of the 2018 NLBC Meetings would be held on the second Wednesday of the month at 8 am at the construction site, except the March 14th meeting will be at 7 pm at the BOE. Patricia Kantorski said she will post the 2018 Meeting Schedule on the New Lebanon BOE website.
- b. **A Motion was made** by Clare Kilgallen and seconded by Peter Bernstein **to approve the 2018 NLBC Meeting Schedule as presented.** The motion was approved with a vote of 7-0-0. Brian Harris was absent.

7. Discussion & Vote on Material Testing Contract

- a. Chris Cykley reviewed the material testing bids. Mr. Cykley said the lowest bidder was Special Testing Laboratories, Inc. (STL). Jake Allen noted that he used this company in the past and had a positive experience.
- b. **A Motion was made** by Dean Goss and seconded by Jake Allen **to approve Special Testing Laboratories, Inc. to preform the required material testing.** The motion was approved with a vote of 7-0-0. Brian Harris was absent.
- c. Chris Cykley said CSG will work with the Town Purchasing Department and Clare Kilgallen will assist with the contract, which is a GPS standard form.

8. Approval of Meeting Minutes

- a. **A Motion was made** by Clare Kilgallen and seconded by Dean Goss **to approve the Minutes of Meeting as amended for 11/29/17.** The motion was approved with a vote of 7-0-0. Brian Harris was absent.

9. Discussion of Next Steps

- a. Clare Kilgallen said she will contact Pat Spooner to update the group gmail address to include the entire team, NLS administration, and GPS'COO and DOF.'
- b. Clare Kilgallen asked Gilbane to explain what was being planned as far as community outreach. Ms. Kilgallen suggested that a monthly notice be posted in the library near the model of the new school. Dean Goss noted that other school construction projects have not done any community outreach in the past. Adam Leader suggested the information posted be in an outline format. Miguel Garcia-Colón said he will make the monthly updates available as a handout and framed near the model. Steve Walko said the monthly updates will be discussed at the NLBC meetings.
- c. Dean Goss thanked Adam Leader for his work on the NLBC. Steve Walko said his RTM replacement had not been selected yet.
- d. Lori O'Donnell said the public will have an opportunity to voice their comments on the BOE website and discussed at the NLBC meetings. Ms. O'Donnell noted that the website address and phone number will be posted on the construction site fencing.
- e. Steve Walko said there were no outstanding invoices for TSKP Studio or Gilbane.
- f. Steve Walko said the December 27th meeting would be cancelled.

10. Adjourn

- a. The meeting was adjourned by Steve Walko at 8:55 am.