

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

**DATE:** Wednesday, January 10, 2018  
**LOCATION:** 25 Mead Ave, Job Site Trailer  
**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 Chair)  
Dean L. Goss  
Jake Allen  
Brian Harris via phone

**Ex-Officio Members Present:**

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

**Others Present:**

Jesse Saylor (TSKP Studio)  
Karrie Kratz (Gilbane-Project Executive) via phone  
Jae Chu (Gilbane-Project Engineer)  
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 outlined the status of the project and the process which will be followed for record keeping during construction. Mr. Walko said there had been one complaint from a neighbor concerning the level of noise from the generator. In response to the complaint, Gilbane moved the generator to the other side of the trailer. The same neighbor requested that the job site trailer be moved further away from their house. Steve Walko inquired if anything could be done about the location of the trailer. Dan Phillips said it was important that the trailer is located near the entrance to the site to monitor people and trucks entering the site. Patricia Kantorski suggested that Gilbane plant a couple of trees in the spring to screen the trailer from this neighbor. Steve Walko said he would speak directly to the neighbor.
- b. Steve Walko said Clare Kilgallen, Brian Harris and Will Schwartz will meet with TSKP Studio January 18th to discuss LEED.
- c. Steve Walko said the new NLBC RTM representative will be Christina Downey.

### **3. Update by Gilbane**

- a. Dan Phillips distributed and discussed a '4-Week Look-Ahead Schedule' by Gilbane dated 1/9/18. The items that were reviewed are 1.) strip topsoil at building footprint, 2.) complete pre-blasting survey, 3.) drilling ledge, 4.) import structural fill, 5.) blasting permit and 6.) blasting of ledge. He also discussed the rock crushing process which will begin February 5th after the Town approvals are secured and will continue intermittently for two months. He said the noise level will be similar to a wood chipper and Gilbane will monitor the noise levels.
- b. Dan Phillips said the blasting company sent 100 letters to offer a pre-blast survey to the neighbors within 500 feet of the construction site and received requests from 40 people. Mr. Phillips informed the committee that there would be one week of drilling before the blasting begins which will not effect the schedule.

### **4. Update by TSKP Studio**

- a. Jesse Saylor said TSKP Studio scheduled a pre-con meeting for next week.
- b. Jesse Saylor informed the NLBC that TSKP Studio will begin the final furniture design next week. Barbara Ricco requested a few changes in the layout to add more flexibility, but she did not think it would effect the data location. Steve Walko said the final decision will be determined by the BOE. Mr. Saylor said TSKP Studio will meet with the school representative, Clare Kilgallen and Nick Macri to discuss the FF & E specifics.
- c. Jesse Saylor reminded the NLBC the State had requested that 1.) a ladder be added to the roof for access for the mechanical systems and 2.) an additional

egress be constructed. Mr. Saylor said TSKP Studio had requested an exemption for both issues and had been granted the the first one, but denied the second. He said TSKP Studio would modify the drawings, file for the additional door and related pathway with the building department. He added that this change will require a change order.

## 5. Update by CSG

- a. Chris Cykley said CSG submitted a copy of their November 22, 2017 contract to the State as a part of the reimbursement grant.
- b. Chris Cykley discussed the process which construction payment requisitions are reviewed. Mr. Cykley the contractor's invoices are first reviewed by Gilbane, then TSKP Studio and CSG. He confirmed that the Schedule of Values was equal to the GMP.

## 6. Discussion & Vote on Invoices

- a. Steve Walko discussed the Town's billing process with respect to TSKP Studio, Gilbane, CSG, CA and MTL companies.
- b. **A Motion was made** by Bill Drake and seconded by Peter Bernstein **to authorize the approval of Material Testing Laboratory, Inc. (MTL) Invoice for the initial amount of \$40,000.00 dated January 8, 2018.** A vote was taken and the motion was approved with a vote of 8-0-0.
- c. Steve Walko discussed TSKP Studio's Invoice #18. Mr. Walko said each month the invoice from TSKP Studio will be the same amount plus reimbursable.
- d. **A Motion was made** by Clare Kilgallen and seconded by Dean Goss **to approve TSKP Studio Invoice #18 for the amount of \$21,889.84 originally dated 1/5/18 and revised 1/9/18.** A vote was taken and the motion was approved with a vote of 8-0-0.
- e. **A Motion was made** by Jake Allen and seconded by Dean Goss **to approve Gilbane's Application and Certificate for Payment - Construction Requisition #1 for the amount of \$246,398.65 for the Period of 12/1/17 to 12/31/17 and dated January 1, 2018.** A vote was taken and the motion was approved with a vote of 8-0-0.
- f. Steve Walko discussed the history and contract negotiations for surety bonds regarding including reimbursable being invoiced separately from the general conditions. Then **A Motion was made** by Jake Allen and seconded by Bill Drake **to approve Gilbane's Invoice #2 (GMP - CO #1) for the amount of \$ 18,760.00 with a Change date of 12/19/17.** A vote was taken and the motion was approved with a vote of 7-0-0. Brain Harris was absent.
- g. **A Motion was made** by Bill Drake and seconded by Jake Allen **to approve CSG's Invoice #1 for the amount of \$14,464.00 dated January 8, 2018.** A vote

was taken and the motion was approved with a vote of 7-0-0. Brian Harris was absent.

## 7. Approval of Meeting Minutes

- a. **A Motion was made** by Bill Drake and seconded by Dean Goss **to approve the Minutes of Meeting as amended for 12/13/17.** The motion was approved with a vote of 7-0-0. Brian Harris was absent.

## 8. Discussion of Next Steps

- a. Steve Walko discussed the research that Jake Allen did regarding photographing the construction progress. It was determined that the most cost effective way was to purchase a CAM rather than hiring an outside firm to do the photography. Mr. Allen said the CAM equipment would cost approximately \$300. plus installation. Mr. Allen also said the camera was waterproof and would need the chip changed every 3 - 4 months. The NLBC discussed the best location to install the camera and decided the roof of the job site trailer would work best. Mr. Allen said he would purchase the equipment and the Town could reimburse him. Gilbane will do the installation.
- b. **A Motion was made** by Peter Bernstein and seconded by Jake Allen **to approve a not-to-exceed cost of \$500. for the purchase and installation of photography equipment and required accessories to document the construction.** The motion was approved with a vote of 7-0-0. Brian Harris was absent.
- c. Steve Walko said that CSG will draft an informational newsletter on the first of the month which will outline the status of the past, present and future construction work. Clare Kilgallen said she will review the letter then distribute it to the NLBC for their review. The newsletter will be posted on the BOE & New Lebanon website and at the Byram Shubert library.

## 9. Adjourn

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