

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

DATE: Wednesday, October 28, 2015
LOCATION: Havemeyer Board Room
TIME: 8:00 a.m.

Committee Members Present:

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

Ex-Officio Members Present:

- Barbara O’Neill - (Chairman-BOE)
- Tony Turner (RTM)
- Will Schwartz (DPW)
- Nick Macri (P&Z)

Others Present:

- Ronald Matten (DOF-BOE)
- Eugene Watts (Sr. Buyer BOE)
- James Hricay (MDO-BOE)

1. Meeting called to order by Mr. Walko 7:00 pm
2. Mr. Walko notified the committee that the administration is looking for a new person to take and write the meeting minutes.
3. Update from the RFP & Contracts Subcommittee
 - a. Brian Harris will draft the RFP/RFQ and contract for the Construction Manager (CM) based on the A133 & A201. Once the subcommittee makes their comments, he will send it to the Town Legal Department & Eugene Watts for their review. The insurance risk assessments portion of the contract will also be reviewed.
 - b. The timeline is to have the CM RFP/RFQ and Contract ready for the full committee to vote on at the next meeting.
 - c. Clare Kilgallen discussed the School Construction language and the timeline. It was noted that the CM RFP is required to be published for 12 business days, then

the committee will interview the CM firms. Based on this scenario the earliest the CM could be interviewed is after Thanksgiving.

- d. The next steps are to conduct the CM interviews the first week of December and discuss & vote to create a short list. Then the second week of December the committee will due the Due Diligence.
 - e. The subcommittee will start working on the Commissioning Agent (CA) RFP/ RFQ & Contract.
 - f. The timing of the architects contract was discussed. The sequencing is for the contract to be reviewed & signed by the Town Law, Finance, Purchasing then Risk Management Departments.
4. Update and discussion from the Timeline Subcommittee
- a. Jake Allen distributed a DRAFT copy of the Complete Project Schedule to each of the members. Eugene Watts said he will create a Dropbox for this document.
 - b. It was noted that the CM should be on board by Christmas, which is the end of Schematic Design, to estimate the project and give their input on the construct-ability of the design.
 - c. The committee will discuss with TSK the critical path component for state grants and approvals.
 - d. The schedule will reflect that the BOE will make a presentation to the BET at their February 1st meeting. The full BET will work thru Feb. and vote on 3/1/16.
 - e. Jake Allen will review the schedule with TSK and update the committee at their next meeting.
5. Update from the Communications Subcommittee
- a. Barbara O'Neill will have an updated First Quarterly Report for the full committee next week.
6. Approval of Meeting Minutes.
- a. Motion by Mr. Harris, seconded by Mr. Goss to approve minutes of the meeting for 10/21/15. The motion was approved unanimously.
7. The location & time of the November 11th meeting was discussed. It was decided that unless circumstances changed, the meeting would remain at 8 am, but the location may change.
8. The meeting was adjourned at 9:05 am.