

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

**DATE:** Wednesday, November 4, 2015  
**LOCATION:** Havemeyer Board Room  
**TIME:** 7:00 p.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)  
Drew Marzullo (Selectman)  
Tony Turner (RTM)  
Will Schwartz (DPW)  
Nick Macri (P&Z)

**Others Present:**

Ronald Matten (BOE Director of Facilities)  
Eugene Watts (Sr. Buyer BOE)  
James Hricay (MDO-BOE)

1. Meeting called to order by Mr. Walko 7:00 pm
2. Next Steps:
  - a. The time and location of the November 11th meeting was discussed.
  - b. On Nov. 11th TSK will make a 3/4 - an hour presentation.
  - c. On Nov. 16th there will be a Q & A with TSK.
  - d. The committee will vote on the preferred option at their Nov. 18th meeting.
3. A Motion was made by Mr. Harris and seconded by Mr. Drake to approve the CM RFP & Contract contingent on the Towns approval of the Insurance Requirements. The motion was approved unanimously. Vote was 7-0-0.
4. A question was asked regarding the definition of Exhibit A & C. Exhibit A defines how the CM organizes the Bid and C is a check list of the firms staffing & responsibilities.

5. Status of Architects Contract:
  - a. TSK Partners's contract went out yesterday and they received it today.
  - b. TSK will sign & return it tomorrow, then it will go thru the Town Legal Dept., the Controller at which time Mr. Steve Walko will sign the contract on behalf of the BOE.
  - c. The architect's contract fee is for a total of \$1,990,000., including Phase I, Schematic Design, for \$390,000.
6. The CM RFP & Contract is scheduled to go out Friday, November 6th and be due in 12 business days.
7. The Timeline Subcommittee will add the CM to the timeline and distribute an updated copy at the next meeting.
8. A motion was made by Clare Kilgallen and seconded by Peter Bernstein to approve the Meeting Schedule for the first half of 2016 as amended. The motion was unanimously approved. This schedule will be posted on the BOE website.
9. Mr. Walko updated the committee on TSK's November 11th presentation. TSK will present three Schematic Design Options with handouts for the committee and a thumb drive with the Power Point presentation. The presentation will be video taped and posted on the BOE website.
10. The committee discussed whether or not to use an owner's representative for the project. No decision was made, but the Contracts Subcommittee was directed to begin looking into creating an RFP/RFQ & contract for an owner's representative.
11. A motion was made by Brian Harris and seconded by Dean Goss to approve the 10/21/15 Minutes of the Meeting. The motion was unanimously approved.
12. Meeting was adjourned at 8:10 pm.