

**Greenwich Board of Education**  
**Minutes of the New Lebanon Building Committee Meeting**  
**Subcommittee on RFP for Construction Manager Services**

**DATE:** Monday, December 7 2015

**LOCATION:** Town Hall, Cone Room

**TIME:** 7:00-8:05 p.m.

**Subcommittee Members Present:**

Stephen Walko - Chair  
Patricia Baiardi Kantorski - Clerk  
Clare Kilgallen  
Brian Harris  
Jake Allen

**Ex-Officio Members Present:**

Laura Erickson (BOE-Chair)  
Dean Goss  
Nick Macri (P&Z Commission)

This meeting was called to order by Stephen Walko at 7:00 p.m.

1. The Sub-Committee discussed creating a list of questions to ask the Construction Manager (CM) before & during their interviews.
2. The Subcommittee discussed the process, including Due Diligence & Interviews. They would review emails from Tai Soo Kim concerning criteria.
3. The question was raised whether interviews are public or private. The interviews will be public.
4. The Sub-Committee discussed the CM contract phases, which are contingent on financing.
5. Jake Allen said that the computer software for keeping track of the project is different at each firm.
6. Brian Harris will draft and send a list of questions to ask the CMs and it will be voted on by the full committee.

7. It was decided that the subcommittee would do their Due Diligence before the CM interviews.
8. Due Diligence assignments are as follows:
  - a. Gilbane - Brian Harris
  - b. Bismark - Clare Kilgallen & Jake Allen
  - c. O & G/AP - Patricia Kantorski
  - d. Downes - Dean Goss
9. The full committee will select the order of the interviews by lottery at their next meeting.
10. The Subcommittee discussed the amount of time each interviewee will have and decided the following: Presentation - 15-20 min., Q & A - 15-20 mins. ( 45 min. max.) and 15 mins. for the committee to discuss the interview.
11. The subcommittee discussed how the voting on December 16th will be conducted. It was decided that the CM firms would be ranked 1,2,3,4. If there wasn't a clear consensus then there would be a second round or more if needed.
12. Approval of Meeting Minutes.
  - a. Motion by Mr. Harris, seconded by Ms. Kilgallen to approve minutes of the meeting for August 18, 28, Sept. 4, Oct. 5 & 19. The motion was approved unanimously.
13. The meeting was adjourned at 8:05 pm.