

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

DATE: Wednesday, February 10, 2016
LOCATION: BOE - Havemeyer Board Room
TIME: 7:00 - 8:12 p.m.

Committee Members Present:

Bill Drake - Vice Chairman (BET)
Patricia Baiardi Kantorski - Clerk
Clare Kilgallen

absent: Stephen Walko - Chairman
Peter Bernstein (BOE)
Dean L. Goss
Jake Allen
Brian Harris

Ex-Officio Members Present:

Tony Turner (RTM)
Will Schwartz (DPW)

absent: Drew Marzullo (Selectman)
Laura Erickson (BOE Chair)
Nick Macri (P&Z)

Others Present:

James Hricay (MDO-BOE)
Peter Manning (Gilbane)

1. Meeting was called to order by Bill Drake at 7:00 pm
2. Update by Tai Soo Kim
 - a. No representative from TSK was present
 - b. Bill Drake informed the committee that the main job of the committee is to keep TSK going forward.
 - c. Mr. Drake distributed a letter written by Christine O'Hare (TSK). The letter, dated 2/10/16, was a Project Update, listing the Project Schedule and Activity Report. The TSK's minutes for each meeting will be posted on the FTP site. Clare Kilgallen will send the committee the link to open the FTP site.
 - d. Clare Kilgallen discussed the following planning meetings which TSK held or will hold: Ed. Spec., Kitchen, Facilities, LEED, Mechanical & Computer Lab and Parks & Recreation.

- e. The committee members who attend the meetings will present the information discussed to the committee at their next meeting.
- f. It was noted that special attention should be given to the school's storage needs.
- g. Where ever possible, alternatives will be developed and how they impact the budget understood. This information will be presented to the committee.
- h. Bill Drake said the BET was reluctant to approve the budget if the estimate is based on the Schematic Design.
- i. Patricia Kantorski discussed the advantage of setting the budget in Schematic Design (SD). Ms. Kantorski said once the budget is set in SD the Architects and Construction Managers have the opportunity to do Value Engineering both in Design Development (DD) and Construction Document (CD) Phase. This will help keep the project on budget. This is accomplished by adjusting the design, changing the building materials and/or the methods of construction and using add & deduct alternates.
- j. Mr. Drake noted the BET will vote on the budget on February 29th. He requested the NLBC send the estimate and pertinent information to the BET by the 24th.
- k. Tony Turner said the RTM will need a high degree of confidence in the estimate in order to approve the project.

3. Discussions on modulars.

- a. Bill Drake discussed wether the Architect's contract for the modulars will be an addendum to the existing contract or a new contract.
- b. The committee then discussed if the modulars would be leased for 18 or 24 months as the construction is scheduled for July 2017 to September 2018.
- c. James Hricay said he would find out if the modulars have to be leased for a minimum amount of time, He also said the committee needs to consider the time it takes to set them up.
- d. The question was raised to weather the modulars would be set on a foundation or on piles.
- e. The procedure for using modulars is as follows: the Building Committee makes the decision if modulars will be used, the architect will put the bid package together and the CM will determine the Timeline & Estimate.

4. Discussions on environmental reports

- a. It was understood that it is important to have the environmental information as early as possible.
- b. With regard to the modulars, it was stated that if you're not removing soil from the site, no testing is required.

- c. If the modulars are located in the same location at Western Middle School as they were the last time, the hook-ups for the sewer, water & electricity are in place.
 - d. The Kindergarten will attend school in the modulars, but the Pre-K will not.
5. Discussion of Owner's Representative & Commissioning Agent
 - a. Clare Kilgallen gave the subcommittee a sample of the 2004 Owner's Rep. contract for the Police Headquarters. She noted MISA did not use an Owner's Rep.
 - b. TSK will provide the committee with a job description for the Owner's Rep.
 - c. The AIA does not have a stand-a-lone Owner's Rep. Contract. They advise using a Design-Build type contract instead.
 - d. The CM will provide the committee with example of an Owner's Rep. Contract if they have them.
6. Update and discussions on Project Timeline
 - a. Jake Allen, the chairman of the Timeline subcommittee, was absent so no report was given.
7. Update by Communications Subcommittee.
 - a. Laura Erickson issued the second Quarterly Report in January. It will also be submitted to the Building Committee.
 - b. Clare Kilgallen discussed the need for a Project Fact Sheet to keep the public informed on what the committee is doing. The Project Fact Sheet should be posted on the BOE website.
8. Approval of the January 27, 2016 Meeting Minutes.
 - a. This motion was postponed to the next meeting because there was not a quorum.
9. Discussions of Next Steps
 - a. Bill Drake informed the committee the BET meeting is on February 28th and the NLBC need to submit the project budget to them by the 24th.
 - b. The CM contract is being negotiated with the Town Attorney.
 - c. TSK will provide an estimate and Scope of Work for the modulars.
 - d. The Fire Marshall will determine whether the modulars need to be sprinklered. It may be decided that only the hallways will need sprinklers.
 - e. The set-up cost for the modulars is the same no matter how long they are leased.
 - f. Tony Turner (RTM) said that he thought it was a good idea to meet with each RTM District and the Chairpersons to discuss the project. He would like to have a Fact Sheet to use at the meetings. He said the meetings should be held in March & April ahead of the May budget meeting.
10. The meeting was adjourned by Mr. Drake at 8:12 p.m.