

## **Greenwich Board of Education**

### **Minutes of the New Lebanon Building Committee Meeting**

**DATE:** Wednesday, September 9, 2015  
**LOCATION:** Havemeyer Board Room  
**TIME:** 8:00-10:00 a.m.

**Committee Members Present:**

Stephen Walko - Chair  
Peter Bernstein (BOE)  
Dean Goss  
Brian Harris  
Patricia Baiardi Kantorski – Clerk  
Clare Kilgallen

**Ex-Officio Members Preset:**

Jake Allen (RTM)  
Nick Macri (P&Z Commission)  
Drew Marzullo (Selectman)  
Barbara O’Neil- Chairman (BOE)  
Will Schwartz (DPW)

Meeting called to order by Mr. Walko 8:00am

1. Mr. Walko asked for comments on the architectural firms interviewed on Tuesday, September 8. Committee members offered their top firms. There was general consensus that all firms are competent and can build a building. The committee was also looking for a firm that understands the community, the site, the program, the State Grant process, LEEDS and has “inspiration”.
2. Voting members submitted their score sheets to Mr Harris for tallying.
3. Discussion of meeting schedule for the remainder of 2015. For continuity and planning, meetings will be scheduled every week. A request was made for every other or third meeting to take place in the evening or via teleconference participation. The various locations discussed were the Havemeyer Board Room, Town Hall or at New Lebanon School. It was decided that the Havemeyer Board Room works well and offers access for the public. After comments and requests were heard, Mr. Walko said that he would put together a proposed schedule to present next week for approval.
4. Discussion on sub-committee for selection of the Construction Manager. The existing sub-committee that worked on the contract for the architectural firms will carry forward to work on the Construction and Construction Management contract. Jake Allen to be added to that sub-committee pending his approval by the RTM. Question raised: Is there a Construction Management contract in existence that can be used as a boilerplate?

5. Result of the scores on the firms interviewed were reported by Mr. Harris. Ranking out of 600 points
  - a. Tai Soo Kim 557
  - b. Fletcher Thompson 484
  - c. Perkins Eastmen 482
  - d. Svigals 477
  - e. Gisolfi 458.5
  - f. Geddis 439.5
6. Mr. Walko clarified the process: The committee must vote to get the list down to 4 or fewer firms. Can then select one firm. This can be done all in one meeting or over the course of multiple meetings. The contract must be signed no later than the Sept. 25th.
7. Motion was made by Mr. Bernstein, seconded by Ms Kantorski to move forward with the top four firms, eliminating the bottom two. The motion passed 6-0.
8. Discussion of the due diligence process to be conducted. References to include building committee chairmen, school principals and construction managers for at least 2 schools.
9. Motion was made by Mr. Bernstein, seconded by Ms Kantorski to do due diligence on the top scoring applicant only.
10. Concern was raised about doing due diligence on just one firm rather than all four firms. Mr. Bernstein's motion was withdrawn.
11. Discussion on the merits of doing due diligence on just the top scoring firm versus all four firms.
  - a. There has been a lot of work done up front to select the short list of firms so all firms are presumably competent.
  - b. The top firm scored significantly higher than the other three firms. If red flags don't come up in the due diligence, there is a clear winner.
  - c. Next week there can be a vote on whether the due diligence supports the selection
12. Motion was made by Ms. Kantorski, seconded by Mr. Harris to select Tai Soo Kim conditional to due diligence being validated at the next meeting. The motion passed 6-0.
13. Ms Kilgallen will follow up with Eugene Watts to notify the two eliminated firms in writing and to get references on Tai Soo Kim for at least two projects.
14. Meeting adjourned by Mr. Walko at 9:36 am.