

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

DATE: June 22, 2017
LOCATION: BOE, Staff Development Room
TIME: 8:00 - 9:00 am

Committee Members Present:

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

Ex-Officio Members Present:

Will Schwartz (DPW)
Nick Macri (P&Z)
Adam Leader (RTM)
Absent: Peter Sherr (BOE Chair)
Drew Marzullo (Selectman)

Others Present:

Ryszard Szczypek (TSKP Studio) via phone
Karrie Kratz (Gilbane)
Jae Chu (Gilbane)
Barbara Riccio (NL Principal)
Ronald Matten (DOF-BOE)
Mike Bocchino (CT State Rep. for Greenwich)

1. Call the meeting to order

- a. The meeting was called to order by Steve Walko at 8:00 am.

2. Update from Chairman

- a. Steve Walko informed the committee the bid opening had been postponed until Monday, June 26, 2017 at 10:00 am because of an issue with scheduling a large enough room and the Town Law Department was supplementing contracts. Mr. Walko said the bids would be opened in three sections and they would be received, opened and read out loud publicly. Karrie Kratz noted the deadline to submit the bids was Monday and to date there wasn't any issues with the number of bidders. Ms. Kratz said bids were open to all qualified contractors. She explained there have been between 3 - 8 bids received in each of the 27 packages package and there could be more. Adam Leader asked if it was necessary to extend any bid packages. Ms. Kratz answered that maybe the electrical bid would need to be extended because interest had been light.
- b. Karrie Kratz reviewed the bidding process with the committee. Ms. Kratz said after the bid are publicly opened there would be a 45 hour scope review after which Gilbane would electronically submit the bids on July 7th to the NLBC. Ron Matten said he would attend the Bid Opening and review.
- c. Steve Walko said the NLBC would review the bids but not vote on accepting them until the governor signed the reimbursement grant. Mr. Walko advised that anyone can disclose or recuse themselves if they have a conflict.
- d. Clare Kilgallen inquired how the bid opening process worked. Karrie Kratz explained there were three steps in the process, 1.) checking the bidder's qualification, 2.) the scope review and 3.) recommendation of the lowest qualified bidder. Ms. Kratz added that the bidders can not adjust their bids.
- e. Steve Walko said the bids were valid for 90 days. Karrie Kratz added that the contractor's contracts needed to be executed within 90 days or the project would need to be rebid.
- f. Steve Walko inquired about the status of the Building Permit. Nick Macri said the permitting process was going ahead and that Peter Robinson, Building Code Engineer, has the Third Party Review. Jae Chu said Gilbane has submitted the project CDs to the Highway Department, Sewer Department & IW&W Agency. Will Schwartz added that the CDs will also need to be reviewed and approved by Zoning Enforcement, Health Department and the Planning & Zoning. Mr. Walko confirmed that all six agencies needed to review and approve of the project CDs before the Building Department begins their review. Clare Kilgallen inquired if there was any way to expedite the permitting process. Ryszard Szczypek said the length of time it has taken is not typical and if there was anything the NLBC could do to expedite the approval would be appreciated.
- g. Nick Macri informed Steve Walko that there was a couple of forms he needed to sign. Will Schwartz said the main town fee has been waved, but the state fee is applicable.
- h. Steve Walko thanked Mike Bocchino for attending the meeting. Mike Bocchino explained that there would be a special session June 29th to address the budget. Mr. Bocchino said if 2/3 majority approves the budget then the governor's

signature is not required. He noted that there are 40 projects on the Bond Bill and they were all going ahead with construction there projects except the New Lebanon School.

- i. Adam Leader inquired if the State can change the reimbursement rules for the next fiscal year. Mike Bocchino said yes they could, but all 40 school projects would be affected.
- j. Steve Walko said he was optimistic that the project will proceed as planned. Mr. Walko said he will update the BET at their July meeting.
- k. Nick Macri asked the status of the BET release of funds. Bill Drake said the BET is ready to release the funds as soon as the reimbursement grant is signed by the governor.

3. Update by TSKP Studio

- a. Ryszard Szczypek discussed change orders (CO) and said TSKP Studio needed to understand how the town processes COs. Jake Allen explained that it was best to have a CO Log. Ron Matten said he will clarify the town's process.

4. Update by Gilbane

- a. (See note 1. Update by Chairman)

5. Approval/Discussion of Invoices and/or Change Orders

- a. Steve Walko reviewed and the committee discussed Milone & MacBroom's Invoice to redesign the stormwater system and for the DEEP general permit application. Ryszard Szczypek said TSKP Studio recommended it to be approved.
- b. **A Motion was made** by Bill Drake and seconded by Dean Goss **to approve Milone & MacBroom's additional fee of \$12,500. for stormwater system redesign and \$4,500. for the DEEP general permit application.** The motion to approve was for the cost only, TSKP Studio will submit a bill for the work at a later date. A vote was taken and the motion was approved with a vote of 8-0-0.

6. Update by Subcommittees (Timeline, Contracts & Quarterly Report)

- a. Steve Walko discussed the Clerk-of-the Works contract. Mr. Walko said he will confirm that the Town Law Department has reviewed and approved the contract including the scope of work. The contract will not have any time limit on the bid and will have a lump sum with hourly rate fee structure.

- b. **A Motion was made** by Bill Drake and seconded by Dean Goss **to authorize the Contract Sub-committee to finalize the Clerk-of-the Works contract and to send out the RFP, but not to execute the contract.** A vote was taken and the motion was approved with a vote of 8-0-0.
- c. **A Motion was made** by Peter Bernstein and seconded by Dean Goss **to approve the NLBC Quarterly Report for the period of February 28 - May 31, 2017 as amended.** A vote was taken and the motion was approved with a vote of 7-0-0. Brian Harris was absent.

7. Approval of Meeting Minutes

- a. **A Motion was made** by Bill Drake and seconded by Clare Kilgallen **to approve the Minutes of Meeting as amended for 5/17/17.** A vote was taken and the motion was approved with a vote of 7-0-0. Brian Harris was absent.
- b. **A Motion was made** by Peter Bernstein and seconded by Dean Goss **to approve the Minutes of Meeting as amended for 6/07/17.** A vote was taken and the motion was approved with a vote of 6-0-0. Bill Drake abstained. Brian Harris was absent.

8. Discussion of Next Steps

- a. Steve Walko said the next two weeks were critical because of decisions coming from Hartford and the bids are due.
- b. **A Motion was made** by Bill Drake and seconded by Dean Goss **to approve the NLBC Meeting Schedule for the second half of 2017.** A vote was taken and the motion was approved with a vote of 7-0-0. Brian Harris was absent.

9. Adjourn

- a. The meeting was adjourned by Steve Walko at 9:00.