

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

DATE: Wednesday, August 14, 2019
TIME: 8:00 - 10:00 am
LOCATION: New Lebanon School, Media Center

Committee Members Present:

Stephen Walko - Chairman
Patricia Baiardi Kantorski - Clerk
Peter Bernstein (BOE Chair)
Clare Kilgallen
Jake Allen
Brian Harris

Absent: Bill Drake - Vice Chairman (BET)
Dean L. Goss

Ex-Officio Members Present:

Nick Macri (P&Z)
John Toner (Selectman)
Absent: Will Schwartz (DPW)
Christina Downey (RTM)

Others Present:

Jesse Saylor (TSKP Studio)
Karrie Kratz (Gilbane-Project Executive) via phone
Jae Chu (Gilbane-Project Engineer)
Dan Phillips (Gilbane-Project Manager)
Chris Cykley (CSG-Clerk-of-the Works)
Alley Bartholomew (NL Principal)
Dan Watson (DOF-BOE)

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 discussed the status of the project:
- 1.) Floors - Mr. Walko said the damaged areas have not been replaced yet and reminded Gilbane that the students start school on the 28th and the teacher on the 23rd. Jae Chu said Gilbane has the material and will start installation immediately. Mr. Walko inquired how many man hours it would take to finish the work, Mr. Chu replied two weeks with the contractors working on Saturday. Dan Watson suggested the flooring work be done on the Winter break. Jake Allen addressed the process and cautioned that the floors should not be left bare. Walko added that he observed a dent in the floor outside a Lower Level classroom.
 - 2.) Roof Drains - Steve Walko informed the committee all the roofing wrinkles were completed. Walko added that the Third Party Reviewer will do a walk-thru to approve the repair work. Dan Watson said the BOE will pay for the repairs.
 - 3.) Water Intrusions - Steve Walko said that water has come into the building in six different locations. Walko noted that infrared testing has shown condensation in some of the ductwork. Jae Chu said each area had been fixed and the damaged ceiling tiles will be replaced. Walko asked if Gilbane did an air quality test. Chu said it was scheduled to be done tomorrow.
 - 4.) Security Shades - Steve Walko noted that all the security shades have not been installed yet. Jae said they all should be installed next week.
 - 5.) Quality of AV Speakers - Steve Walko said the teachers' microphones will be changed to 38 amp sound, the quality of the gym speaker system as well as the front door & cafe will be check and added that an automatic cut-off was not needed. Karrie Kratz expressed a need for the administrators and teaches to have technical instructions for the system. Jesse Saylor said TSKP Studio will email the instructions to the NL principal.
 - 6.) Vestibule - Steve Walko noted the vestibule needed matts, metal grates and a wall base. Jae Chu said this work was scheduled to be done today.
 - 7.) Office TV - Jae said the TV will be installed today.
 - 8.) Paving - Steve Walko said the paving would start on the 19th, was a two day operation and the granite curbing would be done by the end of the week. Jae said the parking lot paving and stripping would be ready on Friday. Karrie Kratz added that three school buses made a 'dry run' but only thru the library parking lot. Chu noted that the teachers should use the temporary lot on the teachers' orientation day and should not drive to the high school for the meeting.
 - 9.) Railing Work - Jae Chu said Gilbane will have the round railing work completed by the 26th. Chu said the clear laminated glass was scheduled to be installed next week.
 - 10.) Display cases - Jae Chu said the display cases would be installed by the 26th. Jake Allen said the case only had been installed on the 19th and the glass could be installed at a later date. Steve Walko asked if there would be a discount for being late.

- 11.) Gym Floor - Steve Walko said the gym floor is being repaired where it was buckling. Jesse Saylor noted that TSKP Studio approved the repair work. Saylor explained that after the repair work was completed the top finish coat would be stripped then a new final coat reapplied which will take two weeks.
- 12.) Under-stage Storage - Steve Walko noted that the long door under the stage into the storage area needs wheels to move it easily.
- 13.) Playground, Field & Gym - The NLBC discussed the use and completion of these areas.
- 14.) HVAC - Jae Chu discussed the settings for temperature and humidity. Jesse Saylor said TSKP Studio and the engineers are researching & analyzing the HVAC settings and will give a report.
- 15.) Privacy Fence - Steve Walko said he met with a neighbor who raised a privacy issue regarding the fence only being five feet high. To resolve the issue Gilbane changed the fence to be six feet high.
- 16.) Misc. - The NLBC discussed the the following items: • The light settings and the time when the exterior lights turn off. Dan Watson said it was a BOE issue. • There was concern that the roots of a large tree were cut during excavation. Steve Walko said the tree warden looked at the condition of the tree and determined that the tree was healthy. • The hours the playground will be open. Although it maybe unenforceable, there needs to be a sign posting the hours the playground is open. • Karrie Kratz asked if there needed to be a sign posted saying ‘No dogs allowed on school property’. • Nick Macri said ARC approved the proposed ‘New Lebanon School’ ground sign with halo lite letters. The sign will be 1’-6” x 6’-6”. **A Motion was made** by Brian Harris and seconded by Jake Allen **to approve halo lights to illuminate the ‘New Lebanon School’ ground sign.** A vote was taken and the motion was approved with a vote of 6-0-0. Bill Drake and Dean Goss were absent. • Nick Macri informed the committee the the proposed size of the building wall sign needs to be reduced to a maximum of 20 sq. ft. according to town regulations. Jesse Saylor said TSKP Studio will apply for a variance to increase the size of the sign from the allowable 12” x 200” to the proposed 16” x 248”. Saylor said the process should take three months. Nick Macri suggested that ARC would like to see a mock-up of the sign. Jesse Saylor noted the wall has already been prepared for the larger sign.
- 17.) Kitchen Stove - Jae Chu said the kitchen stove will be delivered and installed at the end of the week.
- 18.) Kiln - Jae Chu said the control panel for the kiln would be moved next week on the 26th or 27th. Clare Kilgallen inquired why it was being moved. Chu said it was to provide safe access to the control panel.
- 19.) Playgrounds - Steve Walko inquired if the contractors needed to chip any more ledge. Chris Cykley said he would walk the site to confirm that the soil is at a depth of 48”. Steve Walko reviewed the design intent. Jesse Saylor said if all the ledge was not chipped to a depth of 48” than (50-60) 18” diameter holes would be needed. Cykley said it would not work to just chip holes but they will know later

today the extend of the remaining chipping work. **A Motion was made** by Brian Harris and seconded by Jake Allen **to extend Steve Walko's authority to approve the Change Order for the foundation of the playground up to \$50,000.** A vote was taken and the motion passed with a vote of 6-0-0. Bill Drake and Dean Goss was absent.

3. Update by Gilbane

- a. Steve Walko inquired on the status of changing the flush valves. Jae Chu said the plumber and tiler were working now and would be finished by Monday.
- b. Karrie Kratz informed the committee Gilbane had finished their analysis of Action Air's claim. Kratz said the next step is to discuss their findings with Action Air and negotiate with them to close-out their contract.

4. Update by CSG

- a. This item is addressed in other sections.

5. Update by TSKP Studio

- a. This item is addressed in other sections.

6. Update on Timeline

- a. This item is addressed in other sections.

7. Discussion & Vote on Invoices and Change Orders

- a. **A Motion was made** by Patricia Kantorski and seconded by Jake Allen **to approve Gilbane's Construction Requisition #20 dated 8/12/19 for the period from 7/1/19 to 7/31/19 for the amount of \$658,778.73.** A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Bill Drake were absent.
- b. **A Motion was made** by Peter Bernstein and seconded by Patricia Kantorski **to approve TSKP Studio Invoice #37 dated 8/1/19 for the amount of <\$3,158.60> (\$20,344.40 less \$23,503.00 for flush valve)** A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Bill Drake were absent.

- c. **A Motion was made** by Jake Allen and seconded by Patricia Kantorski to **approve Insalco Invoice #8329 dated 7/22/19 for the amount of \$675.84.** A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Bill Drake were absent.
- d. **A Motion was made** by Jake Allen and seconded by Patricia Kantorski to **approve CSG Invoice #20 dated 8/12/19 for the amount of \$7,232.00.** A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Bill Drake were absent.
- e. **A Motion was made** by Peter Bernstein and seconded by Jake Allen to **approve School Furnishings Invoice #27835 dated 6/17/19 for the amount of \$283.74.** A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Bill Drake were absent.
- f. **A Motion was made** by Peter Bernstein and seconded by Jake Allen to **approve Watsky Associates, Inc. Invoice #24551 dated 6/28/19 for the amount of \$1,200.** A vote was taken and the motion was approved with a vote of 6-0-0, subject to the town legal approval. Dean Goss and Bill Drake were absent.
- g. The following Out-of-Scope (Owner Contingency) Items:
 - **A.) A Motion was made** by Jake Allen and seconded by Brian Harris to **approve ATP #93 for Exterior light shields, dated 8/14/19 for the amount of \$5,1837.00.** Jake Allen asked if adding the shields needed P & Z approval and would affect the amount of light candles. Jae Chu said it did not and the illumination would be the same. Peter Bernstein said the shields should have been specified from the beginning. A vote was taken and the motion was approved with a vote of 5-1-0. Peter Bernstein voted no. Dean Goss and Bill Drake were absent.
 - **B.) A Motion was made** by Jake Allen and seconded by Brian Harris to **approve ATP #141 for Sprinkler Heads per AHJ, dated 8/14/19 for the amount of \$1,280.00.** Steve Walko noted that this item was requested by the town. A vote was taken and the motion was approved with a vote of 6-0-0. Bill Drake and Dean Goss were absent.
 - **C.) A Motion was made** by Brian Harris and seconded by Jake Allen to **approve ATP #195 for SI-047 Soccer Goals & Basketball Hoop, dated 8/14/19 for the amount of \$16,465.00.** Steve Walko clarified that now there will be two soccer goals on the field and one on top of the hill which replaces one of the two basketball hoops. A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Bill Drake were absent.
 - **D.) A Motion was made** by Jake Allen and seconded by Brian Harris to **approve ATP #199 for Attic stock storage container (20 ft. x 8 ft.), dated 8/14/19 for the amount of \$10,074.63.** A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Bill Drake were absent.
 - **E.) A Motion was made** by Brian Harris and seconded by Jake Allen to **approve ATP #201 for Roof Drain Wrinkle Patches, dated PCI 8/14/19 for the amount of \$4,505.00.** A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Bill Drake were absent.
 - **F.) A Motion was made** by Jake Allen and seconded by Peter Bernstein to **approve ATP #202 for RFI-583 Kiln**

Revision, dated 8/14/19 for the amount of \$4,176.00. A vote was taken and the motion was approved with a vote of 5-1-0. Steve Walko voted no. Dean Goss and Bill Drake were absent. • **G.) A Motion was made** by Jake Allen and seconded by Brian Harris **to approve ATP #204 for RFI-601 Additional wall pads in safe rooms, dated 8/14/19 for the amount of \$1,122.00.** Alley Bartholomew noted there were holes in the doors where the original plates were removed. Jae Chu said Gilbane will fill-in the holes. A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Bill Drake were absent.

• **H.) A Motion was made** by Peter Bernstein and seconded by Brian Harris **to approve ATP #207 for Glass corner detail, dated 8/14/19 for the amount of <\$4,667.00>.** A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Bill Drake were absent.

h. The following In-Scope (CM Contingency) & GMP Allowance Items:

• **I.) A Motion was made** by Jake Allen and seconded by Brian Harris **to approve ATP #200 for Roof wrinkle patches, dated 8/14/19 for the amount of \$4,476.00.** A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Bill Drake were absent.

• **J.) A Motion was made** by Jake Allen and seconded by Brian Harris **to approve ATP #205 for RFI-600 Stair #1 & #2 wood cap, dated 8/14/19 for the amount of \$2,879.00.** A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Bill Drake were absent.

• **K.) A Motion was made** by Jake Allen and seconded by Brian Harris **to approve ATP #208 for Electric floor boxes, dated 8/14/19 for the amount of \$3,529.00.** A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Bill Drake were absent.

8. Approval of Meeting Minutes

- a. **A Motion was made** by Jake Allen and seconded by Brian Harris **to approve the Minutes of Meeting for June 12, July 3, 2019 and July 17, 2019 subject to additional information.** The motion was approved with a vote of 6-0-0. Bill Drake and Dean Goss were absent.

9. Discussion of Next Steps

- a. Jesse Saylor said TSKP Studio will review the tack-boards. Alley Bartholomew said she will take an inventory of the existing, usable and types of tack-boards.
- b. The committee discussed purchasing three round area rugs for the Kindergarten classrooms to replace the existing rectangular rugs. **A Motion was made** by Jake Allen and seconded by Brian Harris **to purchase three round rugs for a cost of \$1,059.79.** A vote was taken and the vote was approved with a vote of 4-1-1.

Steve Walko voted no. Patricia Kantorski abstained. Bill Drake and Dean Goss were absent.

- c. The committee discussed the purchase of one Polycom phone system for the school. It was decided that a motion to approve the Polycom system would be put on hold.

10. Adjourn

- a. The meeting was adjourned by Steve Walko at 10:00 am.