

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

DATE: Wednesday, September 11, 2019
TIME: 8:00 - 10:00 am
LOCATION: BOE, Havemeyer Board Room

Committee Members Present:

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

Ex-Officio Members Present:

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

Others Present:

Jesse Saylor (TSKP Studio)
Jae Chu (Gilbane-Project Engineer)
Chris Cykley (CSG-Clerk-of-the Works)
Alley Bartholomew (NL Principal)
Lori O'Donnell (BOE-COO)
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 schedule for the project to the end of the year including January. Walko informed the committee that the NLBC will meet on the second Wednesday of each month and the OAC will meet on the first Monday of each month as well as on the third Wednesday on an add-need bases. He added that the project will secure the Certificate of Occupancy by the end of the year and that Gilbane should consult the building department concerning any outstanding items to finish on schedule. Steve Walko encouraged Gilbane to start now to get the building department's sign-off by the end of November. He said the main outstanding items were the roofs, playgrounds and the floors.

3. Update by Gilbane

- a. Jae Chu told the NLBC he was working on the project about fifty percent of his time, but was available anytime his services were needed.
- b. Jae reviewed the status of the following items still to be completed: 1.) Flooring - repair work is being done on weekends and will be completed by the end of the month. 2.) Display cases - installation will be complete the weekend after next. 3.) Playing fields - sod will be installed at the end of this month as well as a six foot temporary fence around the field. He said the sub-soil and top-soil were being tested on October 1st for compliance to safety standards. He noted it was realistic the playing fields would be ready to use by mid April. 4.) Roofing - Dan Watson walked the roof and said it was acceptable by the BOE and the Third Party Reviewer was scheduled 9/20/19 and was expected to sign-off on it. Jae Chu said the water drips at the North entrance and Science area have been taken care of, the roof cleaned, the flashing material ordered and a detailed mock-up approved, Steve Walko said it was acceptable to work on the roof during the day as long as there were no toxic orders. Chu said roofing work would be completed mid-October. 5.) Media Center outlets - the floor will be core drilled 9/14/19 then the power and data wires pulled. 6.) Security Shades - there are four shades which have not been completed yet, but are scheduled to be installed next week. 7.) Wood Railing Caps - work is in progress. 8.) Building Signage - ARC is scheduled to review the smaller size sign tonight. Jesse Saylor informed the committee that the larger sign has already been built and the building connections are in-place. Nick Macri said he could remove the application for the smaller sign from the ARC meeting tonight. **A Motion was made by Brian Harris and seconded by Bill Drake to authorize Nick Macri to proceed with the ARC signage application tonight with the understanding the larger sign is desired and the committee will seek a variance for the larger sign.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent. 9.) Play Grounds - The concrete footings will be poured tomorrow and the smaller

ones the week of the 16th. The Town of Greenwich will audit it after it is completed and then the safety surface poured. 9.) Playground Fencing - Installation is scheduled for the end of next week and the children can use the playgrounds the week of the 23rd. 10.) Property-line Fencing - The contractors cleaned the land adjacent to the Mead Ave. houses and will install a new chainlink fence with privacy slats along the property lines. 11.) Exterior Lighting - Although the new lighting seems brighter than the old lighting, it has been inspected and approved by the town for night activity. Jesse Saylor said TSKP Studio will take light reading tonight. Chu added light shields will be installed early October. The committee discussed the timing of exterior lights and understood the BOE controls when the lights turn on and off. The lights can be controlled using photo cells, electronic timers and a simple manual switch. Jae Chu said Gilbane reviewed the timing with the town, but there has not been a decision yet. Steve Walko suggested the exterior lights turn off at 9:30 pm on the weekend and sunrise on the weekdays, with the building perimeter lights being left on all night. 12.) Trees - Nick Macri said the tree warden has approved the proposed trees and they will start planting them now. 13.) Kiln - The panel for the kiln was delivered and will be installed Saturday, September 12th. 14.) Bike Racks - They have been delivered and will be installed shortly. 15.) LEED - Jae Chu said the certificate for LEED certification will be issued soon. Chu discussed the LEED point process. 16.) Close-out - Jesse Saylor said TSKP Studio considers the project in Close-out Phase. Jae Chu said Gilbane will meet with Dan Watson to review the close-out information. 17.) HVAC - Jae Chu said the HVAC is being reviewed and adjusted now by the contractors to meet the design criteria. Chu added that the system can be controlled within the building by the custodians. 18.) Conex Box - The steel storage container will be installed next week.

- c. The committee discussed how a person enters the school. Steve Walko said there is a call button on the wall to the left of the front door which can be electronically opened from the administration area once the visitor uses the phone to announce who they are and why they are there. Then, once the visitor is inside the vestibule the second door needs to be either personally opened or opened using a card reader. Clare Kilgallen explained the typical Town protocol. Kilgallen said the first exterior door can be opened using a busier, then the vestibule door opened using a card reader once visual contact was made or with an A phone. HC persons will be able to access the building using a push paddle. Jae Chu noted the Pre-K and K entrance doors can be opened electronically but the doors do not have handles at this time.
- d. The committee discussed adding a circulation desk to the computer lab.
- e. Jae Chu said there is only one microphone now but the school needs four additional microphones. Clare Kilgallen inquired about the type of microphone that was needed; one on a stand vs. hand held vs. hanging. Jesse Saylor commented that Blue Tooth could be used and TSKP Studio will get an estimate.

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/or Change Orders

- a. **A Motion was made** by Brian Harris and seconded by Bill Drake **to approve TSKP Studio Invoice #38 dated 9/3/19 for the amount of \$7,641.40.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- b. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve CES Invoice #23 dated 8/31/19 for the amount of \$1,231.30.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- c. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve CSG Invoice #21 dated 9/10/19 for the amount of \$7,232.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- d. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve Gilbane's Construction Requisition #21 dated 9/10/19 for the period from 8/1/19 to 8/31/19 for the amount of \$998,128.80.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- e. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve Security Solutions Invoice #160324 dated 2/19/19 for the amount of \$3,712.000.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- f. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve RnB Enterprises, Inc. Invoice #58392 dated 6/7/19 for the amount of \$6,677.00.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- g. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve CDWG Invoice #QVP2762 dated 1/26/19 for the amount of \$2,006.19.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.

- h. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve CDWG Invoice #QTT7135 dated 1/23/19 for the amount of \$14,297.73.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- i. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve CDWG Invoice #QSR8209 dated 1/18/19 for the amount of \$5,875.53.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- j. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve Total Communications, Inc. Invoice #109518 dated 2/21/19 for the amount of \$23,862.68.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- k. **A Motion was made** by Jake Allen and seconded by Clare Kilgallen **to approve Greenwich Shade and Blind Invoice #82219 dated 8/22/19 for the amount of \$14,605.00, subject to completing the contracted work.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- l. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve Insalco Invoice #12553 dated 9/9/19 for the amount of \$2,848.68.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- m. The committee discussed four proposals by M.D. Stetson Company, Inc. based on Category I - Custodial Equipment dated 1/7/19 & revised 7/25/19, excluding gym floor buffer. Dan Watson said he reviewed the list and found it acceptable. Watson expressed concern regarding the available storage. Brian Harris inquired if the type of flooring the school has would be damaged by the new equipment. Bill Drake asked Dan Watson to review the type of floor buffer that is on the list before it is order to confirm that it is compatible with the flooring. Steve Walko discussed the specifics. **A Motion was made** by Jake Allen and seconded by Bill Drake **to approve M.D. Stetson Company, Inc. Invoice #QO11894 dated 8/13/19 for the amount of \$18,298.92, subject to review and acceptance by OAC.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- n. The following Out-of-Scope (Owner Contingency) Items:
 - **A.) A Motion was made** by Jake Allen and seconded by Bill Drake **to approve ATP #174 for Type DE Light fixture IC rated, dated 9/11/19 for the amount of \$2,500.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
 - **B.) A Motion was made** by Jake Allen and seconded by Bill Drake **to approve ATP #206 for SI-045 Exterior monument signage, dated 9/11/19 for the amount of \$6,113.00.** A vote was taken and the motion was approved with a vote of 7-0-0. Dean Goss was absent.
- o. The following In-Scope (CM Contingency) & GMP Allowance Items:
 - **C.) A Motion was made** by Jake Allen and seconded by Bill Drake **to approve ATP #186 for Surface mount door contact, dated 9/11/19 for the amount of \$2,304.00.** A vote was taken and the motion was approved with a vote of 7-0-0.

Dean Goss was absent. • **D.) A Motion was made** by Jake Allen and seconded by Bill Drake **to approve ATP #209 for Ductwork top of wall, dated 9/11/19 for the amount of \$22,550.00.** A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Peter Bernstein were absent.

• **E.) A Motion was made** by Jake Allen and seconded by Bill Drake **to approve ATP #210 for KGS Misc. Communication cabling, dated 9/11/19 for the amount of \$7,024.00.** A vote was taken and the motion was approved with a vote of 6-0-0. Dean Goss and Peter Bernstein were absent.

8. Approval of Meeting Minutes

- a. **A Motion was made** by Clare Kilgallen and seconded by Bill Drake **to approve the Minutes of Meeting for 8/14/19.** The motion was approved with a vote of 6-0-0. Dean Goss and Peter Bernstein were absent.

9. Discussion of Next Steps

- a. Steve Walko said he will discuss with the town attorney Wayne Fox the letter from Action Air calling in their bond for their contracted work now that it is completed. Jay Chu said Gilbane is working on Ferguson close-out negotiations.
- b. Nick Macri will discuss the signage issue with ARC.
- c. Steve Walko discussed the claim being made by St. Paul Evangelical Lutheran Church regarding water damage to book which were stored in the church garage.
- d. Clare Kilgallen and Jesse Saylor said they will walk the site to determine the traffic signage.
- e. Alley Bartholomew discussed the best way to paint the stripes on the entrance driveway. Steve Walko said he will meet with the school principal, TSKP STUDIO and the town to review the stripping. Nick Macri said he met with the town engineers and they found the proposed stripping acceptable.

10. Adjourn

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