

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

**DATE:** Wednesday, January 6, 2016  
**LOCATION:** Havemeyer Board Room  
**TIME:** 8:00 - 9:25 a.m.

**Committee Members Present:**

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

**Ex-Officio Members Present:**

Laura Erickson (BOE Chair)  
Tony Turner (RTM)  
Will Schwartz (DPW)  
Nick Macri (P&Z)  
Drew Marzullo (Selectman)

**Others Present:**

Ryszard Szczypek – Tai Soo Kim  
Ronald Matten (DOF-BOE)  
Barbara O’Neill (BOE)  
James Hricay (MDO-BOE)

1. Meeting was called to order by Mr. Walko at 8:00 am
2. Update on Schematic Design(s) from Tai Soo Kim Partners
  - a. Ryszard Szczypek (TSK) discussed that TSK has made progress designing two new options within the area of the site approved by the selectmen at the 12/16/15 BOS Meeting. These new designs will be called Options 3 and 4.
  - b. Both designs will have the Gym on the lower level adjacent to the playing field and are two stories.
  - c. Bill Drake requested that the playing field be designed as a full size soccer field and oriented in a North/South direction. The committee discussed this request and

Mr. Szczypek said TSK will consider this request in the new designs within the confines of the existing school field parcel.

- d. Clare Kilgallen requested that the existing wooded area be considered as part of the site improvements. The committee discussed the extent to be included.
- e. Mr. Szczypek informed the committee that the Acoustic Consultant and the Traffic Engineer have started their work.

3. Discussions of Owner's Representative (Owner's Rep.) & Commissioning Agent (CA).

- a. The Committee discussed the cost vs. the need of hiring an Owner's Rep. and the need to hire the Owner's Rep. before construction begins.
- b. The Committee also discussed if the cost of the Owner's Rep. is eligible for State Reimbursement and determined that it is.
- c. The Committee will put the Owner's Rep. contract together and have it reviewed by the Town Law Department.
- d. Mr. Szczypek informed the Committee that it would be best to hire the CA as soon as possible so they can become familiar with the project and work together with the architect and Building Committee from the beginning of the project through construction. He also said it was his experience that the CA was an independent contractor engaged directly by the Building Committee and considered a professional service.

4. Update and discussions on Timeline.

- a. TSK will present two new designs on January 13th.
- b. The committee discussed the Town & State funding, reimbursement and the construction timeline. The future timeline will include all these items.

5. Update by Subcommittee on Construction Manager's (CM) Contract.

- a. Steve Walko spoke with the Town Law Department regarding when the contract for the CM can be executed. They opined that it could not be executed until the MI is approved. However, there is no definitive answer on engaging the CM for Pre-construction Services.
- b. Mr. Walko suggested that negotiations should start now, so the contract will be ready as soon as the project has MI approval.
- c. The committee discussed the idea that everything is contingent on funding, except for Pre-construction Services. The Pre-construction Services question is still with the Town Law Department.

6. Approval of Meeting Minutes.

- a. Mr. Walko made the following amendments to the Meeting Minutes:
  - 1.) 12/30/15 - 4.a. Delete the words ‘...the BET has approved the money.’ and substitute with ‘MI approval.’ after the word ‘until’.
  - 2.) 12/30/15 - 4.c. Add the word ‘Contracts’ after the word ‘CMs’.
- b. A motion was made by Dean Goss and seconded by Clare Kilgallen to approve the minute of meeting as amended for December 30, 2015. The motion was approved with a vote of 7-0-1 (Bill Drake was absent from the 12/30/15 mtg.).

7. Discussion of Next Steps:

- a. The committee discussed their finances and how the process works. To date, \$1,800. has been spent, but without the committee’s approval. In the future any money spent should be approved by the committee.
  - b. The committee then discussed the total budget for the project and whether or not the modulars are part of the committee’s purview. The modulars can be handled in two ways, either by the NLBC or the BOE.
  - c. Mr. Szczypek informed the committee that TSK had met with the State concerning the modulars. He said the the modulars are probably eligible for State reimbursement, but the Ed Specs may have to be amended to make the modulars part of the main project.
  - d. The committee discussed that the modulars may not be eligible for reimbursement if they are located on a different site.
  - e. The modulars would have to be approved by the State and have MI approval before they go out to Bid.
  - f. TSK would give the committee a fee proposal to draw a Site diagram and write a Performance Specification for the modulars.
  - g. According to the State, if an addendum to the Ed Specs was drafted to include the modulars as part of the main project, the Town could get the maximum reimbursement from the State.
  - h. At their June 24th meeting, the BOE approved the modulars as a separate project.
  - i. The modulars were not originally part of the NLBC mission or TSK’s contract and will have an impact and implications for Gilbane, the CM. TSK noted that CM’s don’t typically get involved with modulars.
  - j. Although the modulars will be rented, they will need to be inspected by the Building Department & the Fire Marshall and have P & Z and MI approval.
  - k. Soil test have not been preformed at Western Middle School where the modulars are planned to be located.
8. The following motion was made by Nick Macri and seconded by Jake Allen: “The NLBC requests that the Board of Education withdraws the application PLPZ2015 00450 for a municipal improvement for the construction of ‘Scheme D revised’ of the new

elementary school building on property located at 25 Mead Avenue in the R-6 zone.” The motion was approved 7-1-0.

- a. Before the vote, the entire committee discussed the implications of the MI, who is responsible for the design of the building and the Town Agencies' process.
9. The meeting was adjourned by Mr. Walko at 9:25 am.