

Greenwich Board of Education Minutes of the GHS Front Entry Committee Meeting

DATE: May 4, 2022

LOCATION: Virtual via Google Meet

TIME: 8:00 am

Committee Members Present:

Stephen Walko - Chairman

Jake Allen- Vice Chairman

Maureen Bonanno-Secretary

Ashley Cole

Louis Contadino

Stephanie Cowie

Christina Downey (BOE)

Leslie Moriarty (BET)

Megan Galleta

Ex-Officio Members Present:

Craig Amundson (RTM)

Ralph Mayo (GHS Principal)

Steven Swidler (BOE Staff)

Tom Bobkowski (BOE - Central Office)

Dennis Yeskey (P&Z)

Dan Watson (BOE- Central Office)

Will Schwartz (DPW)

Others Present:

David Stein (Silver Petrucelli)

Chris Cykley (CSG)

Not Present:

Lauren Rabin (Board of Selectmen)

- **Call to Order:** Meeting was called to order by Mr. Walko at 8:01 a.m.
- **Project Update:**
 - Mr. Walko updated the committee on the state reimbursement process. He noted that the state approved the project but there needs to be a full PCR meeting which is not scheduled yet. Mr. Walko noted that we cannot go out to bid until we get full approval at this meeting and noted his concern on timing for the project.
 - Mr. Walko stated that Silver Petrucelli and Mr. Cykley met with BOE Purchasing so that the RFP is drafted. He added that when the state meeting occurs and we get approval we can immediately go out to bid. Mr. Walko also noted that we will

be going out to bid for two items, one for the contractor to build the vestibule and one for Owner's Rep services, if we have sufficient funds.

- Ms. Moriarty stated that she feels strongly about having a full time Owner's Rep and if we don't have the funding for it, she asked if we could go back and ask for funds to cover it. She also asked if there's a way to structure the bid to include full time coverage, or at least have add alternates, so that we would not have to go back to rebid. Mr. Walko responded that the process is less complicated as the bids for these services will be on an hourly basis and there are only a few companies in the state that do this type of work, so we will be able to select from the companies which one is the best fit for us. Ms. Moriarty asked if Mr. Walko could circulate those bid packages. Mr. Walko asked Mr. Stein if they had discussed the bid packages with BOE Purchasing. Mr. Stein responded that they are responsible for the construction piece and that it has been sent, and the only outstanding item on that is the bid date. Mr. Stein added that the bid for the Owner's Rep services would come from BOE Purchasing.
- **Approvals of Outstanding Invoices:**
 - Mr. Walko stated that there are multiple outstanding invoices to approve.

Motion to Approve Invoice 22-0304:

Motion was made by Jake Allen and seconded by Leslie Moriarty to approve invoice 22-0304 dated 4/1/22 in the amount of \$22,805.20. The motion was approved.

The Motion Passed 9-0-0

- Mr. Walko noted that this gets us through 100% complete of the schematic design, 95% complete of the construction documents.

Motion to Approve Invoice 22-0197:

Motion was made by Jake Allen and seconded by Leslie Moriarty to approve invoice 22-0197 dated 3/1/22 the amount of \$4,199.20. The motion was approved.

The Motion Passed 9-0-0

Motion to Approve Invoice 21-2794:

Motion was made by Jake Allen and seconded by Leslie Moriarty to approve invoice 21-2794 dated 12/1/21 in the amount of \$5,999. The motion was approved.

The Motion Passed 9-0-0

Motion to Approve Invoice 21-3005:

Motion was made by Jake Allen and seconded by Leslie Moriarty to approve invoice 21-3005 dated 1/1/22 in the amount of \$5,999. The motion was approved.

The Motion Passed 9-0-0

Motion to Approve Invoice 21-1616:

Motion was made by Jake Allen and seconded by Leslie Moriarty to approve invoice 21-1616 dated 8/1/21 the amount \$16,408. The motion was approved.

The Motion Passed 9-0-0

- Ms. Downey asked why there were so many outstanding invoices and Mr. Walko responded that they were not sent to him and there was some confusion over where the invoices were submitted. Mr. Watson confirmed that some of the invoices were sent to the BOE. Mr. Stein stated that Mr. Walko will be copied going forward.
- Ms. Moriarty then noted that there is one invoice which was paid but did not go through the building committee approval process, dated 10/1/21 in the amount of \$2,194. Mr. Stein will get a copy of the invoice to Mr. Walko so the committee can approve.
- **Discussion on State Reimbursement, Approvals and Timing:**
 - Mr. Cykley stated that the state review meeting has not been scheduled, but once it occurs we can go out to bid within a week after the meeting.
 - Mr. Walko noted he will request drafts of the bid documents for the contractor and the owners rep for the committee review and Mr. Cykley stated that his discussed with Mr. Watts, from BOE Purchasing, about using their template for the contractor bid that attaches the specs to it, and as far as the OPM he discussed with Mr. Watts that they would use the RFP that was issued last summer and believes that they are in process. He added that the Owner's Rep bid could go out anytime but the contractor bid is contingent on the state approval.
 - Ms. Moriarty suggested that they send the bids out at the same time, after the state approval, since it is a reimbursable expense, but Mr. Cykly stated that for professional services, you can go out to bid as the need arises and the only restriction would be going out for the construction bid.
 - Mr. Walko asked if any changes were made to the design and Mr. Stein responded that there were no changes but, at some point prior to going out to bid, there needs to be a discussion on finishes
 - Mr. Stein noted that the project timing is later than anticipated and once they have more clarity, the logistics plan needs to be discussed with the committee and the BOE. Mr. Stein stated that a revised phasing plan should be included in the bid documents and added that the Owners Rep may be helpful to have in this discussion.
 - Mr. Stein noted that in the application for the state he noted that the project would begin in September, just as a placeholder. Mr. Cykley and Mr. Stein will discuss timing.
 - Mr. Walko noted that the state needs to know we would like to go out to bid as soon as possible and as soon as we have approval, the committee needs to discuss logistics, especially how it relates to the Administration. Mr. Walko will work with BOE Purchasing to make sure that the RFP's are ready to go out.

- Ms. Downey suggested that, once we have the PCR date, we should meet as a committee. Mr. Cykley noted that the building committee needs to meet to approve everything before the state meeting.
- Mr. Schwartz noted that they received a copy of the drawings and specs and asked for some direction. Mr. Cykley responded that the initial review is for code conformity and there is a form that they would need to sign. He added that the form, which Mr. Cykley will send, and will also be simultaneously reviewed by the building department, health department, 504 and fire department.
- Ms. Moriarty asked at what point in the process the town reviews detailed drawings to issue the building permit. Mr. Schwartz responded that the permit can be issued prior to selecting a contractor and Mr. Cykley added that the process could start now.
- Mr. Schwartz stated that an application needs to be filed with the fees to begin the process and the process should take about a month and added that the other departments that will need to review are Zoning Enforcement, Fire Marshall and Wetlands. Mr. Walko asked if Silver Petrucelli was gathering those forms and Mr. Stein responded that they could help with the process. Mr. Walko stated that the RFP will take a month, so if we can have the permit signed off by the town simultaneously, this will help the process. Mr. Schwartz clarified that the plans need to come with the forms to begin the review and they will need two sets of plans.
- Ms. Schwartz stated that as owner, the town can take out a permit and then assign the contractor to the permit once selected.
- Silver Petrucelli will work on the application and Mr. Watson stated that he will sign the application.
- Mr. Allen asked how much the fees will be and Mr. Schwartz responded that there will be a \$40 base fee and there will also be a fee for Zoning Enforcement.
- Mr. Walko stated that the committee should vote on the fees at this time since the application cannot be processed without them.

- **Motion Approve Filing Fees for Building Permit:**

Motion was made by Jake Allen and seconded by Leslie Moriarty to approve the filing fees for the building permit. The motion was approved.

The Motion Passed 9-0-0

- Ms. Moriarty suggested that the Town fees are waived for town projects, so we should approve the total amount, but we may not have to pay it all. Mr. Cykley agreed that the town fees should be waived, however, there is a state education fee that the contractor will need to pay.
- Mr. Walko clarified that the approval today is for the state fee, to be determined, plus a \$40 fee for the town, plus a check for Zoning Enforcement and Mr. Walko will confirm as to any fees that can be waived. The State fee is 26 cents per thousand of value, per construction costs, not soft costs.
- Mr. Walko recapped that he will meet with Mr. Stein to get two sets of plans to the building department, along with the appropriate fees and the application with Mr.

Watson's signature by the end of the week. This will start the process of the town review, which will be running while Mr. Cykley is working with the state to get approval so we can go out to bid. Mr. Walko will also get copies of the proposed bid packages to circulate, so that once the state approves, the committee can approve them. Mr. Walko added that Mr. Cykley will forward the state form to Mr. Schwartz.

- Ms. Cowie asked to review the revised timing, and Mr. Walko responded that the most realistic timeframe now depends on the timing of the PCR meeting. He added, if we get that meeting in the next week or so we can go out to bid mid/end of May and bid responses/selection of GC by end of June and a start date around mid July. Mr. Walko stated that we should start implementing logistical plans. Ms. Cowie added that if the project timing goes into the school year, should we make accommodations for that. Mr. Walko, any delay should not impact the students in the school and we will be able to operate the glass corridor. He added, a delay may push out when things are done, such as the mechanicals may need to be installed over a break when the students are not in session, but there will not be a year long delay and we are not making any changes to how the school operates.
- Mr. Contadino asked if the bid package includes a construction schedule and Mr. Stein responded that it includes the school calendar and there is not a start date, but that will be included when we go out to bid. Mr. Contadino expressed his concern over added costs related to logistics if there is a delay and suggested there be a guideline schedule.

- **Approval of Minutes:**

Motion was made by Ake Allen and seconded by Christina to approve the minutes of the April 6th, 2022 meeting. The motion was approved.

The Motion Passed 9-0-0

- **Next Meeting:**
 - The committee will meet on May 18th.
- **Adjourn:**
 - The meeting was adjourned by Mr. Walko at 8:57 am.

Submitted by Maureen Bonanno on May 16th, 2022