



TOWN OF  
**GREENWICH**

**Central Middle School Building Committee  
Meeting Minutes**

**MEETING DETAILS**

Meeting Number	22-003
Purpose	Weekly Meeting
Meeting Date	8/16/2022
Meeting Time	8:00 AM
Location	290 Greenwich Ave - Board of Education Building - Havemeyer Board Room

Invitee	Committee Members	Email Address	Attendance
Chairman	Tony Turner	tony.turner@greenwichct.org	Present
Interim Vice Chairman	Clare Lawler Kilgallen	Clare Lawler Kilgallen ClareCMSBC@gmail.com	Present
Secretary	Christina Poccia	ChristinaCMSBC@gmail.com	Present
	Todd Klair	TKlair.cms@gmail.com	Present
	Greg Piccininno	gregcmsbuilding@gmail.com	Nomination to be confirmed at September RTM Present
	Joe Rossetti	joerossetti55@gmail.com	Nomination to be confirmed at September RTM Present
	Josh Caspi	josh@caspidevelopment.com	Absent
BET Rep	Nisha Arora	nisha.arora@greenwichct.org	Present
BOE Rep	Laura Kostin	laura_kostin@greenwich.k12.ct.us	Present

Invitee	Ex-Officio Members	Email Address	Attendance
FSAC for People w/ Disabilities	Steph Cowie	cowiestephanie68@gmail.com	Present
BoS Rep	Lauren Rabin	lauren.rabin@greenwichct.org	Present
RTM Rep	Mike Spilo	mike@mspilo.com	Present
DPW rep	John Vallerie	John.Vallerie@greenwichct.org	Absent
Dr. Toni Jones rep	Daniel Watson	daniel_watson@greenwich.k12.ct.us	Present
P&Z rep	Dennis Yeskey	dennis.yeskey@gmail.com	Present

Invitee	Meeting Attendees	Email Address
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Agenda Item	Topic	Description
1.00	Call to Order	Mr. Turner called the meeting to order at 8:05am.
2.00	Housekeeping	Mr. Turner took role call at the beginning of the meeting.
3.00	Discussion of the timeline of issuance of RFP for Architectural Services and Owners Rep	Mr. Eugene Watts has confirmed that a draft RFP will be circulated Monday 8/22.
3.01	Vote on final version of Owners RFP and Archiect RFP	The CMS Building Committee will review and vote on Tue. 8/23.
3.02	Time to publish RFP	Posting will have to be listed for 4 weeks for both RFPs.
3.03	Discussion of the proposal review process by the committee	The CMS Building Committee to review and comment on the approvals.
3.04	Interviews	There will be an interview process, a specific date will be included in the RFP.
3.05	Pricing	The CMS Building Committee to review and evaluate pricing of the proposals.

3.06	Scoring	Scoring process to be determined by the committee, self score/ ranking.
3.07	Leveling Template	Mr. Joe Rossetti, Ms. Christina Poccia and Todd Klair to complete a scoring sheet to level the proposals against one another, Committee to vote on this before it is used.
3.09	Mandatory Walk	A mandatory walk of the property is required for any bidders, there was no objection to this request. A date and time will be selected. Mr. Eugene Watts and Mr. Tony Turner to select a date and include this in the RFP.
3.90	RFP Process	RFPs will run through BoE and not through the towns purchasing Dept. Town of Greenwich and Board of Ed are seperate.
3.10	RFP Posting	RFP will be posted to the purchasing website for the Town of Greenwich.
3.11	Link to RFPs	If there are any RFPs that we can see samples of from past projects the team would like to see. , Mr. Eugene Watts to share the link.
3.12	Form of Agreement	The CMS BC will let Arch. and owners rep know what the form of agreement will be when the RFP is issued. Arch will be using the latest AIA and the owners rep, will be determined at the next session.
3.13	RFP Issuance Timeline	This will be circulated before our next meeting.
4.01	Discussion of the Town's budget process for FY23-24 and timeline vs. project cost	July 1 to June 30 is the fiscal year for the town. Town budget process starts next month.
4.02	Budget Presentation	Early Jan. the First Selectman will present the budget to the town.
4.03	Budget and Estimates	Project Cost Estimate will need to be ready by mid-December.
4.04	Budget Reviews	
4.05	SqFt Costs	The budget gets approved by May.  For the budget the CMS BC believes we will be able to provide sqft costs, but if this is going to be a challenge then we need to notify the Selectman. This has been brought to the Committee's attention and we will monitor. CMS BC will work towards this.
4.06	Timing of Budget and Grant Process	June 30th is the deadline to submit for the Grant needed. Board of Ed will apply for the grant with the Ed Specs and an estimated project cost. We will not be able to break ground until 2024.
4.07	BET	The costing will have to go back for BET approval due to the additional occupant projection that is included in the Ed Specs.
4.08	Funding	Mr. Greg Piccinno is looking to get meetings with the State in Hartford to get additional funding if we proceed with a Net Zero building.
5.00	Update on Soil Testing	Test pits completed. The lab is reviewing the tests already conducted.
5.01	Test Pits	Borings to be completed by a new vendor and this should be completed in one day. The day that this will be completed is TBD but will be done before the start of school.
6.00	Discussion and Vote on any Pending Invoices	
7.00	Other	None to review.

- 7.01 Future School Visits  
Ms. Laura Kostin has offered to help any other school tours if we have any schools we would like to see.
- 7.02 Example School Tours  
Greenwich Country Day School and Greenwich Academy tours were completed. Notes and photos to be shared with the CMS BC.
- 7.03 Net Zero  
CMS BC to hold on discussion of Net Zero until we bring in experts to continue this discussion.
- 7.04 Updated Board of Ed Specs  
Updated Board of Ed specs to be circulated to the CMS BC.
- 7.05 Future Meeting  
Team to meet on 8/23, but we may not meet on 8/30.
- 7.06 In-house Lawyer  
Eugene Watts has a contact with town legal. Any communication with town legal should be funneled through the CMS BC chairman.
- 7.07 Proposed Project Schedule  
Ms. Poccia has drafted a project plan and is under internal review and will be voted on at the time the RFP is voted on.
- 8.00 Approval of minutes of our July 11, 2022 meeting  
Mr. Tony Turner has circulated the draft meeting minutes, we will hold on this vote until a future meeting.
- 8.01 Approval of minutes of our August 2, 2022 meeting  
CMS BC will hold on this vote until a future meeting.
- 8.02 Approval of minutes of our August 9, 2022 meeting  
CMS BC will hold on this vote until a future meeting.
- 9.00 Adjourn  
Mr. Todd Klair moves to adjourn Ms. Clare Lawler Kilgallen seconds. The meeting is adjourned at 9:03 am.

Meeting Closed



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Prepared by:  
Christina Poccia, Central Middle  
School Building Committee Secretary