



TOWN OF
GREENWICH

**Central Middle School Building Committee
Meeting Minutes**

MEETING DETAILS

Meeting Number	22-004
Purpose	Weekly Meeting
Meeting Date	8/23/2022
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 KilgallenClareCMSBC@gmail.com	Present
Secretary	Christina Poccia	ChristinaCMSBC@gmail.com	Present
	Todd Klair	TKlair.cms@gmail.com	Present
	Greg Piccininno	gregcmsbuilding@gmail.com	Present
	Joe Rossetti	joerossetti55@gmail.com	Nomination to be confirmed at September RTM Nomination to be confirmed at September RTM
	Josh Caspi	josh@caspiddevelopment.com	Present
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		Present
BoS Rep	Lauren Rabin	cowiestephanie68@gmail.com 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. Tony Turner called the meeting to order at 8:07am.
2.00	Housekeeping	No comments.
3.00	RFP for Architectural Services	Mr. Joe Rossetti moved to approve on the RFP for Architectural Services and Ms. Clare Kilgallen seconded.
3.01	Addendum	If an addendum goes out, it is the responsibility of the bidder to go to the website and be aware of the addendum. It is not the committees responsibility to notify bidders.
3.02	Review of Language	Reference RFP documents for discussed changes.
3.03	Cost Estimation Sheet	In exhibit A we should add an hourly cost rate sheet. This will be added by Mr. Eugene Watts.
3.04	Vote on RFP for Architect	All in favor of approving RFP for architect services as noted.
3.05	Vote on RFP for Architect	6-1-0 - Approve
3.06	RFP of Owners Rep	Reference RFP documents for discussed changes.
3.07	Vote on RFP Owner's Rep	All in favor of approving RFP of Owners Rep as noted.

3.08	Vote	7-0-0 - Approve
3.09	Discussion of process to answer questions for RFPs	Mr. Turner has suggested a sub-committee be formed to review the RFPs as they come in and compile a list.
3.10	RFP Process	Owners rep when on boarded will help with the RFP for architect.
3.11	RFP Process	Mr. Greg Piccininno moved to approve the process of the draft RFP questions by a volunteer of sub-committee members by the time period in the RFP. Ms. Clare Kilgallen seconded.
3.12	Vote on Process on RFPS	7-0-0 - Approve
3.13	RFP Owner's Rep Timeline	Ms. Clare Kilgallen moved the approval of the architectural RFP timeline. Mr. Todd Klair seconded.
3.14	Owners Rep Timing	8/26 Owners RFP posted on the website and invitations sent via email 9/1 Questions from proposers due to Eugene Watts 9/9 Responses due internally 9/15 Answers due to proposers from Eugene 9/22 Opening Bids 9/27 Interviews of top candidates for owner's rep and select top candidate 10/TBD execute agreements for owner's rep
3.15	Attorney	CMSBC will be using the towns attorneys office.
3.16	Attorney	CMSBC will express a desire to the Town attorney that it would be in our best interest to work with a third party counsel to negotiate the owners rep contract.
3.17	Owners Agreement	Mr. Josh Caspi to issue a redacted sample owners rep agreement to Mr. Eugene Watts and Mr. Tony Turner for reference.
3.18	BofE Meeting Votes	BofE to review Architect on 11/16. Ms. Laura Kostin to propose a special meeting request to the BofE Chair. This will need to be a full vote of the board.
3.19	RFP Schedule for Architectural Services	8/26 Architectural RFP posted on the website and invitations sent via email 9/8 Mandatory walk through of CMS by those responding to the RFP for architect 9/14 Questions from proposers are due to Eugene 9/21 Answers are due internally for Eugene to send answers on 9/23 9/23 Eugene sends answers to those that have sent in questions 9/29 Opening bid date 11/TBD Interviews of top candidates for architect and select top candidate 11/TBD present top candidate for architect to BOE and BOE vote 12/TBD execute agreements for architect
3.20	RFP Owner's Rep	Motion to approve RFP Owner's Rep timeline as amended.
3.21	RFP Architectural Services	Motion to approve RFP Architect timeline as amended.
3.22	Vote on both RFPs	Ms. Laura Kostin was absent from vote.
3.23	Vote on both RFPs	Vote 6-0-0 - Approved
4.00	Update on soil testing	Test pits were completed. Vendor is on site today to do the original borings.
4.01	Update on soil testing	CMSBC to authorize a not to exceed amount of \$17,500 for soil testing. Mr. Tony Turner moves and Ms. Clare Kilgallen seconds.
4.02	Vote on Soil Testing Not to exceed \$17,500	Mr. Todd Klair, Mr. Josh Caspi and Ms. Laura Kostin was absent for vote.
4.03	Vote on Soil Testing Not to exceed	4-0-0 - Approve
5.00	Scoring Categories	Sub-committee to be mindful of the new timeline of the RFPs.
6.00	Invoices	None have been submitted.
7.00	Next meeting	Sept 6th will be the next meeting.
8.00	Approval of minutes of our July 11, 2002 meeting	Ms. Clare Kilgallen moved to approve te July 11th and Aug 16th minutes as amended. Ms. Nisha Arora seconded.
8.01	Approval of minutes of our August 16, 2022	Meeting edits made as noted.
8.02	Approval of Min 7/11 and 8/16	
8.03	Approval of Min 7/11 and 8/16	4-0-0 - Approve Mr. Josh Caspi, Ms. Laura Kostin and Mr. Todd Klair were absent for the vote.

8.04 Approval of minutes of our August 2, 2022 meeting

Minutes are not ready for review and vote.

8.05 Approval of minutes of our August 9, 2022 meeting

Minutes are not ready for review and vote.

9.00 Adjourn

Motion adjourned 10:07am

Meeting Closed



Prepared by:

Christina Poccia, Central Middle School Building Committee Secretary