



**Central Middle School Building Committee
Meeting Minutes**

MEETING DETAILS

Meeting Number	22-005
Purpose	Weekly Meeting
Meeting Date	9/6/2022
Meeting Time	8:00 AM
Location	290 Greenwich Ave - Board of Education Building - Conference Room

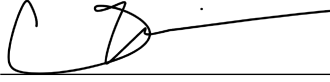
Invitee	Committee Members	Email Address	Attendance
Chairman	Tony Turner	tony.turner@greenwichct.org	Present
Interim Vice Chairman	Clare Lawler Kilgallen	ClareCMSBC@gmail.com	Present
Secretary	Christina Poccia	ChristinaCMSBC@gmail.com	Present
	Todd Klair	TKlair.cms@gmail.com	Absent
	Greg Piccininno	gregcmsbuilding@gmail.com	Present
	Joe Rossetti	joerossetti55@gmail.com	Nomination to be confirmed at September RTM Nomination to be confirmed at September RTM
	Josh Caspi	josh@caspi-development.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 8:09am.
2.00	Housekeeping	
2.01	Housekeeping	An outside law firm will be used. Details will follow on a future date. Mandatory walkthrough will be completed at the Central Middle School on Thursday 9/8 at 3:30pm. The CMSBC want to limit the response to any questions to 3 people - Mr. Tom Healy, Mr. Eugene Watts and Mr. Dan Watson will be responsible. Any questions during the walk-through will be requested to be submitted in writing to the committee.
3.00	Update on Soil Testing	The testing vendor has completed testing on site as of Sat 9/4/22. The due date for the report has not been conveyed. Mr. Dan Watson will keep on top of the vendor to submit their findings.
4.00	Update on Questions Received on Owners Rep	The CMSBC has received 23 questions to date. The sub-committee will meet on 9/7/22 at 8:00am to draft answers to questions.
4.01	Update on Questions for Architect RFP	None received to date.
4.02	Scoring Categories	Scorecard to be worked on before the next meeting. Sub-committee to meet on this.

4.03 Interview of Candidates	The questions asked to the candidates needs to be consistent with all candidates interviewed. These questions need to be voted on prior to the interview.
4.04 Amending Milestone Timeline	<p>Architectural Services</p> <p>8/26 both RFPs posted on the website and invitations sent via email</p> <p>9/8 mandatory walk through of CMS by those will be responding to the RFP for architect</p> <p>9/14 questions from proposers are due to Eugene</p> <p>9/21 answers are due internally for Eugene to send answers on 9/23</p> <p>9/23 Eugene sends answers to those that have sent in questions</p> <p>9/29 Opening bid date</p> <p>11/TBD Interviews of top candidates and select finalist</p> <p>11/TBD present top candidate for architect to BOE for BOE vote</p> <p>12/TBD execute agreements for architect</p> <p>Owner's Rep</p> <p>8/26 Both RFPs posted on the website and invitations sent via email</p> <p>9/1 Questions due from proposers to Eugene</p> <p>9/9 Responses due internally</p> <p>9/15 Answers due to proposers from Eugene</p> <p>9/22 Opening bids</p> <p>9/27 Determine top candidates for interviews</p> <p>10/4 Interviews of top candidates and select finalist</p> <p>10/TBD Execute agreement</p>
4.05 Amending Milestone Timeline	Ms. Claire Kilgallen moved and Mr. Josh Caspi Seconded
4.06 Amending Milestone Timeline - Vote	All in favor - Unanimous - Approve
4.07 Amendment of RFP Owner's Rep, Architect	Discussion to strike sentence in the RFP for the building to have a goal of LEED gold and a min. certification of silver.
4.09 Amendment of RFP Owner's Rep, Architect	Mr. Greg Piccininno moved and Josh Caspi seconded.
5.00 LEED Standard Clarification	LEED standard must be clarified, and this is to be included in the answers to the questions.
5.01 Vote	All in favor - Unanimous - Approve
6.00 Amended Project Schedule	Motion to approve project scheduled as submitted. Ms. Clare Kilgallen moved and Mr. Josh Caspi seconded.
6.01 Vote	All in favor - Unanimous - Approve
7.00 Owner's Rep Agreement Template	Article 1-6 is recommended to be read as these pages will have clear definition of the scope of the Owner's Rep.
7.01 Sample Agreement - Owner's Rep	Sample agreement that was circulated to be married to the owners rep RFP.
7.02 Demolition of Current Building	Demolition should be considered part of the phasing.
7.03 Environmental	Owner's rep and CM will have environmental elements in their scope.
7.04 Owner's Rep Agreement Template	This CMSBC will submit the document to outside counsel with CMSBC comments.
8.00 Invoices	No pending invoices
8.01 Other	Next Meeting will be on Tue. 9/13/22 and the CMSBC will vote on the responses to the Owners RFP questions.
8.02 Other	The CMSBC will meet every Tue at 8am until the end of the year.
8.03 Other	Members of the CMSBC will need to physically come and pick up the proposals on 9/22 or 9/23
9.00 Approval of Min 8/23	Mr. Joe Rosetti moved to approve and Ms. Laura Kostin seconded.
9.01 Approval of Min 8/23	All in favor - Unanimous - Approve
9.02 Approval of minutes of our August 2, 2022 meeting	Minutes are not ready for review and vote.
9.03 Approval of minutes of our August 9, 2022 meeting	Minutes are not ready for review and vote.
10.00 Adjourn	Motion to adjourn meeting, Ms. Clare Kilgallen moved and Ms. Nisha Arora Seconded.
10.01 Adjourn	Meeting adjourned at 10:07am.



Prepared by:

Christina Poccia, Secretary
Central Middle School Building Committee