



**Central Middle School Building Committee
Meeting Minutes**

MEETING DETAILS				
Meeting Number	22-011, 12 and 13			
Purpose	Weekly Meeting			
Meeting Date	10/11/2022			
Meeting Time	8:00 AM			
Location	290 Greenwich Ave - Board of Education Building - Havemeyer Board Room			

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

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

Invitee	Meeting Attendees	Email Address	Virtual / In Person	Attendance
	Eugene Watts			Absent
	Tom Healy		Virtual	Present

Agenda Item	Topic	Description
1.00	Call to Order	Motion to call the meeting to order at 8:11
1.01	Vote	All in-favor - Unanimous
2.00	Review RFP Owners Rep Agreement	Comments of the owners rep agreement comments sent to legal.
2.01	Scorecard	2 versions of the scorecard. 1 is without 6 B.
2.02	Vote	Motion of adopting the architectural scorecard as changed.
2.03	Vote	All in-favor - Unanimous
3.00	Architectural packet pick up	There are 5 packets remaining to be picked up, team members should pick those up in the procurement option.

3.01 New Architectural Timeline	8/26 both RFPs posted on the website and invitations sent via email 9/8 mandatory walk through of CMS by those will be 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 10/11 Approve the proposed scorecard from the sub-committee 10/18 Score and approve a short list of candidates for interviews; start reference checks 10/24 and 10/25 Candidate interviews from 4:00pm - 7:00/8:00 11/1 Candidate interviews backup date or vote on finalist 11/9 Backup date for vote on finalist if needed 12/15 Present recommendation for hire to Board of Education for approval
3.02 Vote	All in-favor - Unanimous
4.00 Interview References	Team suggests to use a set of questions to do the reference checks to be consistent among firms.
4.01 Interview References	All in favor of Interview questions to be posed, There will be a vote on the questions next Tue.
4.02 Vote	All in-favor - Unanimous
5.00 Final version of soil testing report	Draft report has been prepared. Not posted for public as of yet.
5.01 Election of Nomination of Vice Chair	Ms. Christina Poccia votes Clare and Mr. Joe Rosetti seconded
5.02 Vote	All in-favor - Unanimous
6.00 RTM Report	RTM report draft is not ready for circulation. This will be voted on for the next meeting.
7.01 Other	Due Diligence should be discussed further. The soil testing report is reading preliminary.
7.02	It was noted that in a positive and partnering way we will need to completed a cost estimation for a preliminary budget to be determined by the building committee.
7.03	Soil Testing report will be made public and will be posted for the design professionals.
8.01 Call to Order	Motion by Ms. Clare Kilgallen to call the executive meeting to order at 9:46, seconded by Mr. Todd Klair for For RFP 2390-22, for Owner's Representative Services
8.02 Vote	All in-favor - Unanimous
9.00 Adjourn - Exec Session	Moved to adjourn executive meeting, Ms. Clare Kilgallen moved and Mr. Mike Spilo Seconded.
9.01 Adjourn - Exec Session	Executive session meeting adjourned at 10:26am.
10.00 Call to Order	Moved by Ms. Calre Kilgallen to call meeting for RFP 2389-22 to order at 10:30 am, seconded by Mr. Todd Klair.
10.01 Vote	All in-favor - Unanimous
11.00 Vote on RFP	Mr. Greg Piccininno moves to vote on Owner Rep RFP, Ms. Laura Kostin seconded.
11.01 Vote	All in favor - Unanimous
11.02 Absent Vote	Mr. Josh Caspi is not present, but submitted vote via e-mail to the Building Committee Chair, Tony Turner. Building Committee Secretary Ms. Christina Poccia confrimed vote.
11.04 Vote Result	5-4 Vote- Annoncnment of selection will be made when the agreement is signed
12.00 Adjourn	Moved to adjourn meeting, Ms. Clare Kilgallen moved and Mr. Greg seconded.
12.01 Adjourn	Meeting adjourned at 10:36am.

Meeting Closed



Prepared by:

Christina Poccia, Secretary
Central Middle School Building Committee