

Central Middle School Building Committee
Sub-Committee on Communications
Thursday, March 16, 2023
****APPROVED**** Minutes

Sub-committee members present:

Clare Kilgallen*, Dennis Yeskey, Greg Piccininno*, Laura Kostin*, Tony Turner*
(* – CMSBC voting member)

Others present:

Stephanie Cowie (FSAC4PWD Liaison), Chris Cykley (CSG), Sam D'Agostino (CSG)

Absent: Lauren Rabin

1. Call meeting to order

- a. Clare Kilgallen called the meeting to order at 3:37pm

2. Approve March 10th minutes

- a. Deferred

3. March 8th Community Engagement Forum follow-up

- a. Approve Q&A document for posting to [CMSBC web page](#)
 - i. Revisions to the responses were discussed and made to numbers 2,3, 9, 10.
 1. Verified by Michael Kiselak that interior walk ways are in our remit. Reminder that anything done on site has to be accessible to all.
 2. In reviewing questions about various potential funding sources (federal, utilities, etc.) for the project, Chris Cykley (Owner's Rep) reminded the sub-committee that the timing of any such funds would impact the state school construction grant.
 3. In responding to a Forum question on testing, Chris Cykley clarified that radon will be measured as part of the state process.
 - ii. A motion was may by Greg Piccininno and seconded by Laura Kostin to approve the Q&A document. It was approved 4-0.
 - iii. Discuss push-out by GPS Communications, etc.
 1. Clare Kilgallen to transmit and coordinate posting with GPS Communications
 2. There was a discussion about push-out of the Q&A document to attendees and community groups
 - a. It was clearly communicated to attendees during the Forum that the document would be posted to the CMSBC web page.
 - b. There was discussion of notifying the community groups of the posting of the document. It was agreed the approach is to use the distribution list of organization leaders. The expectation is that those groups leaders will notify their memberships.
- b. Other items (e.g., publicity for CMSBC.CTinfo@gmail.com)

- i. The sub-committee discussed waiting until the next community engagement forum to share the public e-mail address and that the handing of the account needs a process
- ii. Chris Cykley discussed his experience of approaches used by other building committees (e.g., a log, sharing public comment as part of the meeting packet, acknowledging receipt of e-mails from the public)
- iii. Laura Kostin was contacted by Ms. Nogaki a concerned resident on Orchard Street. Ms. Nogaki asked to be included in any distribution that Ponderosa and Coachlamp groups are part of because there is no formal organization that covers where she lives. It was agreed to add her to the neighborhood contact list.

4. Traffic study

- a. Steph Cowie noted that we have all the general information needed (date ranges including snow dates, details on consultants' attire etc.) to notify the community
 - i. Clare Kilgallen to transmit the notice to Jonathan Supranowitz (Greenwich Public Schools) Thursday evening but no later than Friday morning
 - ii. The sub-committee determined that there was no need for a press release. Tony Turner noted the need for its distribution through GPS channels (Superintendent, internal CMS channels – Principal, CMS PTA, etc.)
 - iii. A draft traffic study notice was read aloud and agrees to by the sub-committee
 - 1. A motion was made by Greg Piccininno and seconded by Tony Turner to authorize Clare Kilgallen to finalize the notice and send to Jonathan Supranowitz for his edits and finalization

5. Discuss April 11th RTM quarterly progress report (3rd)

- a. The sub-committee discussed the timing
 - i. Need for the full CMSBC to approved by April 4th for April 11th publication
 - ii. Steph Cowie raised concerns of timeliness and the need for quick approvals. It was noted that GPS communications enables a weekly Friday update
 - iii. Tony Turner reminded the sub-committee that the quarterly RTM report needs approval of the full CMSBC
 - a. Timing - Should be voted by the BC on the 4th in case there is a snag (11th as back-up date)
 - b. If there are interim developments, the report can be revisited and amended with a vote on April 11th
- b. Greg Piccininno noted a distinction between the full Committee's quarterly report to the RTM and the other communications by this sub-committee

6. Discuss attendance at RTM Committee and District May (FY23-34 Budget) meetings

- a. Reviewed last meeting's discussion
- b. On the need for consistent talking points and messaging to the Districts and Committees, Laura Kostin raised an idea to create a video recording for use with the

RTM. However, it was agreed that written talking points for use by CMSBC members is preferred

- i. Steph Cowie and Clare Kilgallen discussed their experience on other school building committees with regard to this outreach.
 - 1. Steph Cowie recommended that this sub-committee write the talking points.
 - a. High level approach to include noting the professional project team that is engaged (Owner's Rep., architects, construction manager) Cowie
 - 2. Clare Kilgallen discussed using of the prior approved Campus Fact Sheet as the basis for a shorter summary
 - 3. The sub-committee discussed the need to explain the town budget process to building committee members who may not be as familiar with it. Suggestion that building committee members newer to the town processes partner with more experienced members.
- ii. How to coordinate the committee and district meeting assignments
 - 1. Use of the on-line Doodle tool to coordinate will avoid a glut of e-mails
 - 2. Tony Tuner will ask building committee members to hold the evening dates and will propose a strategy to the entire committee
 - a. April 27, May 1-5, & May 8

7. Discuss March 20th Workshop communication follow-up

- a. The discussion on this is premature. Deferred to March 23rd.

8. Other

- a. Project enterprise Google Drive
 - i. Laura Kostin has not received an update from GPS IT yet but hopes to have one before the March 21st regular committee meeting
- b. Town of Greenwich website to redirect to CMSBS web page on GPS
 - i. The discussion was deferred until Lauren Rabin's return because she is likely to be able to coordinate this item
- c. General building committee communications
 - i. Group email alias/distribution list – The sub-committee discussed the group email alias and members who are not receiving all email communications. The current group distribution does not include the Owner's Rep which it did before. Clare Kilgallen raised her concern of the need for contemporaneous communication with the Owner's rep (CSG) and the full committee and that CSG no longer being a part of the group email alias could hamper matters. She noted that the Owner's rep who is the committee's representative is distinct and apart from the other professionals on the project team (architect, construction manager, etc.)
 - 1. Tony Turner stated that while there are topics that the Owner's rep should be privy to there are others it should not. Given the current

group email alias listing it is important that all committee members include CSG whenever they need to be.

2. Chris Cykley does not know if there would be a circumstance that the building committee would want to discuss without the owner's rep unless it is negative towards CSG. If the latter, he would rather hear from the collective or the individual internally than hearing it for the first time from the outside professionals. Cykley noted that has never been excluded from any communications on any other building committees.
 3. Greg Piccininno noted that he would vote to have CSG as part of the building committee group email alias given the roles it serves to the committee.
 4. Tony Turner stated he is monitoring communications. All vendors are currently off the distribution. If there is a reason to change it in the future, he would consider changing it. He also noted that as we get further into the project with work by additional vendors and need for coordination that perhaps the group email alias would be changed.
- ii. Ideas for agenda planning and preparation to streamline the length of our weekly meetings with the full committee (without compromising on effectiveness)
1. There was a recap of prior discussions on this because all member were not present when it was last discussed
 2. There was discussion about the long length of the regular meetings. Tony Turner noted that some people speak multiple times on the same topic. He asked if the Committee would like the number of times people speak on an issue. He raised the concern about discussion drifting and thinks the roots cause of the meeting length is people talking too much.
 3. Clare Kilgallen raised Lauren Rabin's suggestion of a timed agenda. Steph Cowie agreed and suggested if the time on an item was going over that the rest of the discussion son that item be moved to the end of the agenda on gone back to if further conversation is needed.
 4. Greg Piccininno suggests setting a particular amount of time for each person to speak (e.g., a minute) and thinks that people would appreciate it.
 5. Tony Turner will add the timing item to the March 28th meeting agenda.

9. Adjourn

- a. A Motion was made by Greg Piccininno and seconded by Tony Turner to adjourn. The meeting adjourned without objection at 5:11PM.