

CENTRAL MIDDLE SCHOOL BUILDING COMMITTEE  
SUB-COMMITTEE ON COMMUNICATIONS

Thursday, March 9, 2023

**\*\*\*Approved & Amended 4/6\*\*\*** MINUTES

Sub-committee members present:

Clare Kilgallen\*, Dennis Yeskey, Laura Kostin\*, Tony Turner\* (until 4pm)

Absent: Greg Piccininno\*, Lauren Rabin (\* – CMSBC voting member)

Others present:

Stephanie Cowie (FSAC4PWD Liaison), Chris Cykley (Owner's Rep., CSG) and Samantha D'Agostino (CSG)

**1. Call the meeting to order**

- a. Clare Kilgallen called the meeting to order at 3:38PM.

**2. Approve March 2, 2023 minutes**

- a. A Motion was made by Steph Cowie and seconded by Laura Kostin to approve the minutes, as amended. The minutes were approved 3-0.

**3. Determine any follow up communication to the March 8<sup>th</sup> Community Engagement Forum (e.g., traffic study)**

- a. The Q&A segment of the Forum resulted in 69 questions which have been grouped by topics. Some were answered live by the professional team (i.e., owner's rep. (CSG), architect (SLAM), construction manager (Turner)). Chris Cykley explained that the professional team will review and provide answers.
  - i. Dennis Yeskey noted that the vast majority of questions are for the professionals to answer. Clare Kilgallen agreed and noted that the sub-committee should review their responses at a high level for conformance with town processes. The sub-committee agreed with the approach.
- b. The importance of timely responses to the community was discussed and whether the full CMSBC needs to vote on the document or just the sub-committee.
  - i. Tony Turner noted that if it is a professionals only document then the full CMSBC does not have to vote on it. Dennis Yeskey noted that there will be continued and future updates from the professionals and Tony Turner stated that this methodology should be reported to the full CMSBC. The entire sub-committee agreed.
- c. Next steps: Professionals to provide responses, sub-committee to review the draft responses, to finalize and vote on the Q&A document at its March 16<sup>th</sup> sub-committee meeting, and to post it prominently to the [project web page](#).

- d. Public Communications on upcoming Traffic Study
  - i. Deferred. The dates of the study are under review with the architect's consultant (Tighe & Bond)
  - ii. An update is expected at the March 14 regular CMSBC meeting
  - iii. Updating the March 2<sup>nd</sup> discussion, it is understood that the Aquarion water infrastructure work planned near Stanwich Road is not expected to result in either road closures or detours.

**4. Document use of email address <CMSBC.CTInfo@gmail.com> and GPS Google Drive folder**

- a. The public-facing address CMSBC.CTInfo@gmail.com was used in the Community Engagement Forum on March 8th.
  - i. Deferred setting up which sub-committee member(s) will be monitoring incoming e-mail.
    - 1. Clare Kilgallen will monitor in the meantime
  - ii. Chris Cykley discussed methods of tracking and reporting
  - iii. The sub-committee discussed
    - 1. Whether to establish a log to document receipt
    - 2. Possibility creating an automatic initial response to senders to acknowledge receipt and direct to the project webpage which will have the Q&A document (see § 3). Inquiries not answered there will be individually answered.
      - a. Chris Cykley suggested: "Thank you for contacting the Central Middle School Building Committee. For more information, please visit our [project website](#)"
        - i. Tony Turner suggested adding a clause to the effect of if the information is not there, we'll come back to you in a few days, letting them know the Committee is run by volunteers.
      - b. Dennis Yeskey noted that the Planning and Zoning Commission receives a large volume of e-mails from members of the public. He will check with the Town Planner and report back on the P&Z approach.
- b. File sharing and Greenwich Public Schools enterprise Google Drive for project files ("digital file cabinet")
  - i. Laura Kostin (BoE) advised that the GPS CTO assigned the matter to IT personnel to establish a CMSBC-specific District Google Drive enterprise account to be used for file-sharing purposes by the CMSBC and project professionals
  - ii. In the interim, the CMSBC Secretary's (Poccia) Google Drive is being used and the hired project professionals can add to it.

**5. Assign owners and due dates for April 11 RTM quarterly report and attendance at RTM Committee (e.g., Education, Finance, etc.) and District (e.g., District 1, 8, etc.) meetings for May**

- a. Our next quarterly progress report to the RTM is due by April 11<sup>th</sup>. Clare Kilgallen verified with the Town Clerk that the submission deadline for the April RTM meeting packet is March 17<sup>th</sup>. Given the Passover holiday, the sub-committee will look at a draft on March 30<sup>th</sup>
- b. The sub-committee discussed that the town appropriation for the project is part of the May RTM budget meeting on May 8<sup>th</sup>. The CMS capital will be referred to the following RTM Committees: Education, Finance, and Public Works. Budget Overview may also take up the item.
  - i. Clare Kilgallen and Steph Cowie explained that prior school building committees attended and spoke at the RTM Committee meetings in April and May (either by the Chair or designees) as well as the twelve District meetings in May (SBC members covered different ones).
  - ii. Because multiple CMSBC members live in the same Districts, not everyone can be assigned to their “home” RTM District and will be assigned as needed.
    - 1. This item will be reported to the full committee on March 14<sup>th</sup>.
    - 2. The entire CMSBC’s participation is needed in order to attend all the meetings (April 27t, May 1<sup>st</sup>-4<sup>th</sup>)
      - a. There should be a set of talking points developed and given to each CMSBC member for consistent reporting to the RTM.
      - b. The sub-committee discussed developing an outreach e-mail to the District chairs requesting that CMSBC members be allowed to speak at their respective meetings on May 3<sup>rd</sup> & 4<sup>th</sup>.

**6. Adjourn**

- a. A Motion was made by Laura Kostin and seconded by Dennis Yeskey to adjourn. The meeting adjourned without objection at 4:34PM

Prepared by Clare Kilgallen