

Central Middle School Building Committee
Sub-Committee on Communications

Thursday, May 11, 2023
Approved MINUTES

Sub-committee members present: Clare Kilgallen*, Laura Kostin*, Lauren Rabin
(* – CMSBC voting member)

Others present: Jim Giuliano (CSG Group), Jonathan Supranowitz (GPS), Mike Spilo (CMSBC),
Nisha Arora (CMSBC) and Stephanie Cowie (FSAC4PWD Liaison)

1. Call the meeting to order.

- a. Lauren Rabin called the meeting to order at 3:32pm.

2. Approve minutes from May 4, 2023, meeting.

- a. A Motion was made by Clare Kilgallen and seconded by Laura Kostin to approve the minutes. The minutes were approved 2-0.

3. Logistics for May 17, 2023, Forum.

- a. Lauren Rabin indicated that a draft of the May 17 presentation will be reviewed during the May 16 regular BC Meeting.
- b. The sub-committee discussed the use of the Mentimeter and the need to try and provide the audience with categories (e.g., traffic, egress) in which questions could be addressed. We recommend we make an introductory statement on the items that will be addressed under the BC's remit and the items that need to be addressed by the broader Town of Greenwich in relation to the project. We also discussed that some topics like traffic/start times during construction (while need to be understood) may not be ready to be answered at this time.
- c. The sub-committee discussed that the moderator should provide broad timing to the audience on the topics and transitions so that questions on a specific area can be addressed together. We will use index cards again and try to answer as many questions live as possible.
- d. Johnathan Supranowitz & Clare Kilgallen confirmed the multiple channels that the Forum was/will be promoted in:
 - Press: Patch and Free Press confirmed, awaiting confirmation from Sentinel, Greenwich Time and WGCH.
 - Newsletters: CMS, Dr. Jones' Friday update and Fred's Community Connections.
- e. GPS is taking care of AV and Zoom for the evening and will post the recording of the Forum on the CMSBC website.

4. Complete update to BC Fact Sheet/request update to GPS Fact Sheet.

Emphasis on educational program and/or building code elements that require increased square feet.

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- a. Laura Kostin announced that the BOE has not yet approved the revised Education Specification Document from CSG. The vote is scheduled for the BOE May 18 Meeting. A question was raised that if the BOE has not approved the revised documents; what is SLAM working from? The answer is that SLAM is working from the motions that were approved during the April 24 meeting (<https://go.boarddocs.com/ct/greenwich/Board.nsf/Public>). Since the BOE has not approved the revised Education Specification document, the sub-committee asked Johnathan Supranowitz to put a disclaimer on the GPS Fact Sheet or take it down altogether.
- b. The sub-committee also determined that updating the BC Fact Sheet would follow the same timeline as the GPS version. We also discussed revising the BC Fact Sheet to be more objective and not to defend a position.
 - **ACTION:** Nisha Arora will make some specific suggestions for language changes.
- c. The sub-committee concluded that certain topics that we discuss or that come in front of the BC are really for the BOE to answer and we need to do a more thoughtful job of understanding that demarcation. Therefore, the agenda item on what elements increased the square footage of the building would need to be handled by the BOE.

5. Other.

- a. Lauren Rabin opened the floor to discuss the process for reviewing, replying, and forwarding emails to/from the BC Gmail email address. Discussion included concerns of only one person having responsibility, if CSG could be the main facilitator and if only the BC chair should be replying. Lauren Rabin concluded that to address all concerns, Nisha Arora will be the backup to Clare Kilgallen in terms of replying to emails. CSG will also take a more active role once the project is further along.
- b. It was indicated that some non-TOG email addresses that are part of the BC alias are not receiving the auto forward from Gmail, nor are the TOG emails receiving the manual forwarding (as a reminder TOG email addresses never get emails only sent to the alias).
 - **ACTION:** Nisha Arora to connect with Clare Kilgallen on ensuring forward (auto and manual) occurs to each BC member.

6. Adjourn.

- a. The meeting adjourned without objection at 4:49PM.

Prepared by Lauren Rabin