

Greenwich Board of Education Minutes of the GHS Front Entry Committee Meeting

DATE: August 30, 2023

LOCATION: GHS Staff Dining Room and Virtual via Google Meet

TIME: 8:00 am

Committee Members Present:

Stephen Walko - Chairman

Jake Allen - Vice Chairman

Maureen Bonanno-Secretary

Ashley Cole

Stephanie Cowie

Louis Contadino

Christina Downey (BOE)

Leslie Moriarty (BET)

Ex-Officio Members Present:

Tom Bobkowski (BOE - Central Office)

Craig Amundson (RTM)

Ralph Mayo (GHS Principal)

Steven Swidler (BOE Staff)

Lauren Rabin (Board of Selectmen)

Dan Watson (BOE- Central Office)

Others Present:

Max Wernert (Wernert)

Mike Lambert (Wernert)

Pete Smith (Wernert)

David Stein (Silver Petrucelli)

Bob Washburn (Silver Petrucelli)

Not Present:

Dennis Yeskey (P&Z)

Will Schwartz (DPW)

• Call to Order and Project Update:

- Meeting was called to order by Mr. Walko at 8:05 a.m.
- Mr. Walko asked Wernert to give an update on the construction.
- Mr. Lambert stated that the site fence is up, the temporary egress are installed, the walking path is set up and ready for school to start, all of the pavers have been lifted up and they will continue demolition for the next few weeks.
- Mr. Walko asked if there were any lead time items that needed to be discussed and Mr. Lambert responded that there was none to his knowledge. Mr. Walko asked about ordering the steel and Mr. Lambert responded that the steel shop drawings have been submitted for

review, the metal decking shop drawings have been approved, the wood timber drawings, and the ballistic glazing shop drawings will be submitted tomorrow.

- Mr. Stein stated there is a submittal schedule and the critical pieces have been reviewed.
- Mr. Contadino asked if all of the dimensions had been verified and Mr. Lambert responded that they were.
- Mr. Stein gave an update on his end, stating that they are reviewing the shop drawings, there are no open RFI's, and they are tracking lead times and he added that they will be on site every 2 weeks or as needed. Mr. Stein stated that once they get the millwork in, he suggested that we may want a sub committee to review, as well as for the door hardware.
- Mr. Walko asked Mr. Mayo if he was all set on his end and Mr. Mayo responded that they were all set and will be communicating with the parents regarding the temporary entrance. Mr. Mayo noted his concern with the gravel and the students' behavior and Mr. Stein suggested they use some stone dust covering to top the pathway. Mr. Contadino noted that the pathway is for egress only so should not be heavily used.
- Mr. Walko asked about parking and Mr. Mayo suggested they park by driveway #4 where the trailers are.

- **Owners Rep Discussion:**

- Mr. Walko stated that we have 2 bidders, and he reviewed the submissions from Construction Solutions Group and Collier's Project Leaders USA, LLC. Collier's hourly rates were as follows: Principal, \$265; Project Monitor, \$225; State Regulatory Specialist \$224; and administrative support \$148. The hourly rates for CSG were: Principal in charge \$225 ; Project Monitor \$155; State Regulatory specialist \$155, and Administrative Support of \$80. In summary, CSG is \$40 less an hour for the Principal, \$70 less for Project Monitor and State Regulatory Specialist and \$68 for Admin Support.
- Mr. Walko stated that in June we sent an email to the BOE, BET and RTM regarding the lack of funding and the lack of contingency and we landed at approximately \$80K.
- Mr. Walko stated that we have 2 decisions, to select the Owner's Rep and to define the scope and he noted that we need assistance with state reimbursement and we need a conduit between the contractor and the school.
- Ms. Downey suggested that given the cost element and the experience with the district, we should consider CSG.
- Mr. Walko stated that if you do the rough math with the project manager, assuming 52 weeks, it is about 10 hours per week, but we may only need them half that time for now.
- Mr. Allen asked if CSG was doing anything with the district and Ms. Downey responded that they were working with CMS.
- Ms. Moriarty asked if 10 hours was enough and the committee members responded that they thought that it would be.
- Ms. Cowie noted that CSG is in the area multiple times a week.
- Mr. Contadino asked if we can have them start later in the process and Mr. Walko responded that the scope is ours and since the bid is based on an hourly schedule, it's up to us to define the scope.
- Mr. Walko stated that because of the 90 day requirement, we must vote today on the Owner's Rep, otherwise we would need to go out to bid.

- **Motion On Owner's Rep:**

Motion was made by Mr. Allen and seconded by Ms. Downey to select CSG as the Owner's Rep. The motion was approved. *The Motion Passed 8-0-0.*

- Mr. Walko then discussed the Owner's Rep scope and he suggested that the scope should be one half day, 4-5 hours per week.
- Ms. Downey asked if there was nothing going on during the week, how should we handle that? Mr. Allen noted that there were special inspections coming up.
- Ms. Rabin noted that on the CMS project, CSG gives the committee an estimate on a weekly basis.

Motion was made by Ms. Downey and seconded by Ms. Cole to define the scope of the Owner's Rep work for up to 5 hours per week to be adjusted as the project proceeds. The motion was approved. *The Motion Passed 8-0-0.*

- Ms. Moriarty asked if Mr. Walko could find out who the contact at CSG would be and Ms. Downey asked for them to submit weekly estimates.
- Ms. Moriarty noted that the BOE will likely need a dollar amount for the Owner's Rep contract as an accounting matter and Mr. Walko suggested \$40K.

Motion was made by Mr. Allen and seconded by Ms. Downey to approve an Owner's Rep contract amount of up to \$40K. The motion was approved. *The Motion Passed 8-0-0.*

- **Motion and Discussion on Architect's Contract:**

- Mr. Walko stated that Silver Petrucelli's contract had an end date, so now we need to add in another extension.
- Mr. Walko noted that there is a discrepancy in the contract amount. Mr. Stein will call BOE purchasing to clarify the amount.
- Mr. Walko then asked for a motion to sign the contract which includes the additional work and an indefinite timeline.

Motion was made by Ms. Downey and seconded by Ms. Cole to approve the Silver Petrucelli contract for either \$60,280 or \$66,042. The motion was approved. *The Motion Passed 8-0-0.*

- **Motion to Approve Invoices:**

Motion was made by Mr. Allen and seconded by Ms. Downey to approve the Wernert Invoice in the amount of \$150,246.39. The motion was approved. *The Motion Passed 8-0-0.*

- Mr. Walko stated that Mr. Stein reviewed and approved the Wernert invoice.
- Ms. Downey asked about the frequency of the invoices and Mr. Lambert reported they would submit on a monthly basis, the 31st of each month.

- **Discussion on Other Items and Timing:**

- Mr. Amundsen asked for Ms. Moriarty to prepare a report for the RTM.
- Mr. Walko stated that regarding the landscaping, he has notified Mr. Stein and Mr. Wernert that it should be as low maintenance as possible, based on his experience with the New Leb landscaping.
- There was discussion regarding the relocation of the flagpole. The site will be verified and this will be the permanent site of the flag pole.
- Mr. Lambert asked if a decision was made on the concrete benches and he noted that the Tree Warden did not approve of where the benches are currently being stored. Mr. Walko responded there would be an answer on the benches by the end of September.
- Mr. Walko asked for an estimate on the special testing coming up.
- Mr. Walko suggested that the next meetings will be on September 13th and September 27, in person at the GHS Media Center.

- **Motion to Approve Meeting Minutes:**

Motion was made by Ms. Moriarty and seconded by Ms. Downey to approve the August 16th meeting minutes. The motion was approved. *The Motion Passed 8-0-0.*

- **Adjourn:**

- The meeting was adjourned by Mr. Walko at 8:55 am

Submitted by Maureen Bonanno on September 8th, 2023