



Meeting Minutes

MEETING DETAILS

Meeting Number	23-057	
Purpose	Weekly Meeting	
Meeting Date	10/17/2023	
Meeting Time	8:04 AM	
Location	Board of Ed and Virtual	

Attendee	Committee Members	Attendance
Chairman	Tony Turner	DRC - Member, Sub-Committee Communications Member Present
Vice Chairman	Clare Kilgallen	DRC - Member, Sub-Committee Communications Member Present
Secretary	Christina Poccia	DRC - Member Present
	Todd Klair	Absent
	Joe Rossetti	DRC - Member Present
	Josh Caspi	DRC - Member Joined 8:12 Present
	Jan Kniffen	Present
BET Rep	Nisha Arora	Joined 8:21 Present
BOE Rep	Laura Kostin	DRC - Member, Sub-Committee Communications Member Present

Attendee	Ex-Officio Members	Attendance
FSAC for People w/ Disabilities	Steph Cowie	DRC - Member, Sub-Committee Communications Member Present
BoS Rep	Lauren Rabin	Sub-Committee Communications Member Absent
RTM Rep	Mike Spilo	Joined 8:08 Present
DPW rep	Michael Kiselak	Absent
Dr. Toni Jones rep	Daniel Watson	DRC - Member Present
P&Z rep	Dennis Yeskey	Sub-Committee Communications Member Present
Neighborhood Liaison	Rachael Koven	Neighborhood Liaison Joined 8:12 Absent
Neighborhood Liaison	Warren Silver	Neighborhood Liaison Present
Neighborhood Liaison	Susan Rudolph	Neighborhood Liaison Present

Attendee	Meeting Attendees	Attendance
CSG, Owner Rep	Jim Giuliano	Present
CSG	Samantha D'Agostino	Present
S/L/A/M	Kemp Morhardt – PIC	Present
S/L/A/M	Jim Hoagland, AIA, NCARB, LEED AP	Present
S/L/A/M	Henry Withers, ASLA – Landscape	Present
Principal	Tom Healy	DRC - Member Absent
Turner, CM	Tim Klepps	Present

Agenda Item	Topic	Description
1.00	Call to Order	Ms. Tony Turner called meeting to order at 8:04pm
2.00	Chairman's Remarks	The application for the Municipal Improvement (MI) process was re-approved unanimously 3-0-0 by Board of Selectman on October 12 to move the MI application to the Planning & Zoning Commission for review
2.01	Chairman's Remarks	Update on personnel help for meeting note taking
2.03	Chairman's Remarks	We are not on the Architectural Review Committee (ARC) agenda for October 18, because the Planning & Zoning Commission (P&Z) would like to review the application before the ARC does. ARC is advisory to P&Z.
3.00	CSG Update (Owner's Representative)	Mr. Jim Giuliano reported that the weather-postponed Environmental Phase II site assessment has been rescheduled with Langan for October 22 in coordination with Principal Healy and GPS
3.01	CSG Update	S/L/A/M has been working on P&Z applications and presentation for October 17 has been its primary focus. Working to schedule the next security meeting which includes GPS Security Director Tom Bobkowski. Mr. Jim Hoagland expects it to be scheduled within the next week or so.
3.02	CSG Update	At the weekly project meeting with CSG, S/L/A/M, and Turner CSG advised that it will be working with them for the documentation needed for the state school construction grant application. CSG expects to provide some materials related to the grant application for the 10/24 CMSBC meeting. Ms. Samantha D'Agostino from CSG is working on that.
4.00	Next Steps on the Interim Funding request	Mr. Turner reported that he notified the BET of the CMSBC October 10 approved motion which requested that the BET take action October 18-20 on the CMS funding request.
4.01	Vendor Summary and Financial Report	Mr. Turner reported that the BET took no action at its October 16 meeting on the CMS funding request, waiting on MI approval from P&Z. Immediately after the P&Z approval of the MI for CMS Mr Turner will immediately correspond with both the BET and RTm to advise them of the project's MI status and ask them urgently – he considers it an emergency given the cost factor and time – to have a meeting to hear the interim funding request as soon as possible.
4.02	Vendor Summary and Financial Report	There was a community question about the P&Z process & if Municipal Improvement could be approved with conditions. Mr. Dennis Yeskey explained that the MI is either approved or not but that the preliminary site plan could be moved to final with conditions. Ms Clare Kilgallen added that all issues do not have to be answered at the P&Z meeting, but do need to be identified.

5.00 Vendor Summary and Financial Report	Mr. Turner noted the projection actions through February 2024 brings A&E to \$2.2m. Mr. Tim Klepps reviewed the summary spreadsheet circulated to the Committee. Design Development (DD) documents will be ready December 13, followed by Turner's estimate which will take three weeks which will include a value management review as was done during the schematic design phase. Mr. Klepps reviewed the elements between now and groundbreaking in October 2024. There was discussion that the schedule could pick up a few weeks if the Committee were to approve the Construction Documents (CD) phase earlier than is in the current schedule. Mr. Turner noted that if we do not get interim funding we will not be able to move forward with CDs. If we do not have any pencils down time and proceed in parallel with the estimates, Mr. Klepps said that the schedule for groundbreaking could potentially move up a month to September 2024. Mr. Klepps noted that it is typical to move directly from DD to CD phase. Klepps stated that the "pencils down" is a conservative schedule.
5.01 Vendor Summary and Financial Report	Mr. Michael Spilo asked about the accuracy of the DD estimate and if a wide variance from the SD estimate should be expected.
5.02	Mr. Klepps the construction manager (CM) reminded the Committee that Turner Construction with its cost estimator, S/L/A/M, and CSG meet every other week to review the DD documents for any major or larger scale changes that are being proposed. This process has been done since the start of Design Development [August] and there isn't any indication currently that there are major changes that will impact the budget that cannot be accounted for within the design contingency. The CM does not expect any large-scale fluctuations given current indications and the design contingency's size.
5.03 Vendor Summary and Financial Report	Based on today's indications Mr. Klepps does not see DD large-scale overrun to the budget.
5.04 Vendor Summary and Financial Report	Mr. Kemp Morhardt (S/L/A/M) noted that after DD the local regulatory process could still be continuing after DD completion. Final site plan application is expected mid to late November (while DD is at 80%) which could go into Q1 2024.
5.05 Vendor Summary and Financial Report	Mr. Giuliano (CSG) remarked on the costs of time and noted that many projects go from DD right into Construction Documents to save that time and agreed with the Construction Manager. Giuliano noted the design contingency is 6.75% at \$5.1 million and that the line item for escalation is another \$5.6 million.
5.06 Vendor Summary and Financial Report	Mr. Klepps verified that Todd Moss, the cost estimator is at the bi-weekly verification cost meetings on this subject to go through the DD progress.
5.07 Vendor Summary and Financial Report	Mr. Joe Rossetti noted the point of the continuous cost verification process given the project schedule and that because of this verification process is very comfortable that the DD estimate will be very close to the SD estimate of \$112m (rounded).
5.08 Vendor Summary and Financial Report	Ms. Clare Kilgallen suggested that while the Committee understand this process, that the bi-weekly verification cost process be communicated to the public in writing by the Committee and to also reinforce it in future meetings for the public's awareness.
6.00 Discussion on possible need for Committee by-laws	Mr. Turner noted the contractual need for a sub-committee for construction contingency approvals. Given this and other developments since the Committee's formation, he thinks that having a short set of by-laws would be helpful. he will start working on a draft for the Committee's consideration. Such a vote for by-laws would require a two-thirds vote.
7.00 Pending invoices	Mr. Joe Rossetti made a motion which Ms. Clare Kilgallen seconded to approve the Shipman & Goodwin legal services invoice dated October 11 for services ending September 30, 2023 Invoice #635096 in the amount of \$2,600.00
7.01 Vote	Vote 7-0-0 Passed (voice vote)
8.00 Other	- none -
10.00 Next meeting is October 24	The next meeting is October 24 at 8:00am.
11.00 Motion to Adjourn	Moved to adjourn by Ms. Clare Kilgallen and seconded by Ms. Laura Kostin
12.00 Adjourn	Meeting adjourned at 8:41 am
13.00 Exhibit	Scorecard is attached as exhibit, CSG authored

Meeting Closed



Prepared by:

Christina Poccia, Secretary
Central Middle School Building Committee

APPROVED

Greenwich Central Middle School

Weekly Project Scorecard

Issuance Date: 10/17/2023 **Project Start Date:** 10/2022
Building Committee Chairman: Tony Turner **Project End Date:** 12/2026
Owners Rep: Construction Solutions Group, LLC **Project Phase:** Schematic Design
Prepared by: Jim Giuliano

Project Description:

Design and Construction of a New Middle School Building on the existing site for the current Middle School.

Accomplishments (past 14 days)

1. Prepare for P&Z presentation on the 17th.
2. Scheduled Langan for October 27th for the soil testing at the old oil tank location to finalize the Phase II ESA.
3. SLAM updated CHPBS checklist.
4. Turner forwarded insurance information to the town.
5. P&Z Application submitted on 10/3/23.
6. SLAM conducted end users meetings at CMS on Thurs. 10.05.23.
7. Conducted consultant design review meeting on 10.06.23.

Next Steps (next 14 days)

1. SLAM to schedule another security meeting with BoE and Town officials.
2. SLAM will be conducting a sustainability review in the coming weeks.
3. SLAM is preparing for the next DRC meeting on the 18th.

Attention Points

- Get MI Approval
- Obtain previous funding approvals. **CSG has May & June 2022 minutes. June 2023 minutes will not be completed until Sept.**
- Compile OSCGR Grant Application documents.

Budget			
Approved	Committed	Invoiced	Paid to date
\$2,083,957.48	\$813,769.46	\$333,553.77	\$619,643.23
Budget Remarks;			

Critical Path / Milestones	Start Date	Target Completion Date	Actual Completion Date
Design Development	8.18.23	12.13.23	
Borings for geo-technical design (report to follow)	8.28.23	9.01.23	9.01.23
Public Meeting	9.06.23	9.06.23	9.06.23
Preliminary Site Plan application	8.18.23	10.3.23	10.03.23
BET Budget Committee Meeting		10.11.23	
BoS vote on MI Referral (10am)		10.12.23	
P&Z Post on line comments/observations		10.13.23	
P&Z w/ Staff review comments on application (1:00pm)		10.16.23	
BET Regular Meeting (6:30pm)		10.16.23	
P&Z Review application & Possible Vote on MI status (4:00pm)		10.17.23	
Architectural Review Committee (7:00pm)		10.18.23	

Risk	Risk Reason	Update	Risk Mitigation
Approved Funding insufficient for Conceptual Design Estimate		BC approved an additional \$42,016,961.00 funding request to go to BOE, BET & RTM	BET and BOE & RTM agree
Missing OSCGR Grant Application deadline		Submit GA after final funding approval	RTM authorizing proper funding or submit for 2024 Priority List continuing w/ the project.

Weekly Project Scorecard – Progress Photos