



Central Middle School Building Committee

Meeting Minutes

MEETING DETAILS

Meeting Number	24-006
Purpose	Weekly Meeting
Meeting Date	01/30/2024
Meeting Time	6:38 PM
Location	Town Hall Meeting Room

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		Present
	Joe Rossetti	DRC – Member	Present
	Josh Caspi	DRC – Member - 6:45PM	Present
	Jan Rogers Kniffen		Absent
BET Rep	Harry Fisher		Present
BOE Rep	Laura Kostin	DRC – Member, Sub-Committee Communications Member	Present

Attendee	Ex-Officio Members	Attendance	
BoS Rep, <i>ex-officio</i>	Lauren Rabin	Sub-Committee Communications Interim Chair	Present
RTM Rep, <i>ex-officio</i>	Steph Cowie		Present
DPW rep, <i>ex-officio</i>	Michael Kiselak		Absent
Dr. Toni Jones rep, <i>ex-officio</i>	Daniel Watson	DRC – Member	Present
P&Z rep, <i>ex-officio</i>	Dennis Yeskey		Present
FSAC for People w/ Disabilities RTM Rep	Steph Cowie	DRC – Member, Sub-Committee Communications Member	Present
Neighborhood Liaison	Rachael Stockman Koven		Absent
Neighborhood Liaison	Warren Silver		Present
Neighborhood Liaison	Susan Rudolph		Absent

Attendee	Meeting Attendees	Attendance	
CSG, Owner Rep	Jim Giuliano	Owner's Representative	Present
CSG	Samantha D'Agostino		Present
S/L/A/M	Kemp Morhardt – PIC		Present
S/L/A/M	Jim Hoagland		Present
S/L/A/M	Henry Withers		Present
Turner, CM	Tim Klepps	Construction Manager	Present
Turner, CM	Valeria Donahue	Construction Manager	Present
Colliers (CxA)	Evan Wyner, PE, LEED AP		Absent
CMS Principal	Tom Healy	DRC – Member	Absent

Agenda Item	Topic	Description
1.00	Call to Order	Mr. Tony Turner called the meeting to order at 6:38:00 PM. Roll call was taken.
2.00	Chairman's Remarks	No objection to swapping item 7 to come after item 4
3.00	Executive session to discuss service and fee proposals for RFP 2390-22	Motion and a second to seat Bob O'brien into executive session. Tony moved and Laura Kostin seconded.
3.01	Executive session to discuss service and fee proposals for RFP 2390-22	Voice vote to seat Bob O'brien 8-0-0 Motion Passed (Mr. Jan Kniffen absent)
3.02	Executive session to discuss service and fee proposals for RFP 2390-22	Ms. Laura Kostin moved to seat Dr. Jones to be included into the executive session. Ms. Clare Kilgallen seconded.
3.03	Executive session to discuss service and fee proposals for RFP 2390-22	Mr. Harry Fisher stated that only invite guests to hear testimony and opinion on a particular matter.
3.04	Executive session to discuss service and fee proposals for RFP 2390-22	Mr. Tony Turner suggested that we move into executive session and at that time determine if Dr. Jones's expertise is needed.
3.05	Vote to seat Dr. Tony Jones	3-5-0 Motion Failed (Mr. Jan Kniffen absent)
3.06	Executive session to discuss service and fee proposals for RFP 2390-22	Mr. Tony Turner moved to go into executive session to discuss service and fee proposals for RFP 2390-22 and Mr. Harry Fisher seconded.
3.07	Vote on Executive Session	8-0-0 Motion passed (Mr. Jan Kniffen was absent)
3.08	Executive session to discuss service and fee proposals for RFP 2390-22	Entered executive Session began at 6:49pm
3.09	Executive session to discuss service and fee proposals for RFP 2390-22	Left executive session at 8:17pm, no action taken Ms. Clare Kilgallen moved and Mr. Harry Fisher seconded
4.00	CSG Update	Scorecard attached, committee had no comment

4.01 Procurement - Turner Construction - DD Estimate	Mr. Tim Kleps and Ms. Valerie presented the DD budget for review.
4.02 Procurement -DD Estimate Discussion	Ms. Laura Kostin raised the point that a chilled beam included in the design drawings was not agreed to by the building committee. This was voted on in the 8/15/23 meeting in the value management log.
4.03 Procurement -DD Estimate Discussion	Mr. Kemp Morhardt confirmed to the building committee that a detailed analysis will be submitted to identify the areas where the increased sqft was allocated to in the building, this will be submitted in approximately a week.
4.04 Procurement -DD Estimate Discussion	Mr. Kemp Morhardt will work with the mechanical engineers to identify the driver to the increased scope for the chiller units.
4.05 Procurement -DD Estimate Discussion	The professionals will work to categorise the drivers of change for the building committee to use to evaluate the change estimation from SD to DD.
4.06 Procurement -DD Estimate Discussion	Ms. Christina Poccia requested CSG to raise the estimation as a risk on the scorecard and to identify areas of mitigation.
4.07 Procurement -DD Estimate Discussion	The architectural team will look at alternate structural options for the foundations.
4.08 Procurement -DD Estimate Discussion	Ms. Steph Cowie asked for CSG to confirm is the change in Sq Ft affects our application for reimbursement with the state and what are the effects. CSG to confirm.
7.00 Discussion and possible vote for amendments to the final site plan	No vote taken, more work needs to be done by our professionals and a reconciliation of design decisions with the budget
5.01 ARC	SLAM has advised that we are not ready to go back in front of ARC
5.02 Project Plan	Project plan to be circulated to the team to understand the deliverables, the new timeline and the effect on the construction schedule, CSG to manage this deliverable
5.03 ARC Letter	Ms. Clare Kilgallen and Mr. Dennis Yeskey to have a letter sent with exhibits to receive feedback, this should not be delayed
5.04 Tree Warden Letter	CSG to forward a letter from Chief that the outcropping is being removed to the tree warden.
5.00 Procurement Process	Mr. Tim Kleps circulated a "Source Blue" pamphlet to explain the benefits of early procurement. Turner Construction to submit a report identifying areas of opportunities of items we can purchase early.
6.00 Discussion and possible vote to add speed cameras to the project	Mr. Joe Rosetti moved to not install security cameras, Mr. Todd Klair seconded
6.01 Vote	7-0-0 (Mr. Josh Caspi and Mr. Jan Kniffen absent) Passed
8.00 Pending Invoices	None
9.00 Other	None
10.00 Minutes	None
11.00 Next Meeting	February 6, 2024 at 8:00AM
12.00 Motion to Adjourn	Mr. Harry Fisher moves to adjourn meeting, Ms. Laura Kostin seconds. It is unanimous
12.01 Adjourn	22:06
12.03 Exhibit	Scorecard Attached



Prepared by:

Christina Poccia, Secretary
Central Middle School Building Committee

clk *Drafted by: Susana Valenzuela, EA, HR, BOE*

Weekly Project Scorecard

Prepared By: Jim Giuliano
 Owner's Representative:
 Construction Solutions Group
 Issuance Date: 1/30/2024

Central Middle School – 9 Indian Rock Lane, Greenwich, CT



Building Committee Chairman	Project Start Date	Project End Date	Project Phase
Tony Turner	October 2024	December 2026	Design Development

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

Accomplishments (past 14 days)

- CSG continues to update and add to the responsibility matrix.
- SLAM continues to conduct regular meetings with their consultants.
- CSG continues to review Turner's Engineering Report and making a list of items to review with Turner and SLAM.
- Turner completed their Design Development Estimate and submitted it to CSG on Monday, 01/22/2024.
- SLAM completed their Design Development Estimate and submitted it to CSG on Monday, 01/22/2024.
- Town Sewer Department determined we do not need to scope the Sewer Lines, but the Drainage Lines do need to be scoped.
- CSG worked with both SLAM and Turner to develop responses to the questions from the Community Engagement Forum on Wednesday, 01/17/2024.
- The Schematic Design Review (SDR) Meeting occurred on 01/10/2024.
- The DRC #16 Meeting will be held on 01/10/2024. This meeting was utilized to review the tasks to be discussed at the ARC Workshop Meeting on 01/11/2024.
- ARC Workshop Meeting was held on 01/11/2024 to have a further/more detailed discussion about the Project prior to the regularly scheduled ARC Meeting.
- SLAM met with Safety/Security on 1/17/2024 to review safety concerns regarding the rock outcropping. SLAM is expected to receive letter summarizing the safety assessment.
- The DRC #17 Meeting took place on 01/17/2024.
- A Community Engagement Forum was held on 01/17/2024.
- The DD Estimate Reconciliation between SLAM and Turner took place from Wednesday, 1/24/2024 to 1/25/2024.
- The Professional Team has begun to establish a Value Management List based on the DD Estimate Reconciliation.
- CSG established a Plan of Action for the Project through 2/20/2024.

Next Steps (next 14 days)

- SLAM to submit a description of HPBS utilized in the design for CMS which will be ready for review at the CMS BC Meeting on Tuesday, 1/30/2024.
- SLAM to prepare the supplemental submission to P&Z to review at the CMS BC Meeting on Tuesday, 1/30/2024. This will include a summary of the CT HPBS, curb cut revisions at Indian Rock Lane, dumpster locations, monument sign at the Indian Rock Lane entry, and the revised building mounted signage.
- SLAM to prepare a letter in response to the Architectural Review Commission (ARC) to review at the CMS BC Meeting on Tuesday, 1/30/2024.
- The Professional Team anticipates presenting the supplement information to P&Z at the Meeting on 2/6/2024..
- The Professional Team anticipates reviewing and/or presenting the response to ARC at the ARC Meeting on 2/7/2024.
- P&Z is due to send their official comments on the project's submission by Friday, 2/2/2024.
- Turner anticipates having a Pre-Purchasing Plan on 2/2/2024. This plan will provide a recommendation on items to procure through early bid packages.
- The Professional Team will work on Value Management based on the DD Estimate Reconciliation through 2/20/2024.
- CSG will work with the State OGA Office and coordinate with the Professional Team to schedule the Design Development Review (DDR) Meeting.

Attention Points

Budget

Approved	Committed	Invoiced	Paid to Date
\$2,280,327.48	\$2,280,327.48	\$1,057,056.58	\$714,245.22

Budget Remarks: Paid to Date reflects CSG's Meeting with the BOE to review Munis on 01/09/2024.

Critical Path / Milestones	Start Date	Target Completion Date	Actual Completion Date
Submit Grant application	11.14.23	11.15.23	11.22.23
Langan Phase II Final Report		11.17.23	
Schedule Schematic Design Review (SDR)	11.22.23	12.04.23	12.21.23
Design Development Documents	8.18.23	12.13.23	12.13.23
Meeting with Tree Warden		12.21.23	12.21.23
Phasing and Logistics Planning Meeting		12.21.23	12.21.23
Complete SDR Checklist	11.24.23	12.22.23	
Architectural Review Commission (ARC) Submission		12.19.23	12.19.23
ARC Meeting 1		01.03.24	01.03.24
P&Z Site Plan Submission		01.05.24	01.05.24
Schematic Design Review (SDR) Meeting		01.10.24	01.10.24
DRC Meeting #16		01.10.24	01.10.24
ARC Workshop Meeting #1		01.11.24	01.11.24
DRC Meeting #17		01.17.24	01.17.24
Community Engagement Meeting		01.17.24	01.17.24
DD Estimate Complete	12.14.23	1.29.24	
P&Z Site Plan Approval (Tentative)		02.06.24	
ARC Meeting 2 (Tentative)		02.07.24	
BC Estimate review/VE	01.29.24	02.12.24	
Design Development Review (DDR) Meeting	01.30.24	02.28.24	
CD Documents	01.09.24	04.02.23	