



Central Middle School Building Committee

Meeting Minutes

**MEETING DETAILS**

Meeting Number	24-006		
Purpose	Weekly Meeting		
Meeting Date	02/06/2024		
Meeting Time	8:02 AM		
Location	Town Hall Meeting Room		

Attendee	Committee Members		Attendance
Chairman	Tony Turner	DRC – Member, Sub-Committee Communications Member	Absent
Vice Chairman	Clare Kilgallen	DRC – Member, Sub-Committee Communications Member	Present
Secretary	Christina Poccia	DRC – Member	Present
	Todd Klair		Present
	Joe Rossetti	DRC – Member - Left at 8:30	Present
	Josh Caspi	DRC – Member - Left at 9:00	Present
	Jan Rogers Kniffen		Present
BET Rep	Harry Fisher	Left at 8:55	Present
BOE Rep	Laura Kostin	DRC – Member, Sub-Committee Communications Member	Present

Attendee	Ex-Officio Members		
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		Present
Neighborhood Liaison	Warren Silver		Present
Neighborhood Liaison	Susan Rudolph		Present

Attendee	Meeting Attendees		
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		Present
CMS Principal	Tom Healy	DRC – Member	Present

Agenda Item	Topic	Description
1.00	Call to Order	Ms. Clare Kilgallen called the meeting to order at 8:02:00 PM. Roll call was taken.
2.00	Chairman's Remarks	Mr. Tony Turner is absent and Ms. Clare Killgallen will chair the meeting in his absent.
2.01	Chairman's Remarks	The Colliers agreement was fully executed
3.00	Executive session to discuss service and fee proposals for RFP 2390-22	Ms. Clare Kilgallen moved to go into exec sessionion to discuss RFP 2390-22 and seconded by Ms. Clare Kilgallen
3.01	Executive session to discuss service and fee proposals for RFP 2390-22	Voice vote 8-0-0 Motion Passed (Mr. Tony Turner absent)
3.02	Executive session to discuss service and fee proposals for RFP 2390-22	Mr. Jan Kniffen moved to seat Mr.Jim Giuliano in exec session for a small portion of the meeting.
3.03	Executive session to discuss service and fee proposals for RFP 2390-22	Voice vote 8-0-0 Motion Passed (Mr. Tony Turner absent)
3.04	Executive session to discuss service and fee proposals for RFP 2390-22	Entered executive Session began at 8:09am
3.05	Executive session to discuss service and fee proposals for RFP 2390-22	Left executive session at 8:29am, no action taken Ms. Christina Poccia moved and Mr. Todd Klair seconded
4.00	CSG Update	Scorecard attached, committee had no comment
4.01	CSG Update	Ms. Clare Kilgallen moved to approve the increase of legal hours as presented by CSG. Mr. Jan Kniffen seconded.
4.02	CSG - Legal Hours Vote	8-0-0 Passed (Mr. Tony Turner absent)

4.03 Environmental Conservation Report	Mr. Dennis Yeskey is working to understand the requirements and how to accommodate the request to confirm an environmental investigation of the site. SLAM is also looking to help articulate a letter to address any concerns
4.05 Environmental Conservation Report	No RFP should have to be issued for this investigation
4.06 Procurement -DD Estimate Discussion	Moved by Mr. Jan Kniffen to approve 113 hours are requested for February from CSG, seconded by Ms. Clare Killgallen
4.07 Vote	7-0-0 Passed (Mr. Tony Turner and Mr. Joe Rosetti absent)
4.08 Construction Documents - Pause	It is SLAMS recommendation to pause the construction documents until the value management log is approved
5.01 Construction Documents - Pause	Friday 2/16 the value management items will have been priced for Committee review and a special meeting will be held on the 23rd to finalize the value management log.
5.02 New Project Schedule	The project schedule that was approved at the last meeting works with putting a pause on the construction documents
5.03 Construction Documents - Pause	Motion by Ms. Christina Poccia and seconded by Mr. Jan Kniffen
5.04 Vote	6-0-0 Passed (Mr. Tony Turner Mr. Harry Fisher and Mr. Joe Rossetti absent)
6.00 Procurement Process	Turner presented an option to do an early procurement process.
6.01 Procurement Process	Mr. Tim Kleps confirmed that we have about a month to decide the early procurement package.
7.00 Pending Invoices	Shipman Goodwin Invoice No. 640397 for approval moved by Ms. Christina Poccia and seconded by Ms. Christina Poccia
7.01 Vote	5-0-0 Passed - (Mr. Jost Caspi, Mr. Tony Turner Mr. Harry Fisher and Mr. Joe Rossetti absent)
8.00 Other	None
9.00 Minutes	Ms. Clare Kilgallen moved to approve the minutes 1/2, 1/5, 1/9, 1/17/23, 9/12/23. and Mr. Jan Kniffen seconded.
9.01 Vote Minutes	8-0-0 Passed (Mr. Tony Turner absent)
10.00 Next Meeting	February 20, 2024 at 8:00AM
11.00 Motion to Adjourn	Mr. Todd Klair moves to adjourn meeting, Ms. Laura Kostin seconds. It is unanimous
11.01 Adjourn	9:26:am
12.03 Exhibit	Scorecard Attached




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**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: 2/6/2024

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



<b>Building Committee Chairman</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Project Phase</b>
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.
- 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.
- SLAM submitted a description of HPBS utilized in the design for CMS.
- SLAM prepared the supplemental submission to P&Z and reviewed at the CMS BC Meeting on Tuesday, 1/30/2024. This included 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 prepared a letter in response to the Architectural Review Commission (ARC) that was reviewed at the CMS BC Meeting on Tuesday, 1/30/2024.
- P&Z issued their official comments on the project's submission by Friday, 2/2/2024.
- CSG established a new Project Plan which was approved by the CMS BC at the Special Building Committee Meeting on 02/02/2024.
- Professional Team met with the Building Official and the Fire Marshal on 1/30/2024 to discuss the issue with the fire pump and review what type of generator would be acceptable.
- SLAM met with the new security department head for GPS and Dan Watson to discuss GPS requirements for hardware/security.

**Next Steps (next 14 days)**

- 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**

- Value Management continues in efforts to bring budget in alignment with approved funding
- Evaluation of Value Management relative to ARC and P&Z submission dates

Budget			
Approved	Committed	Invoiced	Paid to Date
\$2,308,633.00	\$2,415,055.70	\$1,421,608.73	\$1,238,750.41
<b>Budget Remarks: See Vendor Summary for January 2024 for more information.</b>			

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 <i>(Tentative – Professional Team is attempting to improve this date)</i>		04.08.24	
ARC Meeting 2 <i>(Tentative – Professional Team is attempting to improve this date)</i>		04.03.24	
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	