

**Central Middle School Building Committee
Meeting Minutes**



MEETING DETAILS

Meeting Number	25-061
Purpose	Weekly Meeting
Meeting Date	2/18/25
Meeting Time	8:00 AM
Location	Town Hall

Name	Committee Members	Attendance
Joe Rossetti	(Chair), DRC Member	Present - In person
Clare Lawler Kilgallen	(Vice Chair) Sub-Committee Communications Member, DRC Member	Present - virtual
Tony Turner		Present - virtual
Christina Poccia	(Secretary), DRC Member	Present - virtual
Harry Fisher	(BET Rep)	Present - In person
Laura Kostin	(BOE Rep)	Present - virtual
Joshua Caspi		Absent
Todd Klair		Present - virtual
Joe Kelly		Present - virtual


Name	Ex-Officio Members	Attendance
Dennis Yeskey	(P&Z)	Present - virtual
Dan Watson	(GPS)	Present - virtual
Michael Kiselak	(DPW)	Present - virtual
Stephanie Cowie	(RTM)	Present - virtual
Lauren Rabin	(Board of Selectmen)	Present - virtual
Thomas Healy	(CMS Principal)	Present - virtual
Rachael Koven		Present - virtual
Susan Rudolph		Present - virtual
Warren Silver		Absent
Jen Behette		Present - virtual

Name	Company	Title	Attendance
Peter Rader	JLL	Vice President/Associate Director	Present - In person
Jose Cardoso	JLL	Senior Project Manager	Present - virtual
John Munnick	JLL	Associate Project Manager	Present - In person
Kemp Morhardt	SLAM	Principal	Absent
Stephen Martocchio	SLAM	Associate Principal	Present - virtual
James Hoagland	SLAM	Senior Associate	Absent
Henry Withers	SLAM	Senior Landscape Architect	Absent
Tim Klepps	Turner Construction	Project Executive	Absent
Joe Phelan	Turner Construction	Senior Procurement Agent	Present - virtual
Chris Leavitt	Turner Construction	Estimator	Absent
Katie Wilkinson	Turner Construction	Procurement Manager	Absent

Agenda Item	Topic	Description
1.00	Call to Order	Mr. Joe Rossetti called to order on February 18, 2024 at 8:02 AM
2.00	Housekeeping / Adjustments	No update
3.00	Approval of Minutes	The committee decided to table the approval of minutes until the next meeting.
4.00	Committee / Working Group Reports (as required)	<p>CMS-BC - PTA support / fund raising: Stephanie Cowie spoke with Matt Kane over the weekend. The PTA needs to determine what they want to do regarding fundraising. If they plan on selling bricks, they should consult with Steve Martocchio first to discuss any design elements that could be enhancements. Internal furniture elements were suggested as potential options for beautification without disrupting the exterior. Matt Kane is planning to work on this over the next couple of weeks and may join the next meeting on March 4th. Stephen Martocchio sent a site plan in early February with low-cost impact opportunities and other potential exterior options for sponsorships or brick sales. There are concerns about the costs of implementing and installing these changes, as experienced with the high school project.</p>
		<p>PV status updates: Tony Turner reported that this issue has been with JLL and Turner. GPS (Greenwich Public Schools) has hired Titan and Green Skies Energy to move forward with the PPA (Power Purchase Agreement). The work is expected to be executed once the building is complete, in the summer of 2027. JLL has forwarded background information to Titan. The committee agreed that this doesn't necessarily fall under the building committee's purview since it's a GPS issue for summer 2027. There will be some level of coordination required for making the building ready and coordinating with Titan's design.</p>
5.00	Invoices and Possible Vote for Approval:	A question was raised by Clare Kilgallen about why there were two invoices from August. JLL explained that it was due to the timing of when they were submitted against the ASR (Add Service Request), and that they track commitments and invoicing against ACRs (Anticipated Cost Reports). JLL reassured the committee that they are only billing against what has been committed, in line with how the RFP was originally laid out.
		<p>Motion: To approve SLAM Invoices for the total amount of \$79,009.27: SLAM - Invoice 1032759 - 02.06.25 Total amount: \$67,212.00 SLAM - Invoice 1032760 - 02.06.25 Total amount: \$2,250.00 SLAM - Invoice 1031761 - 09.05.24 Total amount: \$5,947.27 SLAM - Invoice 1031762 - 09.05.24 Total amount: \$3,600.00</p>
		Moved by: Mr. Harry Fisher
		Seconded by: Mr. Joe Rossetti
		Vote: Approved 7-0-0
		<p>Motion: To approve JLL Invoices: JLL - Invoice USPDS149253 - 02.12.25 Total amount: \$45,422.00</p>
		Moved by: Mr. Harry Fisher
		Seconded by: Mr. Joe Rossetti
		Vote: Approved 7-0-0

Agenda Item	Topic	Description
		<p>Motion: To approve Michael Horton Invoice: MHA - Invoice #24-105.b1R - 09.26.24 Total amount: \$8,820.00</p>
		Moved by: Mr. Harry Fisher
		Seconded by: Mr. Joe Rossetti
		Vote: Approved 7-0-0
		<p>Motion: To approve Shipman & Goodwin Invoice: S&G - Invoice #658204 - 01.31.25 Total amount: \$6,751.50</p>
		Moved by: Mr. Harry Fisher
		Seconded by: Mr. Joe Rossetti
		Vote: Approved 7-0-0
6.00	Project Team Update:	
	JLL Update	<p>Monthly Newsletter: JLL will develop a standardized monthly newsletter. The newsletter will be distributed to local media outlets. It will be published on a set schedule, with specific publication dates.</p> <p>Ad Hoc Communications: JLL will draft memos for specific construction activities impacting neighbors. Address communication about new Eversource pole installation between two neighbors' driveways Truck traffic is increasing Currently about 3 trucks that will increase to 5 trucks per hour with excavation of building E These memos will be distributed to neighborhood liaisons or directly to residents.</p> <p>Website Updates: Updates will be posted on the CMS website for broader access to information.</p> <p>Press Releases: The committee will determine the approach on press releases to disseminate information through news outlets.</p> <p>Communications Working Group: The committee will reconvene the Communications working group to assist with outreach efforts.</p> <p>Consolidated Contact List:</p>

Agenda Item	Topic	Description
		<p>Communications regarding Blasting: Pre-inspections need to be completed before the blasting permit can be filed. Blasting is intended to happen within the next month. Homes near blasting areas will receive pre-inspections. Follow-up will be conducted to ensure all affected residents are notified and inspected.</p> <p>Specific Issue Communication: The committee will provide clear communication about issues like increased truck traffic and new utility pole installations.</p> <p>Structured Approach: The committee plans to develop a more structured approach to communication, with set publication dates and a clear process for distributing information. This process aims to ensure consistent, comprehensive, and timely communication with the community regarding the Central Middle School Building project.</p>
		<p>Permit Status: SLAM finalizing response to 40 items from Department of Building for full building permit by the end of wk. of 2/17 Foundation permit issued on February 7th Resubmission of Egress Life safety plan for the 1st floor was submitted on 2/13.</p> <p>Project Budget Status: Budget tracking towards \$112,017,000 Invoiced to date: \$4,421,117.78 Remaining owner's contingency: \$6,134,175.51</p> <p>Wishlist Review & Possible Discussions: Committee asked to review the Wishlist and consider prioritization Suggestion to add GMP alternates to the Wishlist Plan to add decision dates for Wishlist items Discussion on including operational needs from the school that weren't in original ed specs Reminder that some Wishlist items may become unavailable due to ordering deadlines</p>
	SLAM Update	<p>Egress / Life Safety Plan Permit discussion: SLAM delivered a revision to the Egress Life safety plan for the 1st floor on 2/13. This was a resubmission of the same information in a slightly different format The goal is to show they may not need the additional egress door previously discussed</p> <p>Athletic Field Funding Allocation: JLL and committee members are planning to meet with SLAM (Steve and Kemp) in their Glastonbury office next Wednesday to go through potential add services and outline cost exposures, including the athletic field</p> <p>Attic stock study: SLAM provided a list JLL is putting together a comprehensive Excel sheet JLL to schedule a discussion with Dan Watson to analyze quantities proposed in the spec, do takeoffs, and determine what's needed and not needed, as well as storage requirements JLL hopes to have the list completed by the end of this week and have a conversation with Dan sometime next week</p> <p>Status update FF&E and engagement with Principal/GPS: A meeting is scheduled for this week (Thursday or Friday) with SLAM and Principal Healy The meeting will cover a first pass at what's included in the FF&E budget room by room SLAM will develop high-level milestones around FF&E activities to report back to the committee Discussion on the process for selecting and ordering furniture, including user involvement and timing</p>

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	Turner (TCCO) Update	<p>Construction schedule & Look-Ahead: Removal of topsoil is ongoing and will continue for the next few weeks. Capasso (concrete subcontractor) will be mobilizing next week They will start formwork and rebar for the retaining wall of building E Eversource plans to install a new pole across the street from the exit. It will be placed between two neighbors' driveways, next to an existing pole BP-11 Masonry rebid - status update: The masonry rebid is due on Friday, February 23rd at noon Turner noted the market feedback indicates: The same 4 bidders from the previous round will be bidding again 2 additional bidders are expected: Lighthouse from Massachusetts NER Masonry from Connecticut Turner's expectation of more coverage in this round of bidding, which is hoped to yield better results</p>
7.00	New Business	No update
8.00	Next Meeting	The final location for the March 4th meeting was left as "to be determined," with the meeting still being hybrid (in-person and virtual).
9.00	Adjourn	
		Motion: To adjourn the meeting
		Moved by: Ms. Clare Kilgallen
		Seconded by: Mr. Harry Fisher
		Vote: Approved 6-0-0
<p style="text-align: center;">  Prepared by: Christina Poccia, Secretary Central Middle School Building Committee </p>		