

**Central Middle School Building Committee
Meeting Minutes**

FINAL



MEETING DETAILS

Meeting Number	25-059
Purpose	Weekly Meeting
Meeting Date	2/4/25
Meeting Time	8:00 AM
Location	GPS Havemeyer Building

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 - virtual
Laura Kostin	(BOE Rep)	Present - virtual
Joshua Caspi		Present - virtual
Todd Klair		Present - virtual
Joe Kelly		Present - virtual


Name	Ex-Officio Members	Attendance
Dennis Yeskey	(P&Z)	Present - virtual
Dan Watson	(GPS)	Present - In person
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		Absent
Susan Rudolph		Present - virtual
Warren Silver		Present - virtual
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 - In person
John Munnick	JLL	Associate Project Manager	Present - In person
Kemp Morhardt	SLAM	Principal	Present - virtual
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	Present - virtual
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 04, 2025 at 8:02 AM
2.00	Housekeeping / Adjustments	<p>1. Joe Rossetti noted there were a few announced or noticed early departures/"hard stops" for some committee members:</p> <ul style="list-style-type: none"> > Harry Fisher at 9:30 > Joe Kelly at 9:30 <p>2. Joe Kelly requested to know which meeting participants are billing for their time and why they are billing.</p> <p>3. JLL clarified that currently only SLAM (the architect) is billing hourly for these meetings, as they are needed throughout the process. Other vendors like Turner Construction have lump sum monthly fees that include meeting time.</p> <p>4. JLL mentioned they try to be mindful of SLAM's representation and only bring in other consultants like MEP engineers when specifically needed for portions of meetings.</p> <p>5. Steph Cowie requested that approved meeting minutes be posted on the Greenwich drive as required, which Christina Poccia agreed to do.</p> <p>6. There was discussion about getting caught up on approving meeting minutes in a more timely manner going forward, aiming to review and approve minutes from the previous meeting each time.</p>
3.00	Approval of Minutes	Minutes from 9/11/2024 were deferred for approval. Claire Kilgallen explained she needed to make some edits to reflect the votes more precisely, but couldn't access the document to make the changes.
		<p>Motion: To approve Minutes from (2024 - 11/19, 12/03, 12/10) with amendments:</p> <ul style="list-style-type: none"> > Correcting the meeting location for the 12/3 and 12/10 meetings, which were held in the Town Hall meeting room. > Fixing typographical errors on people's names. > Clarifying who is listed as ex officio in the top section of the minutes. > Adding titles for other people listed, like the neighborhood liaison.
		<p>Moved by: Ms. Clare Kilgallen</p>
		<p>Seconded by: Mr. Joe Rossetti</p>
		<p>Vote: Approved 8-0-0</p>
4.00	Committee / Working Group Reports (as required)	<p><u>CMS-BC - PTA support / fund raising:</u></p> <ol style="list-style-type: none"> 1. Matt Kane from the PTA had previously expressed interest in getting involved with fundraising for the project. 2. The committee needs to provide direction to the PTA on what fundraising opportunities are available within the design. 3. Steph Cowie will reach out to Matt Kane and connect with SLAM (the architects) to discuss potential fundraising ideas like a brick campaign. 4. SLAM will review where in the design such fundraising elements could be incorporated. 5. The committee will look at adding potential fundraising items to their "wish list" tracking log. <p><u>PV (Photovoltaic) status update:</u></p> <ol style="list-style-type: none"> 1. This will be a Summer 2027 project, as it comes after the main construction. 2. There's still a decision to be made on whether to purchase the PV system or do a PPA (Power Purchase Agreement). 3. Matt Deschamps, the BET representative to the EMAC committee, has been working on numbers and is ready to discuss them. 4. Harry Fisher will be speaking with Matt Deschamps to get more clarity on the economics of purchase vs. PPA options. 5. Ben Branyan is interested in seeing the numbers as well. 6. Team elaborated on that It's not entirely clear if the decision will be driven by the BET (Board of Estimate and Taxation) or GPS (Greenwich Public Schools).

Agenda Item	Topic	Description
5.00	Invoices and Possible Vote for Approval:	
		Motion: To approve SLAM Invoices: SLAM - Invoice 1032486 - 12.09.24 Total amount: \$64,455.07 SLAM - Invoice 1032487 - 12.09.24 Total amount: \$1,025.00 SLAM - Invoice 1032576 - 01.06.25 Total amount: \$36,024.40 SLAM - Invoice 1032578 - 01.06.25 Total amount: \$3,465.00
		Moved by: Mr. Harry Fisher
		Seconded by: Ms. Clare Kilgallen
		Vote: Approved 7-0-0
		Motion: To approve Shipman & Goodwin Invoice: Shipman & Goodwin - Invoice #656728 - 12.24.24 Total amount: \$1,600.00
		Moved by: Mr. Harry Fisher
		Seconded by: Mr. Joe Rossetti
		Vote: Approved 8-0-0
		Motion: To approve JLL Invoices: JLL - Invoice USPDS144405 - 12.11.24 Total amount: \$45,422.00 JLL - Invoice USPDS147338 – 01.16.25 Total amount: \$45,422.00
		Moved by: Ms. Clare Kilgallen
		Seconded by: Mr. Harry Fisher
		Vote: Approved 8-0-0
		Motion: To approve Turner's Invoice: Turner - App #9 - 12.18.24 – PreCon Total amount: \$54,240.00
		Moved by: Mr. Joe Rossetti
		Seconded by: Ms. Clare Kilgallen
		Vote: Approved 8-0-0

Agenda Item	Topic	Description
6.00	Project Team Update:	
	JLL Update	<p>Permit Status – Foundation only:</p> <ul style="list-style-type: none"> > Town of Greenwich Building officials have concerns of the interpretation of exiting requirements for the gym. > SLAM created a sketch with modifications to address the 2/3 exiting requirement. > A meeting was scheduled with John Valerie (building official) to review the proposed changes. <p>Budget Review Recap:</p> <ul style="list-style-type: none"> > Still tracking to \$112,017,000 budget > 4.26% complete to date > JLL will provide monthly updates on budget transfers/reallocations <p>Wishlist review:</p> <ul style="list-style-type: none"> > New tracking log created for potential owner add-ons > JLL to distribute Wishlist to the Committee to review and provide feedback <p>Notice to Neighbors:</p> <ul style="list-style-type: none"> > Some neighbor complaints received about construction start > Meeting scheduled with neighbors to address concerns > Committee emphasized need for improved communication between the Project Team and neighbors <p>Stormwater Pollution Prevention Plan (SWPPP) Proposal</p> <ul style="list-style-type: none"> > Not approved. Committee wanted more information and to explore other options. > Proposal was for \$132,016 from Tighe & Bond through SLAM.
		<p>Turner Construction supplement (\$23,760):</p> <ul style="list-style-type: none"> > This is to finish out the balance of their pre-construction services through February 14th. > It's prorated from their original contract, which had a fee of \$12,000 per month for additional pre-construction services. > This supplement covers the period from December 16, 2024 (when their previous contract ended) through February 14, 2025. > JLL noted this is part of the original contract but needs formal approval for Munis (the financial system) to release the funds. <p>Shipman & Goodwin supplement (\$80,000):</p> <ul style="list-style-type: none"> > This is to cover increased legal costs and invoices. > JLL noted they had previously discussed being over budget on legal fees during the Anticipated Cost Review (ACR) meeting.
	Motion:	<p>Motion to approve both:</p> <p>Turner Construction Contract Supplement Form Total \$23,760.00</p> <p>Shipman & Goodwin Contract Supplement Form Total \$80,000.00</p>
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Joe Rossetti
	Vote:	Approved 8-0-0

Agenda Item	Topic	Description
		<p>JLL presented unit pricing for bid packages #8, 15, 21, 23, 24, 25, 26, 35, and 41:</p> <ul style="list-style-type: none"> > The unit pricing came from the low lump sum bidders for each package, though they may not necessarily have the lowest unit prices. > JLL conducted an analysis comparing the low bidder's unit prices to other bidders and the average. > The committee discussed specific examples, such as plywood pricing differences between roofing and carpentry packages. > JLL explained that having pre-approved unit prices can help cap exposure and simplify change order processes. > The committee asked about the scope of work for certain unit prices, particularly regarding plywood installation and sprinkler heads. > JLL and Turner Construction clarified that the unit prices are for potential changes and are meant to protect the committee from future cost increases. > The committee was informed that the unit prices are fully loaded, including installation, overhead, and profit. > JLL emphasized that approving these unit prices doesn't mean they expect to use them extensively, but rather to have them in place if needed.
		<p>Motion: To approve the unit prices "contingent upon the letter of approval by JLL. And that the letter becomes an exhibit to the minutes."</p>
		<p>Moved by: Ms. Clare Kilgallen</p>
		<p>Seconded by: Mr. Joe Kelly</p>
		<p>Vote: Approved 6-0-0</p>
9.00	Adjourn	
		<p>Motion: To adjourn the meeting due to lack of quorum.</p>
		<p>Moved by: Mr. Joe Rossetti</p>
		<p>Seconded by: Ms. Clare Kilgallen</p>
		<p>Vote: Final voting members count were 4. The meeting adjourned at 9:34 due to lack of quorum</p>
 <hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <p>Prepared by: Christina Poccia, Secretary Central Middle School Building Committee</p>		