



# TOWN OF GREENWICH

**Old Greenwich School Building Committee**

**Tuesday, March 18, 2025**

**7:00am**

**Old Greenwich School Media Center and via Zoom**

**Meeting Notes**

<b>Committee Roster</b>	<b>Present</b>	<b>Absent</b>
<b>Voting Members</b>		
James Waters (Chair)	P	
Jackie Welsh (Vice Chair)	Zoom	
Barbara O'Neill (Secretary)	P	
Jason Brown		A
Cristina Dawson	P	
Leigh Erin Izzo	Zoom	
Leander Krueger	Zoom	
Stephen Selbst (BET Rep)	P	
Michael Joseph Mercanti-Anthony (BOE Rep)	Zoom	
<b>Ex Officio Members</b>		
Jennifer Bencivengo (Principal)	P	
Janet Stone McGuigan (BOS)	Zoom	
Molly Saleeby (RTM)	P	
Peter Robinson (DPW)	Zoom	
Peter Lowe (P&Z)	P	
<b>Liaisons</b>		
Peter Schweinfurth (Liaison, EMAC)		A
Alan Gunzburg (Liaison, FSAC4PWD)	Zoom	
<b>Project Team</b>		
David Stein (Silver Petrucelli & Associates)	Zoom	
Dean Petrucelli (Silver Petrucelli & Associates)		A
Steve Croteau (Silver Petrucelli & Associates)		A
Jesus Martinez (Silver Petrucelli & Associates)		A
Lawrence Rosati (Morganti Group)	Zoom	
Jeff Anderson (Downes Construction Company)		A
Anthony DiMauro (Downes Construction Company)	Zoom	
Ryan Patrick (Downes Construction Company)		A
Joe Ryan (Downes Construction Company)	Zoom	
Michael Dooley (AKF)		A
Joseph Devine (Langan)		A
Kristen Mitchell (Langan)		A
<b>Guests</b>		
Dan Watson (GPS Facilities Director)	Zoom	

Agenda Item	TOPIC	Description
1.00	Call to Order	<ul style="list-style-type: none"> <li>Meeting was called to order at 7:05am.</li> </ul>
2.00	Housekeeping	<ul style="list-style-type: none"> <li>Chair reported that next meeting is Tuesday April 1.</li> </ul>
3.00	Approve minutes from March 4 meeting	<ul style="list-style-type: none"> <li>Motion to approve March 4 meeting minutes by Stephen Selbst, second Cristina Dawson, without objection approved by unanimous consent.</li> </ul>
4.00	Project Team Update <ol style="list-style-type: none"> <li>a. State Pre-Bid Conformance Review</li> <li>b. Main bid package</li> <li>c. Spring 2025 Schedule</li> <li>d. Building Permit</li> </ol>	<ul style="list-style-type: none"> <li><u>State PCR Review</u>: SPA reported that we received the approval letter to go out to bid on March 11. SPA is working to publish plans tomorrow for Downes, dated March 19. SPA will create a set with stamped seals for the Town building permit process.</li> <li><u>Main bid package</u>: Downes reported that they are updating their bid documents in preparation to bid. Downes met with GPS Purchasing last week to again review the Town's bidding requirements. Downes plans to advertise the bid on March 26-28 and that subcontractors will be able to obtain plans and specs on March 31. Bids will be opened on April 28 and GPS Purchasing has already reserved the conference room for it. Downes will meet with Principal Bencivengo to coordinate pre-bid walk-throughs with subs. Chair offered a motion to allow Downes to go out to bid as soon as the required documents are complete; Stephen Selbst seconded the motion and without objection the motion was adopted by unanimous consent.</li> <li><u>Spring 2025 Schedule</u>: Downes reported that if bids are opened on April 28, the GMP would be ready for the building committee's approval the week of May 6. Downes would then expect to conduct background checks and mobilize subcontractors in mid-May. If this is the case, the playground would be shut down when mobilization happens with a goal of completing it by the middle of September.</li> <li><u>Building Permit</u>: Downes reported that once they receive the plans they will meet and submit the plans to Planning &amp; Zoning for review (vs. what was approved before) to obtain the zoning compliance memo needed for the building permit process. Downes noted that they would submit the plans to the various Town departments, to include Health, Wetlands, Sewer, Highway, Fire Marshal, and Building Department. Peter Robinson provided greater detail, mentioning that there is an application routing sheet that needs to be signed. Once the application sheets are signed off, they will start their review. Peter noted the Town historically has comments and they are allowed 30 days for review. Once the review is completed and any comments answered, a building permit will be issued. Morganti to reach out to relevant Town departments to provide a heads up that this is coming.</li> </ul>
5.00	Financial & Consultant Selection Update <ol style="list-style-type: none"> <li>a. Review and vote on Downes invoice #9 for \$9,100.00</li> <li>b. Early Electrical Package Change Order</li> <li>c. Prep for GMP</li> <li>d. Private Donations</li> </ol>	<ul style="list-style-type: none"> <li><u>Downes Invoice</u>: Motion by Stephen Selbst, to approve Downes invoice as listed on agenda, second by Cristina Dawson, Vote 8-0-0.</li> <li><u>Early Electrical Change Order</u>: Downes presented the change order for the early electrical package in the amount of \$6,524. Motion by Stephen Selbst to approve the change order with reference to BOE Project #24334 (where long lead items were allocated), second by Cristina Dawson, Vote 8-0-0.</li> <li><u>Prep for GMP</u>: Chair noted that a meeting was held with Downes last week to walk through the components of the GMP document.</li> </ul>

	e. RFP for Material Testing	<p>Building committee is positioned to review the document with counsel at the beginning of May once the bids have come in.</p> <ul style="list-style-type: none"> <li>• <u>Private Donations</u>: Chair reported that OGS PTA is looking for guidance on private donations. Cristina Dawson and Molly Saleeby will work to put together a targeted list and report back to the committee.</li> <li>• <u>RFP Material Testing</u>: Morganti reported that 6 proposals were received on March 14 by GPS Purchasing for the RFP. Morganti and committee members are reviewing the proposals with a goal of voting on the proposals at the April 1 meeting.</li> </ul>
6.00	<p>Public Relations Update</p> <ul style="list-style-type: none"> <li>a. Prep for Ground-breaking</li> <li>b. Communications Dashboard</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Prep for Ground-breaking</u>: Chair reported that a meeting will be held this Friday to continue to review preparations for the ground-breaking ceremony and broader communications in the lead up to construction. The meeting will be held weekly through April 23. Nicole DeMaio from Downes will join the meeting on March 28.</li> <li>• <u>Dashboard</u>: Chair reported that the dashboard is still being worked on and will be rolled into the work of the prep for Ground-breaking.</li> </ul>
8.00	Adjourn	<ul style="list-style-type: none"> <li>• 8:10am Motion to Adjourn Cristina Dawson, second Stephen Selbst.</li> </ul>