

Central Middle School Building Committee  
Meeting Minutes



MEETING DETAILS	
Meeting Number	25-065
Purpose	Regular Meeting
Meeting Date	4/15/25
Meeting Time	8:00 AM
Location	Mazza Room, Town Hall

Name	Committee Members	Attendance
Joe Rossetti	Chair, DRC Member	Present - In person
Clare Lawler Kilgallen	Vice Chair; Communications Working Group Member, DRC Member	Present - virtual
Christina Poccia	Secretary, DRC Member	Present - virtual
Tony Turner		Present - virtual
Harry Fisher	BET Rep	Present - In person
Laura Kostin	BoE Rep, DRC Member	Absent
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 - virtual
Michael Kiselak	DPW	Absent
Stephanie Cowie	RTM, DRC Member	Present - virtual
Lauren Rabin	Board of Selectmen; Communications Working Group Chair	Absent
Thomas Healy	CMS Principal	Present - virtual

Name	Neighborhood Liaisons	Attendance
Rachel Koven		Absent
Susan Rudolph		Present - virtual
Warren Silver		Absent

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	Absent
Don Bucci	JLL	Managing Director	Present - virtual
Stephen Gross	JLL	Vice President	Present - virtual
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

Agenda Item	Topic	Description
1.00	Call to Order	Mr. Joe Rossetti called to order the meeting on April 15, 2025 at 8:00 AM.
2.00	Housekeeping /	No update.
3.00	Approval of Minutes	Approval of Minutes   (2025 – 03/18, 04/01)
	<b>Motion:</b>	To approve the meeting minutes for March 18 and April 1, 2025, as presented.
	<b>Moved by:</b>	Mr. Harry Fisher
	<b>Seconded by:</b>	Ms. Clare Kilgallen
	<b>Vote:</b>	Approved with no objections, (8-0-0) (Absent: Kostin)
	<b>Additional Info:</b>	After this approval process, Clare Kilgallen asked if these documents are from the "google drive" - Christina Poccia confirmed that they are the ones in the google drive.
4.00	Committee / Working Group Reports (as required)	
	RTM Quarterly Report – Issuance Update	Steph Cowie reported to the committee that the 11th RTM quarterly has been issued. The next (12th) quarterly report is due July 11th 2025. Josh Caspi is the next committee member assigned to prepare this report in collaboration with JLL. Josh Caspi noted that he will be overseas from July 2nd to the 17th. JLL to coordinate accordingly.
	Communication Working Group	CWG outlined the requirements that are needed to publish their monthly project newsletter. The requirements include the following: - A retrospective summary of general project activities for the previous month (April) - A prospective summary of general project activities planned for the next month (May) JLL acknowledged this request and stated they would follow up with Turner to ensure they can provide this information in the format and with the content that the CWG is looking for, in advance of the next newsletter.
	Owner Architect Contractor (OAC)	Turner held the previous OAC meeting on Monday, 04/07. The next OAC meeting is scheduled for Monday, 4/21. The current meeting cadence is Bi-Weekly, but in discussions with Turner, we are planning to switch to a weekly cadence starting in May 2025. JLL will confirm and advise the committee accordingly on meeting cadence updates.
	Financial Working Group	JLL scheduled a meeting for April 17 at 4:00 PM with the Financial Working Group and CMS Officers. The purpose of this meeting will be to review all budget changes and transfers along with any additional financials as it relates to the current ACR (Anticipated Cost Report).
5.00	Invoices and Possible Vote for Approval	
	<b>Motion:</b>	To approve all (4) invoices as presented: Colliers - Invoice 0001040496 - 03.31.25   Total amount: \$672.50 JLL - Invoice USPDS152334 - 04.07.25   Total amount: \$45,422.00 Shipman & Goodwin - Invoice 660951 - 03.31.25   Total amount: \$3,200.00 SLAM - Invoice 1033159 - 04.08.25   Total amount: \$66,207.40
	<b>Moved by:</b>	Mr. Joe Kelly
	<b>Seconded by:</b>	Mr. Joe Rossetti
	<b>Vote:</b>	Approved unanimously, (8-0-0) (Absent: Kostin)
6.00	Project Team Update:	
	TCCO (Turner Construction Company)	
	Site Safety Updates	Turner reported the project has maintained a strong safety record with no incidents reported to date. A total of 77 workers have completed site safety orientation. The average daily workforce on-site last week was 39 workers.
	Owner Architect Contractor (OAC) – Status Update	Turner reiterated that they would look to increase frequency of the OAC meetings starting in May 2025, to weekly.

Construction schedule & Look-Ahead	On site activities are progressing in different areas across the site: Areas A and C: Excavation and footing preparation are being conducted. Area B (gymnasium): The removal of (structurally) unsuitable soil is taking place. Blasting activities are also being conducted across the site: Blasting Area C: Has been completed Blasting Area D: Ongoing (started April 11th) Phase #1 blasting work is scheduled to be completed by April 18th.
Blasting Status Update	Reference <b>Construction schedule &amp; Look-Ahead</b> above.
Excavation of Unsuitable Soils Updates	Additional areas of unsuitable soils have been identified in Areas A and B. Turner advised JLL and the CMSBC officers last week, and were looking to identify potential costs and schedule impacts. Turner is currently quantifying the cost impacts as they have outlined the \$400,000 allowance in the Guaranteed Maximum Price (GMP) has nearly been exhausted. In addition to cost, Turner has outlined that this impacts the project schedule as well. Based on Turner's analysis, they have reported a 14-day schedule impact and presented several mitigation options.  These mitigation options include the following: - Working Saturdays - Using premium time for expedited operations (Clare Kilgallen stated that overtime is not reimbursable under the state grant, except for safety measures). - Utilizing high early strength concrete - Proposal to increase concrete strength from 4,000 psi to 5,000 psi. Turner & SLAM to explore alternative options. - Reducing the Board of Ed move-in time - (Original schedule: 30 days   Suggested reduction: 24 days)  The committee discussed these options, considering overtime costs and reimbursement eligibility. It was requested that Turner prepare a detailed recovery schedule for the next CMSBC meeting, showing how these strategies would impact the critical path. These strategies shall include the associated costs and impacts clearly outlined. The building committee stressed the importance of maintaining the school opening date while balancing costs and efficiency.
JLL update	
Discussion and Possible Vote for Approval	Turner's Notice of Change (NOC-005-R0) was presented for discussion, as recommended for approval by JLL and the project team. This NOC in the amount of \$42,595.00, outlines the following three items: (grease trap, water heater and natural gas piping, and elevator pit waterproofing). The committee examined the reasons for these changes, with the grease trap and water heater modifications driven by town permit requirements. The elevator pit waterproofing, was added do to unforeseen site conditions related to ground water. SLAM outlined their documents for waterproofing was based on the available geotechnical information provided during the design phase. The committee also discussed that JLL track town-directed changes separately. This approval was given with the understanding that Turner would follow up with more detailed pricing through a change order.
<b>Motion:</b>	To approve NOC-005-R0 for \$42,595.00.
<b>Moved by:</b>	Mr. Todd Klair
<b>Seconded by:</b>	Mr. Joe Rossetti
<b>Vote:</b>	Approved (7-0-0) (Absent: Caspi, Kostin)
Community Outreach	JLL distributed an updated communications log and contact list to track outreach efforts. JLL and CWG are actively coordinating with community liaisons to complete missing contact information, particularly for neighborhood associations and groups identified during the blast survey process. The goal is to have a comprehensive contact list to facilitate ongoing community engagement throughout the project.
Project Budget Status	Total project budget remains at \$112,017,000.00 Financial Percentage Complete 7.46% Invoiced amount to date is \$9,549,470.17
State Grant Application #2	JLL is preparing to submit the second state grant application for \$5,090,367.67. JLL is waiting on some required information from the town, specifically EFT payment details. Additionally, they need Dr. Jones' review, as the submission must be made through her login credentials. Due to Dr. Jones being out of office this week, the submission is now tracking to occur week of 4/21.
PV (Photovoltaic) Status	The Board of Education outlined to JLL and the PV Array Working Group that the PV will be secured via a power purchase agreement with Green Skies and Titan. The agreement will be with the BoE, and has not currently been executed. A meeting is scheduled for Thursday morning to discuss next steps and the grant process related to the PV project. The committee emphasized the urgency of reviewing the conduit scope with the PV vendor, as underground MEP work is scheduled for spring 2025. JLL to set up a meeting with Titan and Green Skies to better understand the status of the PPA and overall coordination with our "PV Ready" Construction requirements.
Wishlist Status	JLL is maintaining a tracking document for potential Wishlist items. The committee encourages members to review the Wishlist and provide any comments or additions.
Action Log	JLL to issue and distribute the action log showing closed items to all committee members for their review.
SLAM update	
Permit – Status Update	SLAM and the project team held a meeting with ToG Officials (P&Z) last week to discuss open permit items. Based on the meeting held, along with a follow-up with the AHJ (John Vallerie) the Project Team was expecting the permit to be issued either Friday, 4/11 or early the week of 4/14. Turner outlined that the ToG is drafting a conditional letter to go with the permit. Turner is expecting to receive the permit with that letter, pending its completion. Turner outlined that a meeting is scheduled for 11:00 AM, on 4/15 with John Vallerie and Peter Robinson to discuss the issuance of permit.
FF&E and Engagement with Principal/GPS – Status Update	Meeting minutes from the initial FF&E meetings were circulated by SLAM to GPS. Based on feedback from the initial FF&E, SLAM plans on updated layouts in May or possibly sooner, specifically the media center and science rooms. JLL and SLAM are coordinating a follow up meeting with GPS.
7.00 New Business	There was a discussion about the media center and library collection: Clare Kilgallen raised concerns about maintaining the 10,000-book library collection despite reduced media center square footage. SLAM explained that books are being dispersed throughout the building, with the core media center holding about 7,400 books and additional books in common areas. The committee requested information on total book capacity across all areas and potential for future growth. SLAM agreed to assess total collection capacity and provide details on current shelving and expansion options. SLAM noted the growth beyond 10,000 books was not originally part of the design.  Joe Rossetti requested that the project team provide an update on the FF&E schedule and RFP timeline at the next meeting.
8.00 Next Meeting	April 29, 2025 - 8:00am - 101 Field Point Rd., Town Hall - Meeting Room
9.00 Adjourn	
<b>Motion:</b>	To adjourn the meeting
<b>Moved by:</b>	Mr. Harry Fisher
<b>Seconded by:</b>	Ms. Clare Kilgallen
<b>Vote:</b>	Meeting adjourned, without objection, at 9:31am
 <b>Prepared by:</b> Christina Poccia, Secretary Central Middle School Building Committee	
Approved on 4/29/25	