

**Central Middle School Building Committee  
Meeting Minutes**

**FINAL**



MEETING DETAILS	
Meeting Number	25-064
Purpose	Weekly Meeting
Meeting Date	4/1/25
Meeting Time	8:00 AM
Location	BoE Board Room, GPS Havemeyer

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

Name	Neighborhood Liaisons	Attendance
Rachael Koven		Absent
Susan Rudolph		Present - virtual
Warren Silver		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	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	Present - virtual
Joe Phelan	Turner Construction	Senior Procurement Agent	Absent

Agenda Item	Topic	Description
1.00	Call to Order	Ms. Clare Kilgallen called to order the meeting on April 01, 2025 at 8:03 AM.
2.00	Housekeeping / Adjustments	Clare Kilgallen requested to add the following under the blasting activities (6.1.D) for possible vote and discussion:  <b>Motion:</b> To add an item to the agenda authorizing Turner to utilize up to \$20,000 from the rock crushing allowance in the GMP for overtime work related to after-hours blasting activities in Area D, for discussion and possible vote."  <b>Moved by:</b> Ms. Clare Kilgallen  <b>Seconded by:</b> Mr. Joe Kelly  <b>Vote:</b> Approved 7-0-0; unanimous consent
3.00	Approval of Minutes	The vote for approval of the 3/18 minutes was deferred to next meeting
4.00	Committee / Working Group Reports (as required)	
	Quarterly Summary: January 12 - April 11 (JLL, in collaboration with Todd Klair)	Todd Klair provided a summary of the key points included in the RTM report: The report covers crucial items from the previous report, including the GMP (Guaranteed Maximum Price) approval and execution, as well as information on community communications. It highlights reimbursement information and shows all project expenditures to date. The report emphasizes the remaining contingencies in the budget and outlines upcoming project milestones, such as permits, steel work, underground work, and blasting activities. Todd also noted Steph's recommendation to consistently mention the solar panels in the report to avoid confusion. Finally, the report summarizes the current status and history of the solar panel project, clarifying that while it was never included in the budget, they are prepared for its implementation. JLL was tasked with uploading the final approved report to the website.
		<b>Motion:</b> To approve the RTM report with the following amendments and conditions: 1. Adding the received date of January 31, 2025 in Section B2 2. Updating the financials with the latest information from Munis (to be provided by JLL) 3. Deleting the chart in Section C and combining it with Section D 4. Possibly adding a brief note about blasting activities"
		<b>Moved by:</b> Ms. Clare Kilgallen  <b>Seconded by:</b> Mr. Todd Klair  <b>Vote:</b> Approved 7-0-0; unanimous consent
	Communication Working Group	The Communication Working Group, led by Lauren Rabin, raised concerns about the inefficiency of editing and providing feedback on documents received from JLL, which were often PDFs or stored on JLL's server. To address this issue, they proposed using Google Docs for meeting minutes, reports, and public-facing communications, allowing all members to view and comment on documents. Lauren initially made a motion to move all documents to the committee's Google Drive, but this led to a discussion about whether a formal vote was necessary or if they could simply instruct JLL to comply. JLL expressed concerns about tracking revisions but agreed to use the system if committee members were set as commenters rather than editors. Christina clarified that she had already set up the Google Drive with appropriate permissions for building committee members. Given this information, Lauren and Joe withdrew the motion, and the committee agreed to proceed using the CMSBC Google Drive without a formal vote, with the understanding that all documents would be shared there moving forward.
	Owner Architect Contractor (OAC)	Joe Kelly provided a positive update on the recent Owner Architect Contractor (OAC) meeting. He reported that the meeting went smoothly, indicating good project progress and effective collaboration among team groups. Kelly described himself as a spectator, suggesting efficient team operation without need for intervention. He characterized the meeting as streamlined and to the point, expressing optimism about the project's direction. Importantly, Kelly concluded that there were no significant issues to bring forward to the group, indicating efficient OAC meetings, good team collaboration, and no major concerns to report.

5.00	Invoices and Possible Vote for Approval	
	<b>Motion:</b>	To approve all invoices as presented: Turner – Payment Application #12 - 03.28.25   Total amount: \$1,159,362.54 Turner – Payment Application #13 - 03.27.25   Total amount: \$23,760.00 Colliers - Invoice 0001011508 - 12.31.24   Total amount: \$1,375.00 Colliers - Invoice 0001022185 - 01.31.25   Total amount: \$1,250.00 Colliers - Invoice 0001032378 - 02.28.25   Total amount: \$3,200.00 Langan - Invoice LCT 0604612 - 12.08.23   Total amount: \$1,125.00 Langan - Invoice LCT 0605223 - 04.11.24   Total amount: \$595.00
	<b>Moved by:</b>	Mr. Joe Kelly
	<b>Seconded by:</b>	Ms. Clare Kilgallen
	<b>Vote:</b>	Approved 7-0-0; unanimous consent
6.00	Project Team Update:	
	TCCO (Turner Construction Company)	
	Site Safety Updates	Turner reported no major incidents for the week, with only one minor occurrence of a worker possibly rolling or twisting an ankle, which was not recorded as an official incident. The workforce has increased, with 52 workers having completed orientation and 39 currently on site. All parking remains on the construction site for now. Notably, an agreement has been finalized with the Baptist church to provide additional parking space for the project, demonstrating proactive measures to accommodate the growing workforce while managing logistical challenges.
	Owner Architect Contractor (OAC) – status update	Reference Section #4 in the meeting minutes
	Construction schedule & Look-Ahead	The first concrete pour for footings in Building E was completed last week, with the first wall pour scheduled for Friday in the same building. The team is coordinating with the town and Steve Murray to inspect the reinforcing. In Building C, unsuitable soils are being removed in preparation for the retaining wall footing. Capasso is set to continue work on the retaining wall. These milestones indicate that the project is advancing according to plan, with key structural elements taking shape and necessary site preparations underway.
	Pre – blasting updates	Drilling and blasting activities are currently underway in Area C (referred to as Area A during the call). Two blasts are scheduled for today in this area. The project team has completed all pre-blast surveys for Phase 1, with survey letters sent out and reports distributed to the relevant homeowners. This indicates that the project is progressing as planned with necessary precautions and communication measures in place for the blasting activities.
	Discussion	The after-hours work aims to conduct blasting when the school building is not occupied, following recommendations from Gap Mountain, the independent third-party consultant. This approach addresses safety concerns, particularly regarding potential settlement issues in the Sally port area connecting the old and new buildings.
	<b>Motion:</b>	To authorize Turner to utilize up to \$20,000 from the rock crushing allowance included in the GMP, specifically for overtime work as it relates to the blasting after hours blasting activities.  The motion was then amended to clarify that it's being done in off hours in coordination with the Board of Education and for safety purposes.
	<b>Moved by:</b>	Ms. Clare Kilgallen
	<b>Seconded by:</b>	Mr. Joe Kelly
	<b>Vote:</b>	Approved 7-0-0; unanimous consent
	Excavation of unsuitable soils updates	The excavation of unsuitable soils is progressing well, with approximately 90% completion in Building C areas, excluding the courtyards. The team has begun addressing unsuitable soils in Area E. Overall, the project is tracking close to or better than the initially estimated 2,500 cubic yards for unsuitable soil removal. This indicates that the soil remediation efforts are on schedule and potentially under the projected volume, which could have positive implications for the project timeline and budget.
	JLL update	
	Community Outreach	The project team has made progress on community outreach efforts, particularly regarding blasting activities. JLL plan to provide the communications group with a data sheet containing blasting information, which will be used to generate email addresses for future communications. The most recent community outreach focused on blasting, with reports being issued and correspondence received from residents. The team is actively engaging with the community and keeping them informed about sensitive aspects of the construction process.
	Project Budget Status	The project budget update indicates a positive financial status, with the total budget holding steady at \$112,017,000, including a substantial owner contingency of \$5,690,120. Progress is evident, with approximately 7.46% of the project invoicing completed to date.
	State Grant Application #2	JLL is making progress on the second state grant application, with submission expected later this month. They are currently in the process of gathering EFTs (Electronic Fund Transfers) and aiming to include the newly approved invoices in this latest application. The team is targeting mid-month for submission and is collaborating with Dr. Jones on this effort. This update indicates that the project is actively pursuing additional funding and maintaining communication with key stakeholders to ensure a timely and comprehensive grant application.
	PV Status Update	The project team discussed the PV (photovoltaic) array status. The building is designed to be PV-ready, with plans for installation in summer 2027. The Board of Education is expected to handle the PV array installation, possibly through a power purchase agreement or similar arrangement. Currently, no contracts have been established between the Board of Education and any preferred vendor. Tony Turner is working to schedule a call to determine the timeline for executing an agreement between the Board of Education and a vendor. To fund the project, they plan to seek funding through ZRECs (Zero Emission Renewable Energy Credits) or other available sources.
	Wishlist	The project team provided an update on the status of the Wishlist. They have been actively tracking various items and plan to reshare this list with the committee. Currently, the Wishlist is not extensive, but it is expected to grow as the design process progresses. The team's goal is to identify decision points for each item on the list and engage in group discussions to prioritize these items. This approach allows for systematic consideration of potential additions or changes to the project as it develops.
	SLAM update	
	Permit Status	Slam provided an update on the permit status, reporting that stamped drawings for egress and life safety were submitted to the building department on March 26th. These drawings incorporated the agreed-upon 497-person total capacity for the gymnasium. Hard copies of the stamped and signed documents were also delivered to Town Hall.
	Next Steps	SLAM outlined the next steps for obtaining the full building permit. These include clarifying remaining requirements with John Vallerie from the building department, particularly regarding the location survey and stamped drawings from planning and zoning. The team needs to finalize and submit revised drawings showing updated sidewalks and egress doors for administrative approval. Coordination with Patrick LaRow from Planning and Zoning is necessary to review minor changes to the front facade and green space. They will follow up with Chris from Turner Construction to align on the list of 40 items identified by Peter Robinson and seek closure with the building department. A side-by-side comparison or slideshow of before and after plans will be prepared to facilitate the administrative approval process. The goal is to have all required documents and approvals in place within 10 to 14 days to proceed with obtaining the full building permit.

	FF&E and engagement with Principal/GPS	<p>SLAM provided an update on the FF&amp;E engagement with the principal and GPS staff. A full-day meeting was held with Tom Healy and various teacher groups to review furniture types and spaces. While most of the session went smoothly, concerns were raised in three key areas: the Art Room, Media Center, and Science Rooms. The Art Room requests seem minor and accommodatable, but the Media Center's new department head is requesting significant changes beyond the original design. Science teachers expressed concerns about the layout, particularly the lack of built-in lab stations.</p> <p>The project team is working to address these concerns within project constraints. For the Media Center, they're seeking a middle ground without major changes. For Science Rooms, they're exploring furniture solutions to recreate functionality without altering the room structure.</p>
7.00	New Business	No specific new business items were raised by committee members during this portion of the meeting.
8.00	Next Meeting	The next CMSBC meeting: April 15, 2025 - 8:00am - 101 Field Point Rd., Town Hall - Mazza Room
9.00	Adjourn	
	<b>Motion:</b>	To adjourn the meeting
	<b>Moved by:</b>	Ms. Clare Kilgallen
	<b>Seconded by:</b>	Ms. Christina Poccia
	<b>Vote:</b>	Approved 5-0-0; Meeting adjourned at 9:31am
		<p>Prepared by: Christina Poccia, Secretary Central Middle School Building Committee</p> <p>Approved April 15, 2025</p>