

**Central Middle School Building Committee  
Meeting Minutes**



MEETING DETAILS	
Meeting Number	25-066
Purpose	Regular Meeting
Meeting Date	4/29/25
Meeting Time	8:00 AM
Location	Cone 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   Financial Working Group Member	Present - In person
Laura Kostin	BoE Rep, DRC Member	Present - virtual
Joshua Caspi		Present - virtual
Todd Klair		Present - virtual
Joe Kelly	Financial Working Group Member	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	Present - virtual
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	Absent
John Munnick	JLL	Associate Project Manager	Present - virtual
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 29, 2025 at 8:00 AM.
2.00	Housekeeping / Adjustments	A point of order was raised regarding those billing hourly for the meeting, requesting they identify themselves and show their faces on scree. Kemp Morhardt from SLAM clarified his presence was within his fee.
3.00	Approval of Minutes	Approval of Minutes   (2025 – 04/15)
		<b>Motion:</b> To approve the meeting minutes for April 15, 2025, as presented.
		<b>Moved by:</b> Ms. Clare Kilgallen
		<b>Seconded by:</b> Mr. Harry Fisher
		<b>Vote:</b> Approved with no objections, (7-0-0)   Absent: Caspi, Klair
4.00	Committee / Working Group Reports (as required)	
I.(A,B)	Communication Working Group	Community Newsletter: The first edition of the construction newsletter to the community for May was discussed, with information received from JLL and Turner on activities for April and previewing into May. Liaison Outreach: Additional blasts in Area D were notified for Wednesday 4/30, afternoon. Turner contacted Tom and Dan Watson to coordinate these two blasts, which were likely to occur around 3:15 PM for the first blast and the second before 5:00 PM. A draft blasting memo was created, reviewed, and revised, and planned to be sent to the officers and neighborhood on 4/29 for distribution.
II.	Owner Architect Contractor (OAC)	Joe Kelly, who has been a participating member on Turner's OAC meeting stated that "the team seems to be working well together, and the meetings are meaningful".
III.	Financial Working Group	A detailed review with JLL was conducted on 4/17/25, focusing on the distribution of the budget. JLL to schedule the next meeting for financial review.
IV.	PV Array Working Group	The PV Array working group is tentatively scheduled to meet next on May 7th. A productive call occurred between the subcommittee and vendors Green Skies and Titan. Green Skies is progressing with Ben Branyan and the team to finalize their formal agreement. The design team had a number of technical questions for the vendors, which are being addressed. The next meeting should include a preliminary layout with rough order of magnitude outputs for the proposed system, which is planned for the gym and auditorium. The committee seemed interested in options for PV monitoring in terms of output, potentially for use as a teaching and public relations tool within the lobby. Green Skies is proceeding with a handshake agreement. Coordination is ongoing with the design team regarding conduits and technical questions around switch gear, transformers, and generators.
5.00	Invoices and Possible Vote for Approval	
I.		<b>Discussion:</b> Before the vote on the Langan invoice, JLL mentioned that the invoice was for March 2025 services, specifically for work done in February and March related to demo and asbestos. JLL clarified that Langan provided advisory services on the timing and testing related to abatement within the gym.
		<b>Motion:</b> To approve the invoice 90032341- 04.09.25 from Langan, for March 2025 services in the amount of \$564.86
		<b>Moved by:</b> Mr. Harry Fisher
		<b>Seconded by:</b> Mr. Joe Kelly
		<b>Vote:</b> Approved with no objections, (8-0-0)   Absent: Klair

	II.	<b>Discussion:</b>	The committee discussed the invoice from Special Testing Laboratories for services through March 2025, noting that this company handles concrete cores and compaction tests. Clare Kilgallen inquired about mileage charges and the number of personnel on-site, to which JLL responded that while generally one person is present, sometimes an engineer and sampler may both be on-site. It was also noted that STL employees have varying skill sets and corresponding billing rates. Consequently, Clare Kilgallen requested more detailed line items for more effective bill review, and JLL agreed to follow up with the vendor to obtain additional information regarding employee billing.
		<b>Motion:</b>	To approve Special Testing Labs invoice 39144 - 03.31.25 for \$9,249.39
		<b>Moved by:</b>	Mr. Harry Fisher
		<b>Seconded by:</b>	Mr. Joe Kelly
		<b>Vote:</b>	Approved with no objections, (8-0-0)   Absent: Klair
6.00		Project Team Update:	
	I.	<b>TCCO (Turner Construction Company)</b>	
	A.	Site Safety Updates	The site safety update included that 96 workers have completed orientation, with 56 workers on site the day of the meeting. An incident occurred on Orchard Street where a car hit some debris. Turner is not directly involved in the incident on Orchard Street, but they are aware of it. They have forwarded the photos and details of the incident, where a car hit some debris (described as loose rocks) between the two construction gates and got a flat tire, to their insurance company for review. Construction workers are now parking at the church.
	B.	Owner Architect Contractor (OAC) – Status Update	Turner confirmed that their hosted OAC will be moving to weekly meetings.
	C.	Construction schedule & Look-Ahead	Excavation and rock removal are ongoing in building A, while unsuitable soil removal continues in areas D and B. An additional crane has been added to building C. The steel subcontractor is scheduled to set up a crane to install steel, starting in building E, around May 30th. Additional blasting for Phase one is scheduled for Wednesday, 4/30, pending confirmation from Gap Mountain.
	1.)	<b>Discussion:</b>	The Project Team discussed Notice of Change NOC-006-R0 for unforeseen unsuitable soils, clarifying that the NOC is an estimated cost, unlike a change order which represents a final cost. Committee approval is required to proceed with the work. SLAM noted that they approve the content of NOCs, but not necessarily the cost estimates. Turner has been closely tracking the excavation with dedicated resources. Approval of the NOC would increase the Guaranteed Maximum Price (GMP), drawing funds from the owner's contingency. The initial \$400,000 allowance for unsuitable soil was insufficient due to limitations in identifying all problem areas through test pits. Harry Fisher questioned the term "unforeseen," suggesting the condition was known, but the scope was not. Turner justified the costs, stating they estimated the unsuitable soil and used competitive unit pricing, noting that alternative foundation systems would have been more expensive. Clare Kilgallen re-requested improved tracking and reporting of soil removal and suggested learning from this experience to improve future test pit procedures. Tony Turner proposed creating a list of the project's top risk points to proactively manage potential issues.
	(a.i.)	<b>Motion:</b>	To approve the notice of change NOC-006-R0 proposal of \$403,624, as recommended by JLL.
		<b>Moved by:</b>	Mr. Tony Turner
		<b>Seconded by:</b>	Mr. Harry Fisher
		<b>Vote:</b>	Approved with no objections, (8-0-0)   Absent: Caspi
		<b>Discussion:</b>	The committee discussed a Notice of Change (NOC) 007 to allocate \$10,000 from the \$50,000 GMP allowance for premium time to modify the concrete specification to a 5,000 psi mix, aiming to accelerate the project schedule, particularly for backfilling the large retaining wall. This change is motivated by delays related to unsuitable soils and is intended as a recovery strategy, although it does involve a cost, it will not increase the overall GMP. It was noted that early strength concrete is cheaper than overtime to improve schedule. The final change order values and costs will be fully vetted.
	(b.i.)	<b>Motion:</b>	To approve the notice of change NOC-007-R0 proposal of \$10,000, as recommended by JLL.
		<b>Moved by:</b>	Ms. Clare Kilgallen
		<b>Seconded by:</b>	Mr. Harry Fisher
		<b>Vote:</b>	Approved with no objections, (8-0-0)   Absent: Caspi
	D.	Blasting Status Update	See Section #4 Communication Working Group above.
	II.	<b>JLL update</b>	
		Permit – Status Update	The committee received the full Building Permit on 4/21/25. JLL thanked everyone for their support in achieving this milestone.
		Project Status Update	For a detailed project status update, JLL directs the committee to the project dashboards. JLL notes that the primary project risk at this time revolves around the soil conditions.
		Project Budget Status	The project budget is in a good place at \$112,017,000. As of the meeting, \$9,663,747 has been invoiced, which represents 8.62% of the total budget. While the budget is in good shape, the committee is tapping into the contingency fund for the \$403,000 exposure, and the Finance committee will be tracking this every three weeks. Movement between line items will not occur without the committee's approval.
		State Grant Application #2	State school construction grant application number 2 was submitted on April 22, 2025 in the amount of \$5,894,949.42 through Superintendent Dr. Jones credentials; There was confirmation that the application was received. The Committee will be notified of the reimbursement amount once it is awarded, and the Financial Working Group is closely tracking this.
		Wishlist Status	The committee has a wish list tracker and is asked to look through it at their convenience and provide any comments. There was no additional discussion of the status of the wishlist.
	III.	<b>SLAM update</b>	
		FF&E and engagement with Principal/GPS – Status Update	SLAM provided an update to the CMSBC regarding meetings held on Monday, April 28, with Tom Healy and faculty. The discussion centered on the science classroom, with a focus on furniture solutions to meet the teachers' current needs, which have evolved since the initial programming and planning phases. Steve Martocchio from SLAM presented furniture options to Tom Healy and a science teacher, showcasing various sizes and arrangements designed to optimize the room for both recitation and lab activities. A furniture solution was deemed the most effective approach to address the teachers' needs while avoiding significant change order costs associated with altering the already-purchased casework and layout. It was agreed that Steve would provide additional layouts featuring different furniture options.
	A.		
	B.	Media Center book collection – Status Update	To increase the number of books in the media center, some soft seating was removed and replaced with more bookshelves. SLAM's initial goal was to have 10,000 books total, with 8,000 in the media center and 2,000 spread throughout the building. By adding more stacks, they were able to get approximately 10,000 books in the media center itself, and they also have about a thousand distributed in the rest of the building. The height of the shelves was considered to maintain a visual connection to the hallway and courtyards for monitoring purposes. The media center specialist requested these changes, and the architect Tom Healy felt that this met all of the requests at a happy middle ground.
7.00		New Business	SLAM reminded the committee they'll revisit Maria's garden design to ensure the Fareri family's satisfaction. There was a reminder to follow up with CMS PTA regarding a sketch of potential opportunities that would need fundraising. Clare Kilgallen requested an account of trees and tree types for a potential donation and that all PDF files of drawings sent to the building committee be flattened; JLL confirmed they would resend the files early that afternoon.
8.00		Next Meeting	Next meeting will be held on May 13, 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>	Ms. Clare Kilgallen
		<b>Seconded by:</b>	Mr. Harry Fisher
		<b>Vote:</b>	Meeting adjourned, without objection, at 10:05am
 Prepared by:			

Christina Poccia, Secretary  
Central Middle School Building Committee

Approved on 5/13/25