

**Central Middle School Building Committee  
Meeting Minutes**



MEETING DETAILS			
Meeting Number	25-078		
Purpose	Regular Meeting		
Meeting Date	10/14/25		
Meeting Time	8:00 AM		
Location	Mazza Room, Town Hall		
Name	Committee Members	Attendance	
Joe Rossetti	Chair, DRC Member	Present - In person	
Clare 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		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
Don Buccì	JLL	Managing Director	Absent
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
Amanda Hastings	SLAM		Present - virtual
Brian Hamel	CES		Present - virtual
Steve Muckle	CES		Present - virtual
Kelly Craven	CES		Present - virtual
Tim Klepps	Turner Construction	Project Executive	Present - virtual
Joe Phelan	Turner Construction	Senior Procurement Agent	Present - virtual
Bill Leo	Turner Construction	Project Engineer	Present - virtual
Peter Alfano	Turner Construction	Superintendent	Absent
Brian Nereson	Tighe & Bond		Absent
Kristin Malone	Colliers	Building Envelope Commissioning Specialist	Absent
Sierra Keon	Colliers	Assistant Project Manager	Absent
Agenda Item	Topic	Description	
1.00	Call to Order	Mr. Joe Rossetti called the meeting to order at 8:02 AM on Tuesday, October 14th, 2025. The Pledge of Allegiance was observed.	
2.00	Housekeeping / Adjustments		
	<b>Discussion:</b>	Agenda adjustment proposed to add a new item, Notice of Change (NOC) 13 (PCO242) under Item 6F, as romanette ii.	
	<b>Motion:</b>	Add NOC 13 (PCO242) to agenda item 6F.	
	<b>Moved by:</b>	Ms. Clare Kilgallen	
	<b>Seconded by:</b>	Mr. Harry Fisher	
	<b>Vote:</b>	Approved without objection, (9-0-0)	
3.00	Approval of Minutes (2025 - 09/16, 09/30, 10/02)	Review and approval of meeting minutes for September 16, September 30, and October 2, 2025. Edits discussed for the October 2 minutes: clarifying it was a special meeting, correcting a spelling error, and replacing "local AHJ" with "fire marshal."	
	<b>Motion:</b>	Approve October 2, 2025, Special Meeting minutes as amended.	
	<b>Moved by:</b>	Ms. Clare Kilgallen	
	<b>Seconded by:</b>	Mr. Harry Fisher	
	<b>Vote:</b>	Approved without objection, (9-0-0)	
4.00	Building Department Status Update		
I.	Fire Marshal Update	Update on efforts to engage town building and fire officials for upcoming meetings.	
II.	Fire Alarm System re-design	Fire alarm system: redesign proceeding, drawings targeted for completion and submission by October 20. Committee aims to expedite Deputy Fire Marshal's review (standard 30 days, but hope for quicker turnaround).	
III.	Fire Suppression system re-design	Fire suppression system: tanks required for worst-case Aquarion water pressure (20,000 gal capacity, two tanks), location pending further site exploration. "Will Serve" letter needed from Aquarion, committee is pushing to get it.	
5.00	Committee / Working group Reports (as required)		
I.	Communication Working Group (CWG)	No new update; requested addition of descriptive captions to images be included when sent to the CWG for its use in the monthly project bulletin to the	
II.	Owner Architect Contractor (OAC)	Primary issues discussed elsewhere: fire alarm and suppression system redesign.	
III.	Financial Working Group	No new updates since last (10/2); next meeting 10/23.	
IV.	Design Review Committee (DRC)	Not addressed here; PCR3 discussed later.	
VI.	Neighborhood Correspondence	Report of neighbor walking onto site after hours. Turner staff confirmed compliance with noise ordinance. JLL to draft neighbor reminder letter.	
VII.	14th Quarterly RTM Report	13th quarterly report issued. Next (14th) to be prepared by Joe Kelly, with JLL support.	
6.00	Professional Team Update:		
I.	Financial Update		
A.	Overall Status	Tracking risks around budget and schedule, especially fire pressure, fire alarm, and pending permit.	
B.	Budget Risks	Invoice to date: \$26,756,716.02 (26.32% of project; on track for \$112,017,000 budget)	

<b>C. Invoices and Possible Vote for Approval:</b>		
i.	<b>Colliers Project Leaders Invoice #001100920</b>	JLL explained the invoice pertained to ongoing project management services. JLL reviewed the invoice for accuracy and confirmed it conformed to the contract and scope of work. Ms. Kilgallen requested, for transparency and as a matter of public record, confirmation from JLL on their review and verification. JLL stated that JLL it had reviewed and confirmed compliance.
	<b>Motion:</b>	To approve Colliers Project Leaders Invoice #001100920, dated September 30, 2025 in the amount of \$11.597.
	<b>Moved by:</b>	Mr. Harry Fisher
	<b>Seconded by:</b>	Ms. Clare Kilgallen
	<b>Vote:</b>	Approved without objection, (9-0-0)
ii.	<b>Turner Construction Application #19</b>	Peter Rader (JLL) presented Application #19 from Turner Construction for payment totaling \$4,900,492.67, dated September 30, 2025. This invoice covered the latest month's work in place, including payments to subcontractors, significant equipment expenses, and material procurement. JLL explained that both JLL and the architect had reviewed the invoice, noting that some clarifications and adjustments had been requested and made by Turner prior to final submission. Ms. Kostin asked for further detail about what the invoice covered given its large amount. JLL explained that it was consistent with the expected cash flow given the project phase and pointed out specifically that a sizeable portion related to major equipment deliveries (such as Turner Source Blue). The committee agreed the invoice matched progress in the field.
	<b>Motion:</b>	To approve Turner Construction Co. Application #19, dated September 30, 2025 in the amount of \$4,900,492.67.
	<b>Moved by:</b>	Mr. Joe Rossetti
	<b>Seconded by:</b>	Mr. Todd Klair
	<b>Roll Call Vote:</b>	Approved without objection, (9-0-0)
iii, IV.	<b>SLAM Collaborative Invoices #1034390 &amp; #1034391</b>	JLL presented two invoices from SLAM Collaborative: #1034390 (\$59,436.20) and #1034391 (\$8,593.45), both dated October 7, 2025. He explained that these were separate invoices due to how SLAM executed additional services and tracked fees, but both had been reviewed and approved by JLL for contract compliance and appropriate documentation. No concerns or questions were raised by committee members. Clare Kilgallen noted that motions for their approval could be combined due to their similar nature.
	<b>Motion:</b>	To approve SLAM Collaborative invoices #1034390 and #1034391, dated October 07, 2025 in the total amount of \$68,029.65
	<b>Moved by:</b>	Ms. Clare Kilgallen
	<b>Seconded by:</b>	Mr. Harry Fisher
	<b>Vote:</b>	Approved without objection, (9-0-0)
<b>D. Approval Letters - Discussion &amp; Possible Vote:</b>		
i.	Approval Letter 21R0—Unsuitable Soils Recovery	JLL discussed Approval Letter 21R0, which concerned recovery costs for unsuitable soils encountered during site work. He clarified that this expense was drawn down from a specific allowance set within the Turner GMP (Guaranteed Maximum Price)—not the owner's contingency or reserve—meaning it did not affect the overall project budget. The committee asked about the remaining balance on the allowance; it was confirmed that sufficient funds remain for future needs. Members agreed the work claimed was completed and appropriately documented.
	<b>Motion:</b>	To approve Approval Letter 021-R-0 for \$23,530.37.
	<b>Moved by:</b>	Ms. Clare Kilgallen
	<b>Seconded by:</b>	Mr. Joe Rossetti
	<b>Vote:</b>	Approved without objection, (9-0-0)
ii.	Approval Letter 22R0 — High Early Retaining Wall Concrete	JLL described how this approval letter covers costs for the use of "high early" strength concrete on a retaining wall. This faster-curing concrete allowed Turner Construction to expedite specific construction activities, recover lost schedule time due to prior soil delays, and keep progress on track. The expense comes from a pre-established "premium time" allowance within Turner's GMP, not directly affecting the owner's project contingency. Clare Kilgallen requested clarification that this cost links directly to earlier schedule recovery actions and asked for confirmation on the remaining balance in the allowance. JLL confirmed sufficient funds remain and that this action supports the agreed recovery schedule.
	<b>Motion:</b>	To approve Approval Letter 022-R-0 for \$23,039.50.
	<b>Moved by:</b>	Ms. Clare Kilgallen
	<b>Seconded by:</b>	Mr. Joe Kelly
	<b>Vote:</b>	Approved without no objection, (9-0-0)
<b>E. Change Orders - Discussion &amp; Possible Vote:</b>		
i.	Change Order 8 — Roof Drain Added	This change order relates to adding a roof drain and associated piping to Building F after a Request for Information (RFI 75) exposed a gap in the original design. JLL pointed out that the roof drain was omitted in error and is now being installed to meet code requirements. The cost is covered by the owner's contingency. Clare Kilgallen questioned whether the financial responsibility for the design miss should remain with the owner versus the designers, given the nature of the omission. Committee members agreed that while the change order is necessary to move forward, further review is warranted to determine possible recoupment of costs if the omission is confirmed as a design error.
	<b>Motion:</b>	To approve Change Order COR-008-R0 for \$20,458.02.
	<b>Moved by:</b>	Ms. Clare Kilgallen
	<b>Seconded by:</b>	Mr. Harry Fisher
	<b>Vote:</b>	Approved without objection, (9-0-0)
ii.	Change Order 11 — Additional Fire Hydrant	JLL explained the background for this change: The Deputy Fire Marshal requested an additional fire hydrant onsite after the initial site plans were approved. The committee discussed how water flow and pressure for the new hydrant would be managed under the current site design, with contributions and clarifications from the design team (SLAM and CES). It was confirmed that the new hydrant will be served by street water (not the storage tanks for the sprinkler system), and that the change is required for compliance. Todd Klair raised a question regarding actual water flow and the hydrant's integration with site infrastructure, which designers addressed.
	<b>Motion:</b>	To approve Change Order COR-011-R0 for \$43,920.92.
	<b>Moved by:</b>	Ms. Clare Kilgallen
	<b>Seconded by:</b>	Mr. Todd Klair
	<b>Vote:</b>	Approved without no objection, (9-0-0)
iii.	Change Order 14 — Retaining Wall Insulation Credit	Steve Martocchio and Amanda Hastings (SLAM) described how this credit resulted from using 2.25" insulation at the retaining wall rather than the originally specified 3" thickness. The team provided documentation and energy modeler input, confirming no adverse impact on code compliance, performance, or building operational costs. The original credit offered by Turner was \$10,000, but further negotiation led to a \$14,340.60 refund to the owner. Committee members welcomed the rare occurrence of a project credit, with several acknowledging how infrequent such outcomes are and expressing satisfaction with the resolution.
	<b>Motion:</b>	To approve Change Order COR-014 for a credit of \$14,340.60.
	<b>Moved by:</b>	Ms. Clare Kilgallen
	<b>Seconded by:</b>	Mr. Harry Fisher
	<b>Vote:</b>	Approved without objection, (9-0-0)
iv.	Change Order 15 — Revised Phase 1 Substantial Completion Date	This change formalizes an adjustment to the substantial completion date for Phase I, prompted by earlier schedule delays due to unsuitable soils and subsequent recovery actions. JLL explained that the schedule had originally been pushed back 14 days, but high-early concrete and other measures recovered 8 days. The new substantial completion date is July 27, 2026. Bill Leo from Turner clarified that the delay and recovery are based on working days, not calendar days.
	<b>Motion:</b>	To approve Change Order COR-015-R1 (substantial completion date adjustment, \$0).
	<b>Moved by:</b>	Ms. Clare Kilgallen
	<b>Seconded by:</b>	Ms. Steph Cowie
	<b>Vote:</b>	Approved without no objection, (9-0-0)
<b>F. Notification of Change Discussion &amp; Possible Vote:</b>		
i.	NOC 12 — Exploratory Work for Fire Suppression Redesign	This Notice of Change 12 (PCO 242) authorizes Turner and its subcontractor to conduct exploratory soil work behind the building to determine the best location for two large water storage tanks necessary for the fire suppression system redesign. The committee discussed the technical need to dig in several locations, verify soil conditions, and minimize schedule and budget impacts resulting from required fire system upgrades. Work was scheduled to begin as soon as weather permitted.

		<b>Motion:</b>	To approve NOC 12 for \$10,383.55.
		<b>Moved by:</b>	Ms. Clare Kilgallen
		<b>Seconded by:</b>	Mr. Harry Fisher
		<b>Vote:</b>	Approved without no objection, (9-0-0)
	ii.	NOC 13 — Expedited Air/Vapor Barrier	JLL and Turner presented this request to accelerate the installation of the air/vapor barrier (AVB), needed to allow subsequent exterior and site work to proceed without delay. The funding will come from a pre-existing GMP overtime allowance, not from the owner's contingency, as confirmed for the committee by JLL and Turner. Weather constraints and additional inspection requirements were cited as reasons for the expedited work, with the goal of mitigating risk to the overall project schedule.
		<b>Motion:</b>	To approve NOC 13 for \$10,934.
		<b>Moved by:</b>	Ms. Steph Cowie
		<b>Seconded by:</b>	Ms. Lauren Rabin
		<b>Vote:</b>	Approved without no objection, (9-0-0)
G.	State Grant Applications:		
	i, ii.	Submission #2 & #3	Awaiting payment for State grant Submission #2; Submission #3 to cover April–September period (adding September at the CMSBC's specific direction). Munis data ready.
II.	Design Items		
	A.	Discussion & Possible Vote	
	i.		<p>The SLAM design team presented the PCR3 FF&amp;E (Furniture, Fixtures &amp; Equipment) and Technology package to the committee. Steve Martocchio and Amanda Hastings described the thorough process of identifying, confirming, and specifying all furniture and technology items needed for the new Central Middle School. They explained that over 85% of the FF&amp;E items and technology would be purchased through pre-approved state contracts, maximizing budget predictability and controlling product quality. The remaining items would be procured through open public bidding, as required, with vendors already identified and specifications well defined.</p> <p>Committee members had the opportunity to ask questions regarding the package contents. Ms. Kostin and Ms. Kilgallen raised specific items, including whether routine elements like trash cans or maintenance equipment were included (they were not, under state guidelines). Ms. Kilgallen specifically asked about the inclusion of an accessible podium equipped for audio-visual (AV) needs in the auditorium; Amanda Hastings confirmed that the podium was included and fully ADA compliant, with adjustable height and integration with AV systems.</p> <p>The SLAM team shared that the package remained under budget compared to projections, with some cost savings stemming from items being transferred or re-used from the current school (e.g., orchestra chairs and stands).</p> <p>Ms. Kilgallen requested that minor edits and clarifications be addressed—such as descriptor captions for images, typographical corrections, and notation around accessible seating layouts—while noting the overall thoroughness and collaboration reflected in the submission. Tom Healy, the CMS Principal, provided confirmation that teacher and end-user feedback was solicited and incorporated throughout the process and that user needs were met in the final package.</p>
		<b>Motion:</b>	To approve the PCR3 FF&E and Technology submission package, pending minor clarifications and edits discussed.
		<b>Moved by:</b>	Ms. Clare Kilgallen
		<b>Seconded by:</b>	Mr. Joe Kelly
		<b>Roll-Call Vote:</b>	Approved 7-0-0 (Absent: Josh Caspi and Tony Turner).
	B.	Security Items	The Committee reviewed progress on security hardware and systems integrated into the building design, including access control and secure entry technology as specified in the PCR3 FF&E/Technology package. The design team ensured compliance with state and district requirements, coordinating closely with school IT and administration. No specific votes were taken on security revisions, but any future changes—such as those captured in COR-013-R0—will follow standard committee approval procedures.
	C.	Move Management	The Committee discussed advance planning for relocating staff and equipment from the old school to the new facility, targeting a timeline aligned with substantial completion in Summer 2026. Key points included stakeholder engagement, including GPS Purchasing, logistics coordination, adherence to faculty needs and union guidelines, and proactive communication. The topic remains a standing item, with JLL and the team maintaining progress checklists and commitment to regular updates as the move date approaches.
III.	Project Schedule Update		
	A.	Overall Project Schedule Review by Turner Construction:	Turner Construction presented a detailed update on the master project schedule, outlining progress to date and major milestones achieved. The review encompassed recent construction activities and coordination with project partners to maintain alignment with the planned timeline.
	i.	Substantial Completion Confirmation	The committee confirmed that the project's substantial completion is currently forecast for July 27, 2026, reflecting recent schedule adjustments and recovery efforts. The team continues to monitor progress and align resources to meet this target date.
	ii.	Schedule Risks	Key schedule risks were identified, including delays related to the fire suppression system redesign, fire alarm permitting, and coordination with external agencies. The committee discussed mitigation strategies and ongoing efforts to address these risks proactively and minimize potential impacts to the timeline.
	B.	Two Week Look Ahead	Turner outlined the primary activities planned for the next two weeks, which include exploratory work for fire suppression tank locations, installation of air/vapor barriers, and continued interior and exterior construction tasks. Critical inspections and procurement of materials remain in focus to support uninterrupted progress.
IV.	Construction Update		
	A.	Site Safety	The Committee received a report that there have been no safety incidents on site in the previous reporting period. Site safety protocols remain in effect, and Turner Construction continues to monitor adherence daily to protect all workers and visitors.
	B.	Permit Status	Turner provided an update on permitting, confirming that core building permits remain in good standing. Additional inspections and documentation are being managed in coordination with local agencies to ensure ongoing compliance as work progresses.
	i.	Amendment #1 (PR-005 - BCE Response Changes)	Amendment #1, associated with PR-005 and reflecting BCE response changes, was discussed. The team is tracking required adjustments stemming from this amendment and coordinating updates with both the design team and regulatory bodies.
	ii.	Conditions of Permit	The committee reviewed outstanding conditions attached to the project permits. JLL is maintaining a checklist to track fulfillment of these conditions and is working closely with Turner and the Town to ensure all requirements are addressed promptly. The CMSBC Regulatory Working Group is to be actively included.
6.00	New Business		No new business.
7.00	The next CMSBC meeting		October 28, 2025, at 8:00 AM in the Mazza Room at Town Hall, 101 Field Point Rd.
8.00	Adjourn		
		<b>Motion:</b>	To adjourn the meeting
		<b>Moved by:</b>	Mr. Harry Fisher
		<b>Seconded by:</b>	Ms. Laura Kostin
		<b>Vote:</b>	The meeting was adjourned at 9:56 AM without no objection and five voting members present.
<b>Final Prepared by:</b> Christina Poccia, Secretary Central Middle School Building Committee			
			Approved on 10/28/25