

Central Middle School Building Committee
Meeting Minutes



MEETING DETAILS			
Meeting Number	26-002		
Purpose	Regular Meeting		
Meeting Date	1/20/26		
Meeting Time	8:00 AM		
Location	Mazza Room, Greenwich Town Hall		
Name	Committee Members	Present – In person	
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 (Host per Zoom record)	
Tony Turner		Present – Virtual	
Joe Kelly	BET Rep	Present – Virtual	
Bob Chaney	BOE Rep, DRC Member	Present – Virtual	
Joshua Caspi		Absent	
Todd Klair		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 Rep	Present – Virtual	
Lauren Rabin	Board of Selectmen; Communications Working Group Chair	Present – In person	
Thomas Healy	CMS Principal	Present – Virtual	
Name	Neighborhood Liaisons	Attendance	
Rachel Koven		Absent	
Susan Rudolph		Present – Virtual	
Warren Silver		Absent	
Name	Town of Greenwich Officials		
Mark Dawson	Fire Marshal	Present – Virtual	
John Vallerie	Building Department Official	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 – Virtual
Tamara Rivera	JLL	Project Manager	Present – Virtual
Don Bucci	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	Senior Associate Interior Designer	Absent
Brian Hamel	CES	Senior Project Manager	Absent
Steve Muckle	CES	Project Manager	Absent
Andrew White	T&B	Mechanical Engineer	Absent
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	Principal Engineer	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	Chair Joe Rossetti called the meeting to order at 8:02 AM. The Pledge of Allegiance was recited. A roll call confirmed a quorum of seven voting members.	
2.00	Housekeeping / Adjustments	Meeting Notice: Members were reminded to notify early departures. Next steps: The January 27, 2026 meeting will likely be canceled; next meeting confirmed for February 3, 2026 at 8:00 AM.	
3.00	Approval of Minutes	Motion: To approve minutes from January 6, 2026 as presented. Moved by: Ms. Clare Kilgallen Seconded by: Mr. Bob Chaney Vote: Unanimously approved, 7-0-0 (Absent: Caspi)	
4.00	Neighborhood Correspondence	A resident on Pomerance Drive reported parking issues at Pomerance Park by trucks. Turner Construction responded the same day and monitored the area from 7:00 AM onward; two vehicles were removed. Committee acknowledged Turner’s responsiveness; Susan Rudolph thanked the team publicly for their quick action. Clare Kilgallen noted there are no project-specific general contractor placards for parking; some vehicles may not belong to the project.	
5.00	Building Department & Fire Department Update:		
I.	Fire Suppression Redesign – Phase 2 (Pump House and Storage Tanks)	Peerless Pump’s skid shop drawings have been received and are currently under technical review. On January 16, 2026, the Fire Marshal met onsite with the project team to discuss the design and requested additional calculations to support his review. The target is to obtain final approval and release the skid package during the first week of February 2026, initiating an 18-week fabrication schedule. Following Fire Marshal sign-off, the Planning & Zoning (P&Z) office, led by Patrick LaRow, is expected to grant administrative approval. The Regulatory Working Group will coordinate directly with P&Z to ensure timely processing once the Fire Marshal’s approval is secured.	
II.	Fire Department Kitchen Ansul System	SLAM resubmitted the updated kitchen Ansul system drawings on January 9, 2026, and the package is now pending review by the Fire Marshal. The primary focus of this review is verifying the adequacy of nozzle placement and shut-off specifications within the cafeteria kitchen to ensure full compliance with fire protection and safety requirements	
III.	PR-023 – FM Requested Cooking Lab Hood Modifications	PR-023, issued on December 24, 2025, proposes the addition of five cooking hoods—four for student workstations and one for the instructor station—to meet updated fire safety standards. A draft Notice of Change is under internal review before being presented to the committee. Fire Marshal Dawson has provided conceptual approval of the proposed approach. Subsequent discussions identified a sixth hood located in the Life Skills room, prompting the Design Review Committee, Regulatory Working Group, and Board of Education representatives to coordinate with Principal Tom Healy to confirm whether this additional installation is required	
IV.	Impact to Project Contingency	The fire suppression redesign and cooking hood modifications are planned to be funded from the Owner’s Project Contingency. JLL will prepare a consolidated exposure report summarizing all related cost impacts to provide the committee with a clear overview of the financial implications before further approvals are made.	
6.00	Professional Team Update:		
I.	Invoices and Possible Vote for Approval:		
A.	Colliers Project Leaders USA NE, LLC – Invoice #0001132295	Reviewed and approved by JLL; no objections raised. Motion: To approve Colliers Project Leaders invoice #0001132295, dated 01/07/26, in the amount of \$5,050.00. Moved by: Ms. Clare Kilgallen Seconded by: Mr. Bob Chaney Vote: Unanimously approved, 7-0-0 (Absent: Caspi)	
B.	Jones Lang LaSalle Americas, Inc. – Invoice #USPDS174995	Invoice based on fee schedule within contract agreement; no objections. Motion: To approve JLL invoice #USPDS174995, dated 01/12/26, in the amount of \$45,422.00. Moved by: Ms. Clare Kilgallen Seconded by: Mr. Bob Chaney Vote: Unanimously approved, 7-0-0 (Absent: Caspi)	
C.	Jones Lang LaSalle Americas, Inc. – Invoice #USPDS174996	Represents additional service billing for prior month. Motion: To approve JLL invoice #USPDS174996, dated 01/12/26, in the amount of \$5,889.00. Moved by: Ms. Clare Kilgallen Seconded by: Mr. Joe Rossetti Vote: Unanimously approved, 7-0-0 (Absent: Caspi)	

D.	S/L/A/M Collaborative, Inc. – Invoice #1035043	Base services agreement invoice reviewed and signed off by JLL; no discussion. Motion: To approve SLAM invoice #1035043, dated 01/07/26, in the amount of \$58,407.84. Moved by: Ms. Clare Kilgallen Seconded by: Mr. Joe Kelly Vote: Unanimously approved, 7-0-0 (Absent: Caspi)
E.	S/L/A/M Collaborative, Inc. – Invoice #1035044	Includes additional services for design and SWPPP work (Tighe & Bond); detailed breakdowns requested for clarity in future invoices. Motion: To approve SLAM invoice #1035044, dated 01/07/26, in the amount of \$60,189.50. Moved by: Ms. Clare Kilgallen Seconded by: Mr. Bob Chaney Vote: Unanimously approved, 7-0-0 (Absent: Caspi)
F.	Eversource – Invoice #51518790142 (01.06.26)	Represents site power usage (Nov. 2025 – Jan. 2026); second invoice under review for partial payment clarification. Motion: To approve Eversource invoice #51518790142, dated 01/06/26, in the amount of \$14,271.22. Moved by: Ms. Clare Kilgallen Seconded by: Mr. Todd Klair Vote: Unanimously approved, 7-0-0 (Absent: Caspi)
II.	Approval Letter Discussion & Possible Vote:	
A.	AL-029-RO (Rain Event Cleanup / SWPPP Measures)	Approval Letter AL-029-RO covers cleanup work following a rain event and additional SWPPP protection measures implemented to mitigate future occurrences. The total amount of \$17,262.43 is funded from an existing GMP site dewatering allowance and does not impact the GMP contract value. During discussion, Clare Kilgallen noted that future submissions should differentiate between immediate event response costs and preventative SWPPP measures to ensure clearer cost tracking and documentation. Motion: To approve Approval Letter AL-029-RO in the amount of \$17,262.43 Moved by: Ms. Clare Kilgallen Seconded by: Ms. Steph Cowie Vote: Unanimously approved, 7-0-0 (Absent: Caspi)
III.	Notice of Change Discussion & Possible Vote	
A.	NOC - #TBD – PR-023 - FM Requested Cooking Lab Hood Mods	The Notice of Change (NOC) associated with PR-023 – Fire Marshal Requested Cooking Lab Hood Modifications remains under active internal review. The item addresses additional fire safety requirements for the cooking laboratory, including expanded hood installations at student and instructor stations. The project team is finalizing scope and cost details to ensure all design and compliance elements are accurately captured. Once review is complete, the finalized NOC will be presented to the Building Committee for consideration and vote at the next scheduled meeting.
IV.	Overall Status & Budget Risk	The project's current total budget stands at \$112,017,000, with \$1,620,359.28 remaining in the owner's contingency and \$48,980,194.55 invoiced to date, representing roughly 43% of overall completion. Key risks affecting cost and schedule include the fire pump redesign, cooking hood modifications, and auditorium installation timeline.
V.	State School Construction Grant Reimbursement Request #3 (April–October 2025)	The State School Construction Grant Reimbursement Application #3 (covering April–October 2025) remains pending, with JLL continuing to follow up with Superintendent Dr. Jones to confirm receipt and processing.
7:00	Construction & Schedule Update:	
I.	Site Safety	Turner Construction reported no safety incidents since the last meeting, with a total of 458 workers having completed onsite safety orientation. The active workforce has increased to approximately 161 workers, up from the holiday average of 140, returning to near peak manpower levels.
II.	Overall Project Schedule Review by Turner Construction:	
A.	Substantial Completion Confirmation	The substantial completion target has improved by two days to August 4, 2026. Critical path activities include auditorium installation, exterior site work, and construction of the Fire Pump House. Upcoming milestones are permanent power by March 3 and achieving watertight status by March 13. Turner plans to continue Saturday and weekend work in an effort to recover additional schedule days.
B.	Schedule Risks	The fire pump permit amendment process is under way, with Peerless fabrication release targeted for February 3, 2026. Turner's SourceBlue procurement team is working to reduce the current 18-week fabrication lead time to 16 weeks to mitigate schedule risk.
C.	Recovery Schedule	Additional evening meetings requested by Turner in late 2025 are no longer necessary due to limited outstanding design information. The only remaining extra session, scheduled for January 27 2026, has been canceled.
III.	Two Week Look Ahead	Work is progressing across multiple areas: Building E: Painting, ceiling grid installation, MEP drops, and low-voltage wiring. Building C/A: Ongoing taping and finishing. Auditorium (Building D): MEP rough-ins, spiral duct installation, and framing for ceiling clouds. Exterior: Continuing window and Nichiha panel installation from Building C through A and F. Site Work: Excavation for permanent power conduits pending easement finalization. Masonry remediation and flashing correction work is ongoing, weather permitting.
VI.	Permanent Power Coordination	Eversource is awaiting completion of easement documentation before proceeding with permanent power work. The Town attorney and Tree Warden are actively coordinating to resolve remaining requirements.
VII.	Owner-Supplied Items / Systems	Network switches and paper towel dispensers are owner-procured but will be installed by contractors. Building Management System (BMS) connectivity will be delivered under the contractor's scope and commissioning plan.
8:00	Design Items:	
I.	PCR #3 – Furniture, Fixtures & Equipment (FF&E) and Technology procurement packages	Bids for the Furniture, Fixtures & Equipment (FF&E) and Technology packages have been received and are currently under review. Public bid submissions are complete, while pricing from state vendors for technology items is still pending. Early analysis indicates both FF&E and technology costs are trending below budget. Final recommendations and vendor selections are expected at the next committee meeting. No long-lead materials have been identified, and overall procurement progress remains ahead of schedule.
II.	Value Management List - Discussion & Possible Vote	
A.	Wall Tile Color Selection at drinking fountains	The Design Review Committee recommended installing full-height tile behind nine drinking fountains to improve durability and maintenance. The proposal specifies white tile on the first floor and blue tile on the second floor. The committee discussed that approving the direction would allow issuance of a PR to obtain final pricing. Motion: To approve the installation of full-height tile behind nine drinking fountains—white tile on the first floor and blue tile on the second floor—and to proceed with issuing a Project Revision (PR) for final pricing in accordance with the Design Review Committee's recommendation. Moved by: The recommendation of the DRC as presented by Ms. Christina Poccia Seconded by: Motion originated from a committee recommendation; no second required. Vote: Unanimously approved, 7-0-0 (Absent: Caspi)
B.	Dimensional Letter Signage	The committee deferred action on the dimensional letter signage item due to multiple design options needing clarification. SLAM will review the alternatives with the Design Review Committee in a follow-on session immediately after the main meeting to establish a clear recommendation.
III.	FF&E & Move Management Matrix	Tamara Rivera of JLL reported that a move planning session was held in January with Principal Tom Healy and Meyer, the contracted move vendor. A faculty seminar was conducted to outline packing procedures and expectations for crate use. A preliminary cost estimate is expected by January 21, 2026, with a final proposal anticipated in April following the school's purging efforts. Early coordination is underway for dumpster placement to support the de-clutter process, and the team noted that some end-of-project clean-out requirements may not yet be included in the current budget.
9:00	Committee / Working Group Reports	
I.	Regulatory Working Group (RWG)	Continued discussions with Fire Marshal on PR-023 and fire pump approvals; further review of Life Skills hood requirement.
II.	Communication Working Group (CWG)	February newsletter materials in progress; CWG to include update on neighbor communications. Turner's response to neighborhood complaint will be forwarded for file.
III.	Owner Architect Contractor (OAC)	No new issues; NOC items and CORs previously discussed and endorsed.
IV.	Financial Working Group	Last met Jan 8; next meeting set for Jan 29 2026; reviewing dashboard and contingency.
V.	Design Review Committee (DRC)	Continued oversight on wall tile selection and signage design. Will convene immediately following this session with SLAM to finalize signage direction.
10:00	New Business	Fire Marshal Dawson will be at the Training Academy Feb 1–6 2026. Project team to expedite all submissions requiring his approval beforehand.
11:00	The next CMSBC meeting	January 27, 2026 – 7:00 PM – Canceled February 3, 2026 – 8:00 AM – Town Hall, Mazza Room (Hybrid)
12:00	Adjourn	Motion: To adjourn the meeting. Moved by: Ms. Clare Kilgallen Seconded by: Mr. Bob Chaney Vote: Unanimously approved, 7-0-0 (Absent: Caspi) The meeting adjourned without objection at 9:11 A.M.

Final Prepared by:
Christina Poccia, Secretary
Central Middle School Building Committee

Approved on 2/3/2026