

**Central Middle School Building Committee**  
**Meeting Minutes**



**MEETING DETAILS**

Meeting Number	25-071
Purpose	Regular Meeting
Meeting Date	7/8/25
Meeting Time	8:00 AM
Location	Meeting Room, Mazza Room

Name	Committee Members	Attendance
Joe Rossetti	Chair, DRC Member	Present - In person
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   Financial Working Group Member	Present - In person
Laura Kostin	BoE Rep, DRC Member	Present - virtual
Joshua Caspi		Absent
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	Absent
Jen Behette		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 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
Bill Leo	Turner Construction	Project Engineer	Present - virtual
Peter Alfano	Turner Construction	Superintendent	Present - virtual
Brian Nereson	Tighe & Bond		Absent
Kristin Malone	Colliers	Building Envelope Commissioning Specialist	Present - virtual
Sierra Keon	Colliers	Assistant Project Manager	Present - virtual

Agenda Item	Topic	Description
1.00	Call to Order	Mr. Joe Rossetti called to order the meeting on July 08, 2025 at 8:02 AM.
2.00	Housekeeping / Adjustments	The Chairman announced two adjustments to the agenda: Item #3 (Approval of Minutes) moved to follow Item #4 Discussion of Item #9(III)(C) (State Grant Application) to be included with Item #7
3.00	Approval of Minutes   (2025 – 6/24)	
		<b>Motion:</b> To approve the minutes of June 24, 2025 as amended with a note about Jen Behette's votes not counting. "Jen Behette wasn't properly seated as a substitute for Laura Kostin at the June 24, 2025 meeting because substitutes must be designated through the same procedure as the original member. Since this didn't happen, Jen Behette's votes didn't count, though this didn't change the outcome of any votes taken."
		<b>Moved by:</b> Mr. Harry Fisher
		<b>Seconded by:</b> Ms. Laura Kostin
		<b>Vote:</b> Approved with no objections, (8-0-0)   Absent: Caspi
4.00	Procedure for substitute BC member	Chairman Joe Rossetti explained that for a substitute to be properly seated on the committee, they must be designated through the same procedure as the original member (e.g., if Board of Ed voted to appoint the original member, they must vote to appoint the substitute). In the case of Jen Behette at the previous meeting, this procedure wasn't followed, making her votes invalid, though this didn't change the outcome of any decisions that required a vote.
5.00	Committee / Working Group Reports (as required)	
I.	Communication Working Group (CWG)	The July bulletin was drafted and posted to the website, including information about the noise ordinance exception for Saturdays in July and August.
II.	Owner Architect Contractor (OAC)	The Turner OAC meeting was held on July 7th. An issue regarding tree protection for a sewer line installation was discussed. Turner is working to adjust the line's location to minimize impact on tree roots, with the Tree Warden scheduled to visit the site. Future discussions are forthcoming regarding the alternates, that include gym finishes, graphics over entrances, and painting in the gymnasium.
III.	Financial Working Group	Next meeting scheduled for July 10, 2025.
IV.	PV Array Working Group	The BET approved the project on June 9, 2025. The group is monitoring changes to federal subsidies that might impact the project. These subsidies require projects to start before June 30, 2026, which could affect planning.

V.	Design Review Committee (DRC)	SLAM reported on DRC activities, noting they are targeting the first week of August for the next meeting (potentially shifting to the third week depending on scheduling). The team is currently reviewing feedback from teachers submitted via Principal Healy about which existing furniture items they wish to bring to the new building. SLAM is evaluating how these requests would affect the FF&E budget and overall design consistency while addressing equity concerns about furniture distribution to ensure no teachers feel their rooms are less important based on furniture allocation. Martocchio emphasized they remain ahead of schedule for the state submission in the fall. Chairman Rossetti requested that SLAM provide specific meeting dates rather than timeframes to help committee members plan around summer vacations. SLAM will coordinate with JLL to establish firm meeting dates and continue developing recommendations for optimal furniture distribution throughout the new building.
VI.	Discussion and Possible Vote - Fiscal Year 2025-2026 Delegation of Authority to Commit for the Central Middle School Building Committee - for invoice sign-off authority	
	<b>Discussion:</b>	Clare Kilgallen explained that similar to past practices, the Finance Board requires the Delegation of Authority form to be filled out every fiscal year to designate invoice signing authority. The form will authorize the three committee officers as signers, but only after committee approval of invoices.
	<b>Motion:</b>	That the Finance Department delegation of authority to commit for the Central Middle School Building Committee for the fiscal year beginning July 1, 2025 have the authorized signers be Chairman Joe Rossetti, Vice Chair Clare Kilgallen, and Secretary Christina Poccia, but only after committee approval of the invoice.
	<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
VII.	Community Outreach	The Central Middle School Building Committee is finalizing a response to correspondence from a neighborhood resident. The committee has shared an initial draft with working group members and is collecting their feedback before issuing the final version. The response will clarify the committee's process for receiving, acknowledging, and addressing community concerns moving forward. The deadline for committee members to submit any remaining comments on the draft response is by Friday, July 11th.
VIII.	Quarterly RTM Report	
A.	12th Quarterly RTM Report (July 11, 2025)	The draft report was sent to committee members for review and comments were received. The final draft was sent on Thursday, July 3rd in the CMSBC weekly packet.  There was discussion about two amendments: Clare Kilgallen suggested removing the chart of committee members, noting: "I don't know why it's in there. Everybody knows who they are, the RTM knows who they voted for. It's on our website. And it just makes the document bigger, especially for the RTM members receiving packets." Joe Rossetti suggested adding clarification about Colliers' role, suggesting that behind the Colliers nomenclature, they should add "slash commissioning agent" or explain what they're doing "because nobody knows what Colliers [does]."
	<b>Motion:</b>	To approve the 12th Quarterly RTM Report dated July 11, 2025 with amendments to remove the committee member chart and clarify that Colliers is the "commissioning agent" in item one.
	<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
B.	13th Quarterly RTM Report	Mr. Harry Fisher had volunteered to take responsibility for preparing this report.
6.00	Topping-off Ceremony & Discussion of Possible Dignitary Site Visit	A steel beam for signing is expected to be delivered by July 18th and will be placed near the mock-up area by the basketball courts. The ceremonial beam placement is targeted for the week of August 11th. The Communications Working Group will coordinate planning, following the same process used for the groundbreaking, working with the Director of Communications for dignitary invitations.
7.00	Discussion and Possible Vote – Renegotiation JLL Additional Service Amendment #2   \$89,719.00	
	<b>Discussion:</b>	The committee discussed JLL's request for Additional Service Amendment #2 for \$89,719, which was initially proposed to extend through August 2026. Several concerns were raised:  Tony Turner expressed that many of the proposed tasks (action log maintenance, meeting agenda preparation, community communications) were administrative tasks that committee members had performed for the first two years and were outside the scope of a project manager's role, calling it "a colossal waste of taxpayer dollars."  Todd Klair suggested approving only the portion through December 2025 and revisiting the 2026 portion later.  Lauren Rabin noted she wasn't comfortable supporting an increase in hours due to "delays and gaps in communication with stakeholders, neighbors, ineffective collaboration with town departments" and other performance concerns.  Clare Kilgallen analyzed the JLL rationale about meeting frequency and concluded the additional meetings only represented about 2.5% of time rather than the 20% increase JLL claimed.  Joe Kelly expressed concern that JLL hadn't notified the committee when tasks were outside their scope until now.
	<b>Motion:</b>	To approve JLL Additional Service Amendment #2 for a reduced amount of \$41,223 to cover the period through December 2025 only, with a review in the fall 2025 for future periods.
	<b>Moved by:</b>	Mr. Harry Fisher
	<b>Seconded by:</b>	Mr. Joe Rossetti
	<b>Vote:</b>	Approved 5-3-0 (Yes: Joe Rossetti, Christina Poccia, Harry Fisher, Todd Klair, Joe Kelly; No: Clare Kilgallen, Tony Turner, Laura Kostin)   Absent: Caspi
8.00	Invoices and Possible Vote for Approval:	
I.	<b>Discussion:</b>	JLL presented the payment application details, noting:  Payment Application #16 is for services rendered through June 2025 Amount: \$4,184,684.43 with \$811,365.26 in retainage Total completed and stored to date: \$15,096,403.57 Balance to finish: \$79,317,237.45  Turner representative Joe Phelan addressed committee questions regarding:  The May invoice payment (received on July 1st within the 45-day payment period) Subcontractor payment withholds (for Acorn, Professional Drywall, Ferguson Electric, and United Steel) pending receipt of proper lien waivers and documentation A credit for custom color that appeared in this application Why the construction contingency did not reflect Approval Letter #11 (timing issue - pencil application was submitted on the 18th, approval occurred on the 24th) Storage of materials offsite (all required insurance documentation has been received) Joe Rossetti emphasized that the committee is paying substantial amounts to Turner for materials not yet on the project site, but these materials are properly marked, inventoried, and insured for the town's benefit.

	<b>Motion:</b>	To approve Turner Construction payment Application #16 dated June 6, 2025 for \$4,184,684.43.
	<b>Moved by:</b>	Mr. Harry Fisher
	<b>Seconded by:</b>	Mr. Joe Rossetti
	<b>Vote:</b>	Approved with no objections, (8-0-0)   Absent: Caspi
9.00	Project Team Update:	
I.	<b>TCCO (Turner Construction Company)</b>	
A.	Site Safety Updates	A laceration incident occurred on June 25th when a worker was cut on the forearm while installing cold-form framing. The worker received medical attention and stitches. Turner conducted a "co-learning" review of the incident and implemented additional safety measures including arm sleeves for cold-form work. A worker also twisted their knee on July 7th, receiving first aid on site. Turner reported implementing a "stand down" day after the holiday to reorient workers.
B.	Open Items	Two subcontract agreements remain outstanding: Executive Landscaper and White Owl (concrete flatwork). White Owl is having issues securing a payment and performance bond. Turner may need to briefly close a portion of Orchard Street for delivery of 80-foot joists later in July.
II.	<b>Change Orders - Discussion &amp; Possible Vote:</b>	
A.	<b>COR-004-R0   NOC-006-R0   Unforeseen Unsuitable Material Remediation</b>	JLL presented this change order, explaining it was previously approved at \$403,624 but came in significantly under that amount at \$180,464.26. The committee had previously reviewed the documentation and backup materials tying the quantities to Tighe & Bond on-site presence as geotechnical engineer. They certified the depth of the bearing based on unsuitable materials, and along with Pete Alfano from Turner, tracked the unsuitable materials, clearly delineating contract work from change order work. JLL noted they were pulling out bonding as required by the State and holding that as a separate exposure for all change orders moving forward.
	<b>Motion:</b>	To approve COR-004-R0 referencing NOC-006-R0 for Unforeseen Unsuitable Material Remediation in the amount of \$180,464.26
	<b>Moved by:</b>	Ms. Clare Kilgallen
	<b>Seconded by:</b>	Mr. Harry Fisher
	<b>Vote:</b>	Approved with no objections, (6-0-0)   Absent: Caspi, Kelly, Klair
B.	<b>COR-005-R0 (PR-008): Gymnasium Scoreboard Changes</b>	Brief discussion about this previously discussed change to add an additional component to the gymnasium scoreboard, consistent with other schools district-wide.
	<b>Motion:</b>	To approve COR-005-R0 (PR-008) for Gymnasium Scoreboard Changes in the amount of \$2,414.02
	<b>Moved by:</b>	Mr. Harry Fisher
	<b>Seconded by:</b>	Mr. Joe Rossetti
	<b>Vote:</b>	Approved with no objections, (6-0-0)   Absent: Caspi, Kelly, Klair
II.	<b>JLL (Jones Lang LaSalle)</b>	
A.	Project Status	JLL confirmed that the project is tracking on schedule, as evidenced by the milestone tracking presented by Turner Construction.
B.	Project Budget	JLL reported the project is tracking to the approved budget of \$112,017,000 with:  Invoiced to date value of \$15,160,746.40 (14.9% of total budget) Remaining owner contingency of \$5,000,862.95 Approved commitments to date of \$101,543,879.55 Project risks have decreased as they're now out of the ground, and the unsuitable materials remediation came in under budget
C.	State Grant Application #3	JLL reported the current status of Grant Application #2, which was submitted to the state on April 22, 2025. Despite initially receiving confirmation that the application was submitted and being processed, the team discovered on July 3rd that the application was actually showing as "draft" in the state system. This issue came to light after required password updates when Dr. Jones provided a new password on July 2nd. JLL has contacted Angela at the Department of Administrative Services (DAS), but Dr. Jones needs to follow up directly with the state to resolve the matter. The grant amount in question is substantial at approximately \$5,894,949.42. This issue is particularly urgent as it's preventing the team from submitting Application #3. JLL assured the committee they are working diligently to resolve the situation and will provide updates at future meetings.
D.	Colliers Reporting	Due to the extended meeting time, the detailed Colliers report was initially going to be postponed. However, Kristin Malone (envelope specialist) and Sierra Keon (MEP systems) from Colliers did join at the end of the meeting to provide updates:  They are providing third-party technical oversight for building enclosure and MEP systems Have completed approximately 40 submittal reviews Conducting regular site visits to review installations Documenting issues and resolutions Will help with training building maintenance personnel Will conduct post-occupancy reviews Currently satisfied with the quality of submittals and installation work No major issues have been identified with building envelope or MEP systems
III.	<b>SLAM (The S/L/A/M Collaborative)</b>	
A.	Add Service Amendment Update	
(i)	<b>ASR-003 and ASR-005 approved on 06/24/25</b>	ASR-003 and ASR-005 were approved by the committee on June 24, 2025. The committee is awaiting the contract amendment supplement form from SLAM. JLL to work with SLAM to complete this administrative piece that needs to be filed with GPS.
B.	FF&E and engagement with Principal/GPS	As discussed earlier in the meeting (under Design Review Committee), SLAM is:  Working through feedback from teachers via Principal Healy about existing furniture they wish to bring to the new building Evaluating how these requests would impact the FF&E budget and design consistency Addressing equity concerns to ensure no teachers feel their rooms are less important based on furniture distribution Planning to present recommendations to the Design Review Committee about optimal furniture distribution

C.	Technology Update	No specific update was provided during this section. It was noted they are still targeting the same timeframe for PCR-3 submission to the State in the fall of 2025. The last technology meeting was held on June 17, 2025
D.	Maria's Garden Update	<p>SLAM provided details about the June 25, 2025 meeting with the Fareri family:</p> <p>They discussed concerns the family had raised in a meeting over a year ago  Reviewed what had been incorporated into the final documentation  Focused on specific plantings, the arrangement of the garden, and bench locations  Made adjustments to bench placement (moving one inboard for a place to sit and reflect)  Discussed accessibility improvements that will require modifications to the base documents  Working on minor modifications including swapping certain tree types (one-for-one changes, not adding more trees)  The biggest change will be adding stone dust to stepping stones to create a more accessible pathway  SLAM promised to provide renderings to the Fareri family reflecting these changes  A proposal request (PR) will be prepared for Turner to determine pricing changes  The Fareri family expressed interest in potentially supporting ongoing maintenance of the garden after warranty periods expire  The committee needs to follow up with DPW regarding their commitment to the garden's maintenance</p>
10.00	New Business	Chairman Joe Rossetti made a brief announcement regarding his likely absence at the upcoming July 22nd meeting. He noted that he wanted to coordinate this with the other officers (Clare Kilgallen and Christina Poccia) but was giving advance notice to all committee members about his probable unavailability. No other new business items were raised by committee members.
11.00	Next Meeting	The next CMSBC meeting: July 22, 2025 - 8:00am - 101 Field Point Rd., Town Hall – Town Hall Meeting Room
12.00	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 9:56am
		
<b>Prepared by:</b> Christina Poccia, Secretary Central Middle School Building Committee		Approved on 8/14/25

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