

**Central Middle School Building Committee
Meeting Minutes**



MEETING DETAILS

Meeting Number	25-082
Purpose	Regular Meeting
Meeting Date	11/25/25
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	Absent
Tony Turner		Present – Virtual
Harry Fisher	BET Rep Financial Working Group Member	Absent
Bob Chaney	BoE Rep, DRC Member	Present – In person
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	Town of Greenwich Officials	Attendance
Mark Dawson	Fire Marshal	Present – Virtual
John Vallerie	Building Department Official	Absent

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
Tamara Rivera	JLL	Project Manager	Present – Virtual
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	Senior Associate Interior Designer	Absent
Brian Hamel	CES	Senior Project Manager	Absent
Steve Muckle	CES	Project Manager	Present – Virtual
Andrew White	T&B	Mechanical Engineer	Absent
Tim Kleppes	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	Chairman Mr. Joe Rossetti called the meeting to order at 8:03 AM on Tuesday, November 25, 2025. The Pledge of Allegiance was observed. Attendance was confirmed with 7 voting members present, establishing quorum.

2.00	Housekeeping / Adjustments	Chairman Rossetti welcomed Mr. Bob Chaney as the new Board of Education representative. A potential BET representative change anticipated in early January 2026 was noted. The committee reviewed availability for upcoming meetings on December 9 and 23, 2025 (Joe Kelly unable to attend). To address schedule-sensitive items, members agreed to hold additional evening meetings on the "off weeks" between regular sessions—tentatively on December 2 and December 16 at 7:00 PM (hybrid) as well through the month of January 2026. The Town Clerk will be notified of this adjustment to the regular meeting schedule.
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3.00 Professional Team Update:

I. Notification of Change Discussion & Possible Vote:

A.	NOC-016-R0 – Premium Time Expenditures for ABAA Schedule Recovery	JLL presented NOC-016-R0 in the amount of \$138,920.00, explaining that Turner Construction requested authorization to expend premium time for specific trades to potentially recover eight days on substantial completion—from August 6 back to July 27. The effort draws from existing GMP allowances (e.g., steel and other general allowances), thus having no impact on the overall GMP value or project budget. JLL and SLAM reviewed and recommended approval of the notice. The committee discussed that this release to proceed addresses schedule recovery through the contractor's own contingency reallocations.
	Motion:	To approve NOC-016-R0 for Premium Time Expenditures for ABAA Schedule Recovery in the amount of \$138,920.00.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Approved (7-0-0) Absent: Fisher, Poccia

B.	NOC-017-R0 – Site Utility Fire Suppression Redesign Phase 2	JLL presented NOC-017-R0, "Site Utility Fire Suppression Redesign Phase 2," valued at a ROM (Rough Order Magnitude) of \$2,131,981.36. The committee discussed SLAM's proposed redesign (PR-019), which relocates the fire-pump, adds storage tanks, as well as a new pump located on site in order to resolve Aquarion low water-pressure issue. The solution will include two 10,000-gallon tanks and a one-hour-rated enclosure built on site. Team members confirmed the approach as the most expeditious for maintaining schedule and minimal cost impact. Discussion noted that the large dollar value represents an anticipated overall scope ceiling, with individual change orders to follow. Potential credits are expected for portions of base scope work no longer required (e.g., in-building pump, jockey pump, automatic transfer switch). Lead times based on a ROM was 26 weeks for a pre-manufactured complete solution. The Skid (Part of the system) would be 16-18 weeks and would require SLAM to design a "stick built" enclosure.
		Clare Kilgallen requested that the amendment language include reference to PCO-266 for tracking all related costs under Turner's internal accounting system. Discussion concluded that the last paragraph of Turner's letter—delegating future approval to the OAC Action Group—should be stricken to clarify that only the full Building Committee holds approval authority. Additionally, the committee reiterated the reasoning to hold the interim additional CMSBC meetings on off weeks in order to proactively expedite any items associated with this NOC-17-R0.
	Motion:	To approve NOC-017-R0 – Site Utility Fire Suppression Redesign Phase 2 in the amount of \$2,131,981.36, as amended to remove the final paragraph of Turner's letter.
	Moved by:	Mr. Todd Klair
	Seconded by:	Mr. Bob Chaney
	Roll Call Vote:	Approved (7-0-0) Absent: Fisher, Poccia


II. Change Orders Discussion & Possible Vote:

A.	Security Items - Pricing Under Review	Turner Construction reported that the pricing for several security-related items remains under internal review and coordination with subcontractors. These items involve card-access components and minor hardware integration updates at the school's entry and administrative areas. Turner is refining vendor and subcontractor quotations to confirm current market pricing before presenting a formal change order proposal.
B.	COR-019 – Design Assist and Fire Pump Skid Release	JLL presented Change Order 19 (COR-019 R0), in relationship to the previously approved NOC-017 R0 – Site Utility Fire Suppression Redesign Phase 2. The proposal authorizes Turner Construction to engage in design-assist services and fabrication of the fire pump skid, which constitutes the mechanical and plumbing core of the new pump-house system. The total value of the change order is \$393,111.93. This scope excludes the physical enclosure for the pump house but provides for the rapid procurement and release of the skid itself to maintain the project schedule. The design-assist process will allow coordinated shop-drawing approval by the design team, CES, SLAM, and the Fire Marshal, targeting release by early January 2026.
	Motion:	To approve Change Order 19 R0 for Design Assist and Fire Pump Skid Release in the amount of \$393,111.93 under the purview of NOC 17.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Ms. Steph Cowie
	Vote:	Approved (5-0-0) Absent: Fisher, Poccia, Turner, Caspi

III. Invoices and Possible Vote for Approval:

A.	Invoices A-F	<p>JLL reviewed the list of professional invoices scheduled for consideration. The committee confirmed that all invoices from Colliers, Eversource, Gap Mountain, Special Testing Laboratories, and The S/L/A/M Collaborative had been reviewed and verified by JLL and SLAM prior to submission. It was further noted that the two JLL invoices (Items G & H) listed on the posted agenda would not be presented this meeting because supporting documentation was still being finalized; both will be deferred to a subsequent meeting.</p> <p>Ms. Clare Kilgallen proposed streamlining the process through an omnibus motion to approve all verified invoices (Items A-F) listed with their respective dates and dollar amounts. Chairman Rossetti confirmed there were no member objections. No discussion on discrepancies or budget impacts occurred; all items were consistent with prior approvals and within the monthly billing cycle.</p>
	Motion:	<p>To approve the invoices listed in Items A through F as presented on the agenda, with invoice numbers, dates, and dollar amounts as stated.</p> <p>Colliers Project Leaders USA NE LLC, Invoice #0001111617 dated October 31, 2025 in the amount of \$7,700.00; Eversource, Invoice #51688180181 dated October 30, 2025 in the amount of \$2,894.67; Gap Mountain Consulting Engineers, PLLC, Invoice #580 dated November 3, 2025 in the amount of \$19,955.00; Special Testing Laboratories, Inc., Invoice #39420 dated July 31, 2025 in the amount of \$36,361.45; The S/L/A/M Collaborative, Inc., Invoice #1034594 dated November 4, 2025 in the amount of \$59,482.43; and The S/L/A/M Collaborative, Inc., Invoice #1034630 dated November 5, 2025 in the amount of \$18,466.00. All six invoices were verified by JLL and SLAM for accuracy and alignment with current contract terms.</p>
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Joe Kelly
	Vote:	Approved (5-0-0) Absent: Fisher, Poccia, Turner, Caspi
IV.	Approval of Minutes (2025 – 11/11, 11/18)	<p>The committee intended to review and vote on approval of the minutes from the November 11 and November 18, 2025 meetings. However, before this item was reached, several members—who had indicated early departures—left the meeting, reducing attendance below quorum at 8:59am.</p> <p>As a result, no motions or votes were entertained on the approval of prior meeting minutes. Chairman Rossetti noted that these minutes will be carried forward for review and formal approval at the next regular CMS Building Committee meeting scheduled for December 9, 2025.</p>
V.	Overall Status	<p>JLL reported that the project remains within its approved appropriation and overall budget. The recently approved NOC-017 R0 (Fire Suppression Redesign Phase 2 – \$2,131,981.36) draws from existing owner contingency but does not exceed authorized funding. The professional team, including JLL and SLAM, reconfirmed that all current actions align with the established Guaranteed Maximum Price (GMP).</p> <p>Schedule recovery efforts authorized under NOC-016 R0 (\$138,920) are underway to potentially regain eight days of substantial completion, moving the target from August 6 to July 27, 2026. Both the redesign and recovery initiatives are being treated as critical path items, with Turner's premium-time allocation supporting immediate corrective work.</p> <p>JLL and Turner Construction will continue close coordination with the Financial Working Group to monitor potential cost exposures and offsets.</p>
VI.	Budget Risks	<p>The committee noted that while the project is within budget, several significant exposures are being tracked:</p> <p>Fire Suppression System Directive (NOC-017 R0): The redesign requires substantial contingency drawdown; the team is pursuing corresponding credits for deleted in-building scope elements (pump, jockey pump, transfer switch).</p> <p>Schedule Recovery (NOC-016 R0): Premium-time expenditures must be monitored to ensure GMP allowances are not exceeded.</p>
VII.	Reimbursement Request #3	<p>JLL reported that Reimbursement Request #3, covering the eligible cost period April through October 2025, was submitted to the State of Connecticut on November 11, 2025. The total eligible reimbursement request equals \$17,197,155.05.</p> <p>Participating vendors and professional services included: Colliers Project Leaders, Eversource, Gap Mountain Consulting Engineers, JLL, The S/L/A/M Collaborative, Shipman & Goodwin, Special Testing Laboratories, and Turner Construction.</p> <p>JLL and Town Finance will track submission status and reconciliation with the State's Office of School Construction Grants and Review (OSGCR).</p>
4.00	Design Items:	
I.	PCR #3	<p>JLL reported that the State of Connecticut Office of School Construction Grants and Review (OSGCR) has formally approved PCR #3, covering the Furniture, Fixtures & Equipment (FF&E) and Technology packages. This approval allows the project team to proceed to bid. Coordination with Greenwich Public Schools (GPS) Purchasing Department is ongoing to lock in bid release timing. The team outlined they would meet with GPS Procurement to discuss and schedule bid posting and openings. The original tentative bid date was November 17th, understanding that this was an aggressive schedule as the PCR was being conducted November 5th and 6th. Clare Kilgallen requested that the Design Review Committee (DRC) be notified immediately of the bid release timing once GPS confirms.</p>
II.	Value Management	<p>SLAM provided JLL with an updated, consolidated Value Management log outlining potential savings opportunities and optional enhancements still under consideration. JLL confirmed the list will be released to the full committee (not only to officers or the DRC) to ensure transparency. The committee will review the options and determine possible reintegration of previously deferred items, subject to budget constraints and available contingency.</p>
III.	Attic Stock - Status	<p>Coordination meetings have been held with Dan Watson to review items identified for attic stock. Dan requested verification of these items with Principal Tom Healy before finalizing. The team is scheduling a follow-up meeting with Principal Healy next week to confirm needs, quantity, and storage requirements. This step will finalize the attic stock list and integrate it into procurement planning.</p>
IV.	FF&E & Move Management Matrix	<p>JLL introduced Tamara Rivera as the Move Management Lead for the project. Tamara presented a tracking matrix that consolidates procurement, delivery, and installation milestones for both bid-procured and owner-furnished equipment. Clare Kilgallen emphasized the need to include schedule milestones in the matrix to ensure coordination with construction completion, TCO status, and classroom setup timelines. The committee highlighted that due to the complexity of a full school move, BOE staff must receive early and detailed information to allow adequate time for setup before the 2026 school year. JLL committed to providing a more detailed schedule discussion with Principal Healy at the next CMSBC meeting, including FF&E delivery windows and installation sequencing.</p>
5.00	Building Department & Fire Department Update:	
I.	Permit Status / Amendment #1 (PR-005)	<p>Turner Construction reported that the Building Department is currently reviewing Amendment #1 (PR-005), which reflects revisions to egress headcounts for the gymnasium areas. SLAM provided three hardcopy sets of the updated drawings and amendments directly to Building Official John Valerie for review on November 20, 2025. Turner awaits confirmation of acceptance and formal sign-off on the permit modification.</p> <p>No cost or schedule impacts are anticipated from this administrative amendment. Turner will follow up with the Building Department if no response is received within one week to ensure timely approval.</p>
II.	Fire Suppression Redesign – Phase 2 (Pump House and Storage Tanks)	<p>SLAM issued PR-019-R1 on Wednesday, November 19, which Turner Construction subsequently priced and submitted as a Notice of Change (NOC-17). Planning and Zoning (P&Z) review was held with Patrick LaRow, who expressed no objections to the proposed pump-house location, pending final confirmation of setbacks, materials, and façade color. Steph Cowie reported that P&Z will be prepared to sign off administratively once those design details are finalized.</p>
A.	NOC-015-R0 (Phase 1)	<p>Approved November 18, 2025 for site utility piping in the amount of \$128,328.11. Work in the field has started, and Turner Construction confirmed inspections are underway with Fire Marshal Mark Dawson. Design drafts for the pump house and storage tanks have been prepared by SLAM and Turner.</p>
B.	Schedule & Cost Impacts	<p>The new pump house enclosure solution is included in NOC-017 R0 (approved earlier in the meeting for \$2,131,981.36). Lead time for the skid fabrication is approximately 18 weeks, compared to 26 weeks for a pre-packaged structure, representing schedule improvement. Overall cost impacts will be monitored against the owner contingency. Future credits are expected from redundant base-scope components that will not be installed under the revised plan.</p>
III.	Fire Department / Cooking Lab Hood Potential Resolution	<p>Steve Martocchio (SLAM) presented the results of ongoing coordination with Fire Marshal Mark Dawson regarding code compliance in the Consumer Science (Cooking Lab). The Fire Marshal accepted the proposed compromise solution, eliminating the need for commercial Type 1 hoods that would have required roof penetrations and additional fan units. Instead, the lab will install upgraded residential-style recirculating hoods fitted with small integrated ANSUL fire-suppression systems. These units monitor heat levels and automatically shut off cooking equipment or activate fire suppression at defined thresholds. This solution meets fire-safety requirements and avoids structural modifications, representing time and cost savings. The fire marshal requested technical product data for the art room kiln exhaust system and the main cafeteria hood Ansel system. SLAM will provide the specifications this week for review and approval.</p>
6.00	Construction & Schedule Update:	
I.	Site Safety	<p>Turner Construction reported no safety incidents since the previous meeting. To date, 407 workers have completed on-site orientation, with an average of 149 workers present on site during the past week. Safety protocols remain in effect for all trades and subcontractors.</p>
II.	Schedule Review / Substantial Completion	<p>Exterior masonry watercourse installation is proceeding, with stonework scheduled to start at the gymnasium area in the next two weeks. The Nichiha panel system installation continues, following window/storefront installation sequences.</p> <p>On the second floor: MEP rough-in nearing completion. Door frames installation underway. Drywall progressing, with taping scheduled to begin imminently.</p> <p>On the first floor: Spray-on fireproofing ongoing in Area A, moving toward Area B (locker rooms). Masonry wall construction continues in mechanical and electrical rooms, stairwells, and data rooms. Site utility corridor operations are active, with water lines being installed and inspected by the Fire Marshal. Electrical conduit installation will follow.</p> <p>Substantial completion remains targeted for August 6, 2026 (with recovery aiming for July 27, 2026). The critical path is currently driven by exterior envelope completion and auditorium interior work.</p>
III.	Recovery Schedule Update	<p>The approved NOC-016-R0 premium-time funding allows Turner to recover eight lost days by expediting AVB work and starting related trades sooner. Work sequencing adjustments have shifted portions of the critical path from exterior site-work to interior auditorium finishes.</p> <p>Premium-time allocations are being applied to panel installation, site preparation in the north fire lane, and trade coordination to restore original float margins. The OAC Action Group and Turner are monitoring progress to ensure schedule recovery stays on track.</p>

IV.	Cashflow - 2026 Calendar Issuance	Turner indicated project cash flow remains aligned with schedule projections. The updated 2026 cash flow forecast was not reviewed during the meeting but will be sent to Town Comptroller Joanna later the same day. Clare Kilgallen requested that Turner notify the Town in advance if any reporting deadlines will be missed, noting this had been a concern twice in the past week. Turner agreed to improve communication.
V.	Coordination with Eversource & Verizon for Temporary and Permanent Power	Lauren Rabin assisted JLL and Turner with contact coordination at Eversource for expedited action. Temporary power work began on-site Thursday, November 20, 2025, including pole installation. Turner is awaiting installation of the electrical meter. Permanent power coordination with Eversource and Verizon is ongoing, with two Verizon contacts provided by Lauren. Turner is tracking both temporary and permanent service timelines to maintain construction continuity. The Committee thanked Lauren and the team for breaking through prior delays with utility coordination.
7.00	Professional Team Update:	
I.	Regulatory Working Group (RWG)	Ms. Steph Cowie reported no major new regulatory issues. The RWG continues to monitor permit progress—specifically, the Building Department's review of Amendment #1 (PR-005) and Fire Marshal coordination for the fire suppression redesign. Members emphasized maintaining prompt communication with regulatory authorities to ensure that all permit changes flow efficiently between SLAM, Turner, and the Town's Building Department staff.
II.	Communication Working Group (CWG)	Ms. Clare Kilgallen confirmed that the CWG would meet later on November 25 to finalize the December community bulletin, providing updates on construction progress, design milestones, and upcoming activity notices. The bulletin will also include holiday-week work notifications, particularly site activity occurring the day after Thanksgiving and Saturday shifts. The CWG will coordinate mailers with JLL and Turner to ensure unified messaging to nearby residents.
III.	Owner Architect Contractor (OAC)	JLL reported that the last OAC meeting focused heavily on fire suppression change coordination, NOCs, and schedule recovery efforts. The next OAC session is scheduled for Monday, December 1, 2025, 1:00 PM, hybrid format. Attendance challenges were noted: Joe Kelly regularly participates, while Todd Klair and Josh Caspi have limited availability. Committee members interested in joining the OAC group were encouraged to volunteer for stronger representation at weekly working meetings with Turner and SLAM.
IV.	Financial Working Group	JLL reported the FWG held a formal meeting November 13 and also convened a special review session November 24 to examine major NOCs (16, 17) and budget exposure. The next regularly scheduled meeting will occur December 4, 2025. FWG continues to evaluate contingency usage, track credits anticipated from the fire suppression redesign, and monitor consistency between Turner Construction cost reports and owner-funded accounts.
V.	Design Review Committee (DRC)	The DRC recently reviewed design package releases and will next focus on FF&E color selections and furniture specifications following the State's approval of PCR #3. Ms. Clare Kilgallen requested that the DRC be kept informed of bid release timing to coordinate any design clarification needs related to the FF&E bid. No additional design concerns were raised.
VI.	Neighborhood Correspondence	No new neighborhood complaints or feedback have been received. JLL and Turner confirmed that advance notices regarding post-holiday work (Friday after Thanksgiving) and Saturday site activity were distributed successfully. Nearby residents have remained cooperative, and communication lines are open for any future notifications.
VII.	14th Quarterly RTM Report	Mr. Joe Kelly will prepare the 14th Quarterly RTM Report with support from JLL. The report will summarize recent construction progress, budget status, change-order activities, and schedule forecasts for presentation to the RTM Education and Public Works Committees at the next quarterly cycle. Preparation is scheduled for early January 2026.
8.00	New Business	No new business items were formally introduced. Chairman Joe Rossetti invited final comments from members; none were raised. He reiterated appreciation for the committee's responsiveness in addressing urgent matters related to fire suppression system redesign and schedule recovery efforts before the Thanksgiving holiday.
9.00	The next CMSBC meeting	The committee confirmed that the next regular Central Middle School Building Committee meeting will take place on Tuesday, December 9, 2025, at 8:00 a.m. in the Mazza Room, Town Hall, 101 Field Point Road, Greenwich, CT, with participation available in a hybrid format (in-person and via Zoom). Members also agreed that special evening sessions may be convened on December 2 and December 16, 2025 if time-sensitive change orders or project actions require additional review. The committee will confirm by Monday whether the December 2 session will be necessary based on workloads and pending agenda items.
10.00	Adjourn	A quorum was lost at 8:59 AM, following member departures with early stops. No additional motions or votes were entertained thereafter. The meeting continued for informational discussion only before closing. The committee recessed at 9:36 AM, and the meeting would recess until the next regular session. Members exchanged well wishes and concluded with "Happy Thanksgiving" remarks.


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

12/9/2025