


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



MEETING DETAILS			
Meeting Number	25-084		
Purpose	Regular Meeting		
Meeting Date	12/23/25		
Meeting Time	8:00 AM		
Location	Mazza Room, Greenwich 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 (host per Zoom record)	
Tony Turner		Present – Virtual	
Harry Fisher	BET Rep   Financial Working Group Member	Present – Virtual	
Bob Chaney	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	
Name	Neighborhood Liaisons	Attendance	
Rachel Koven		Absent	
Susan Rudolph		Present – Virtual	
Warren Silver		Present – Virtual	
Name	Town of Greenwich Officials	Attendance	
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	Absent
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	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	Chairman Mr. Joe Rossetti called the meeting to order at 8:02 AM on Tuesday, December 23, 2025, noting a quorum of at least five voting members. The Pledge of Allegiance was observed. Quorum wlater increasing to eight voting members upon the arrival of Todd Klair, Joe Kelly, and Bob Chaney.	
2.00	Housekeeping / Adjustments	Mr. Rossetti presented two adjustments to the standard agenda order for the session. First, Item 4, II. C. COR-022-R0 - PR005 (Concrete Flatwork Portion) Postponement. The project team is still conducting a technical and cost analysis to verify the pricing and scope implications of the proposed adjustment. Second, Item 8, II. Neighborhood Correspondence was moved to the beginning of the meeting to maintain efficient meeting flow and accommodate holiday scheduling.  He reviewed the upcoming CMSBC meetings scheduled for December 30 (7:00 p.m.) and January 06 (8:00 a.m.). At present, there is no anticipated need for the December 30 meeting; cancellation notice will be posted. The next regular meeting on January 6, 2026 (8:00 a.m.) remains confirmed. Mr. Rossetti confirmed he will not be present; Clare Kilgallen will chair the meeting during his absence.  Lauren Rabin announced that Steph Cowie was nominated by the Board of Selectmen to become a voting member of the CMS Building Committee, replacing Joe Kelly, who is transitioning to the BET. The RTM confirmation vote for Steph's appointment is scheduled for January 20.	
8.02	Posted Agenda Item 8 (II) Neighborhood Correspondence	JLL reported that the January–February 2026 community letters were distributed December 19, 2025, reiterating the no-work restrictions on Christmas Day and New Year's Day. Committee acknowledged no new complaints received. No reports of complaint via the Neighborhood Liaisons.	
3.00	Building Department & Fire Department Update:		
I.	Permit Status / Amendment #1 (PR-005)	Turner Construction confirmed amended drawings (PR-005) had been reviewed, stamped the the Town record, and approved by the Town of Greenwich Building Department., fully closing the permit item.	
II.	Fire Suppression Redesign – Phase 2 (Pump House and Storage Tanks)	Turner Construction reported that the Phase 2 fire suppression redesign, including the pump house and storage tanks, as well as the manufactured skid (with a 18-week manufacturing lead time), presents a project schedule delay with an anticipated completion into early to mid-September 2026.  The committee discussed recovery strategies—such as overlapping trade work and expedited reviews—to reduce this delay and maintain the goal of opening the school by August 2026.  The Building Committee discussed contingency options for opening the school in the event that the sprinkler system installation extends beyond August 2026. Both the Fire Marshal and Building Department confirmed that occupancy cannot occur without a functioning sprinkler system, though a temporary "Fire Watch" "red payroll" could serve only as an interim measure. The Committee's priority is to complete the pump installation on schedule.	
III.	Status of PR – Cooking Lab Hood Response	SLAM confirmed that the proposal request to address the four student cooking hoods in the Consumer Science classroom was expected to be issued by end of day December 23, 2025.	
IV.	Fire Department / Kitchen Ansul System & Art Room Kiln Memo	Fire Marshal Mark Dawson requested a comprehensive, consolidated drawing showing the relationship between the kitchen appliances, exhaust hood layout, and fire suppression (Ansul) system to verify compliance with mechanical and fire codes. JLL, SLAM, and Turner will work to prepare a combined drawing package integrating mechanical design documents, food service equipment data, and suppression system specifications for the Fire Marshal's formal review.  The status of the Art Room kiln was confirmed. Fire Marshal Mark Dawson had already reviewed SLAM's December 1, 2025 Kiln Memo, provided feedback, and determined that the base design and exhaust configuration were appropriate and compliant with code requirements. Turner was authorized to move forward with implementation of the Kiln installation under the approved design.	
4.00	Professional Team Update:		
I.	Invoices and Possible Vote for Approval:		
A.	<b>The S/L/A/M Collaborative, Inc. – Invoice #1034763</b>	JLL verified and approved the S/L/A/M invoice for contract compliance, confirming it covered architectural coordination and fire-suppression redesign work. Clare Kilgallen requested that future submissions separate fire-related design costs to enhance transparency and facilitate accurate reporting of code-driven expenditures. <b>Motion:</b> To approve The S/L/A/M Collaborative, Inc. Invoice #1034763 dated November 25, 2025, in the amount of \$14,240.00 for architectural and engineering services rendered. <b>Moved by:</b> Ms. Clare Kilgallen <b>Seconded by:</b> Mr. Joe Kelly <b>Vote:</b> Approved by unanimous consent, 7-0-0 (Absent: Caspi & Cheney)	
B.	<b>Colliers Project Leaders USA NE, LLC – Invoice #1121534</b>	The invoice represented Colliers' professional fees for third-party envelope and mechanical systems review as part of its contracted oversight services. JLL confirmed the value was consistent with the approved budget and scope.	

		<p><b>Motion:</b> To approve Colliers Project Leaders USA NE, LLC – Invoice #1121534 dated November 30, 2025, in the amount of \$5,496.00 for professional services related to third-party reviews of the building envelope and mechanical systems.</p> <p><b>Moved by:</b> Ms. Clare Kilgallen</p> <p><b>Seconded by:</b> Mr. Harry Fisher</p> <p><b>Vote:</b> Approved by unanimous consent, 8-0-0 (Absent: Caspi)</p>
II.	Change Order Discussion & Possible Vote:	
A.	<b>COR-020-R0 – Electrical and Low Voltage Credits (RFI 53, 55 &amp; 77)</b>	<p>JLL outlined this change order reflected a net credit of \$9,935.12 to the project budget resulting from revisions to electrical and low-voltage cabling scopes identified through RFIs 53, 55, and 77. The adjustment reconciled minor scope deletions and cable routing optimizations, approved jointly by SLAM and JLL, reducing the project's total cost within the established Guaranteed Maximum Price (GMP).</p> <p><b>Motion:</b> To approve Change Order Request COR-020-R0 – Electrical and Low Voltage Credits (RFI 53, 55 &amp; 77), to accept a \$9,935.12 credit, reducing the overall project cost.</p> <p><b>Moved by:</b> Mr. Joe Kelly</p> <p><b>Seconded by:</b> Mr. Harry Fisher</p> <p><b>Vote:</b> Approved by unanimous consent, 8-0-0 (Absent: Caspi)</p>
B.	<b>COR-021-R0 – PR-017 Owner-Requested Additional Fiber Strands</b>	<p>JLL outlined this change order requested by GPS Information Technology (Tony Tripodi) added \$3,929.46 to expand the building's data connectivity by incorporating additional fiber strands as a future-proofing measure. The increase will come from Owner Contingency, and will amend the GMP value with Turner's contract, ensuring enhanced capacity for potential technology upgrades.</p> <p><b>Motion:</b> To approve Change Order Request COR-021-R0 – PR-017 Owner-Requested Additional Fiber Strands, authorizing Turner Construction to expand the building's data connectivity by incorporating additional fiber strands as a future-proofing measure with a change Order value of \$3,929.46 to be funded from Owner Contingency, and will amend the GMP value.</p> <p><b>Moved by:</b> Ms. Clare Kilgallen</p> <p><b>Seconded by:</b> Ms. Steph Cowie</p> <p><b>Vote:</b> Approved by unanimous consent, 8-0-0 (Absent: Caspi)</p>
III.	Overall Status	<p>JLL presented the latest financial dashboard summarizing commitments, expenditures, and project risks.</p> <p>As of December 2025, total committed project costs stood at \$104,910,918.70, representing confirmed contract values and executed change orders under the approved \$112,017,000 budget. Invoices paid to date totaled \$43,189,701.71, equivalent to 38.56% of total project completion, aligning with on-site construction progress.</p>
IV.	Budget Risks	<p>The committee reviewed the four primary risk exposures being actively managed:</p> <ol style="list-style-type: none"> <li>1. The fire suppression redesign (pump house and storage tanks) impacting schedule and contingency levels.</li> <li>2. The air vapor barrier (AVB) delay claim, previously resolved through change order adjustments but still tracked for recovery impacts.</li> <li>3. The sprinkler system coordination, tied to design approvals and procurement timelines.</li> <li>4. The site contractor's topsoil removal claim, pending reconciliation of documented quantities and change scope.</li> </ol> <p>JLL confirmed all exposures are accounted for within existing contingencies, though committee members highlighted that the contingency margin remains narrow for this stage of construction and must be closely monitored going into Q1 2026.</p>
V.	State School Construction Grant Reimbursement Request #3 (April–October 2025)	<p>JLL reported that State Reimbursement Request #3 for \$3,436,891.80—covering April to October 2025 costs—was submitted November 11, 2025 and has received "OK to Pay" status. Referencing the processing timeline from Reimbursement #2, the State issued an "OK to Pay" on September 11, 2025, and funds were received on October 29, 2025, indicating roughly a seven-week payment period. Applying this same timeline, JLL expects that Reimbursement #3, approved in late November 2025, will result in payment by early to mid-January 2026.</p>
5:00	Construction & Schedule Update:	
I.	Site Safety	<p>Turner reported one minor hand injury to a sprinkler fitter, deemed non-recordable, and confirmed no other incidents. Current manpower stands at 133 active workers, with 429 total personnel having completed site orientation.</p> <p><b>Arc Flash Incident (11/26/25)</b> Turner Construction reported that an arc flash occurred when the temporary electrical panel—manufactured by Eaton and supplied through Ferguson, the electrical subcontractor—was being energized on site.</p> <p>The Eaton incident report, issued and shared with JLL before the meeting, confirmed that the screws installed in the panel were longer than the design specification, resulting in unintentional contact with energized components when power was applied. The event was contained within the panel housing, and no injuries occurred, as the panel's internal fuses functioned properly to isolate the arc and prevent wider electrical failure. Following Eaton's findings, Ferguson replaced all affected wiring, circuits, and components within the panel and verified the corrected configuration. The repairs were completed over the weekend preceding the December 23, 2025 meeting, and the panel was successfully re-energized without incident prior to the start of the following work week.</p> <p>Fire Marshal Mark Dawson emphasized that although the situation was resolved, future electrical faults or similar incidents should be formally reported to his office and Building Official John Vallerie for proper safety documentation and preventive review.</p>
II., A., B.	Schedule Review / Substantial Completion	<p>Turner Construction (Joe Phelan) confirmed the project is still targeting substantial completion on August 6, 2026. The primary schedule challenge remains the 18-week manufacturing lead time for the fire pump skid under the Phase 2 fire suppression redesign, which could shift completion into early to mid-September 2026 if not addressed. Turner emphasized that it is proactively developing an acceleration and recovery plan to regain lost time without compromising construction quality or worker safety. Strategies under consideration include scheduling limited overtime for critical path activities, overlapping trades where scope permits, and expediting review and approval cycles between the project team, design consultants, and town regulators. The recovery effort will focus on internal coordination, timely procurement, and sequencing efficiencies to ensure all work supporting school occupancy by August 2026 can be achieved despite the fire pump delay.</p>
III.	Coordination with Eversource & Verizon for Temporary and Permanent Power	<p>Turner reported that two Eversource utility poles have been installed, while Verizon pole installation has stalled due to rock obstructions encountered during drilling. Ms. Lauren Rabin was asked to assist again to escalate the matter with Verizon to secure completion, as timely installation is essential for permanent power work. The objective is to have all permanent power conduits installed, inspected, and energized by February 2026 to align with the electrical commissioning schedule.</p>
IV.	Noise Ordinance (January & February)	<p>Continued compliance confirmed: no work on major holidays; limited daytime activities between December 26 and January 2.</p>
6:00	Approval of Minutes   (2025 – 11/11, 12/09)	<p>The committee reviewed the draft minutes from the meetings held on November 11, and December 09, 2025.</p> <p><b>Motion:</b> To approve the November 11, 2025 meeting minutes.</p> <p><b>Moved by:</b> Ms. Clare Kilgallen</p> <p><b>Seconded by:</b> Mr. Bob Chaney</p> <p><b>Vote:</b> Approved by unanimous consent, 8-0-0 (Absent: Caspi)</p> <p><b>Motion:</b> To approve the December 09, 2025 meeting minutes.</p> <p><b>Moved by:</b> Mr. Joe Rossetti</p> <p><b>Seconded by:</b> Mr. Bob Chaney</p> <p><b>Vote:</b> Approved by unanimous consent, 8-0-0 (Absent: Caspi)</p>
7:00	Design Items:	
I.	PCR #3	<p>SLAM and JLL confirmed that bid packages for the Furniture, Fixtures, and Equipment-Technology procurement were released, with bids due January 12, 2026. The project team is responding to vendor inquiries and preparing an addendum to clarify specifications prior to the submission deadline.</p>
II.	Value Management	<p>The committee held a detailed discussion on pending value management opportunities, focusing on small finish upgrades and potential technology enhancements such as upgrading data cabling from CAT6 to CAT6A for improved long-term performance. While these changes could enhance functionality, members agreed to defer decisions on higher-cost items—including material substitutions and feature additions—until pricing for pending fire-suppression redesign costs is fully confirmed to ensure budget integrity. Turner Construction and SLAM will provide revised cost estimates and design narratives before the dedicated Value Management meeting planned for January 13 or 20, 2026, where recommendations will be reviewed.</p>
III.	Attic Stock - Status	<p>JLL along with SLAM and Turner Construction, and school representatives are collaborating to complete a comprehensive storage analysis detailing available linear footage and racking capacity across designated storage areas for attic stock materials. This review aims to determine which surplus construction materials and components can be securely stored onsite versus what may require off site inventory management. The ongoing coordination ensures accurate reconciliation of ordered quantities with physical storage limits, supporting both operational readiness and efficient material tracking ahead of building completion.</p>
IV.	FF&E & Move Management Matrix	<p>JLL provided a detailed overview of the Furniture, Fixtures, and Equipment-Technology (FF&amp;E/Tech) coordination and the school relocation schedule, developed in collaboration with the Principal, GPS and Turner Construction. Key milestones include an on-site survey on February 5, 2026, where staff and the move vendor (Meyer) will assess packing needs and room configurations; a proposal review during the February/March committee meeting to finalize cost and logistics; and a staff kickoff training session scheduled for March 4, 2026, which will outline packing protocols, timelines, and site procedures. JLL noted that these activities will ensure a smooth transition from the existing facility to the new building, with all move details documented in the master relocation matrix. Bob Cheney (BOE) will join upcoming coordination sessions to verify that plans align with Board of Education operational requirements and address staff needs throughout the moving phase.</p>
8:00	Committee / Working Group Reports	
I.	Regulatory Working Group (RWG)	<p>The RWG is awaiting to be engaged on the upcoming meeting with the Town for final fire pump skid specifications from Turner and SLAM in order to coordinate with the Building Department on necessary site plan adjustments and approvals. The RWG asked for meeting time window and possible meeting dates by end of day.</p>
II.	Communication Working Group (CWG)	<p>The CWG is preparing the January 2026 community bulletin, which will summarize current construction progress, schedule updates, and anticipated milestones to maintain transparent communication with residents.</p>
III.	Owner Architect Contractor (OAC)	<p>Joe Kelly reported that coordination among Turner, SLAM, and JLL continues to run smoothly, with all previously raised issues addressed and no outstanding conflicts requiring committee action.</p>
IV.	Financial Working Group	<p>The next meeting is planned for the week of January 5–8, focusing on a review of project contingency balances and the financial impact of pending value management and fire-suppression-related changes.</p>
V.	Design Review Committee (DRC)	<p>Nothing to report</p>
VI.	Neighborhood Correspondence	<p>JLL confirmed that resident notification letters outlining the January–February 2026 work schedule and noise ordinance updates were mailed on December 19, 2025, ensuring continuous community engagement over the winter construction period.</p>
VII.	14th Quarterly RTM Report	<p>The draft 14th Quarterly Report (October 12, 2025 to January 11, 2026) coordinated with Joe Kelly &amp; Steph Cowie was issued to the Building Committee. JLL will add final December 2025 financial data from the Town prior to finalizing the report. It will be presented for CMSBC approval at the January 6, 2026 meeting.</p>
9:00	New Business	<p>Steph Cowie asked whether the new school auditorium would be available for the RTM September 2026 meeting; Joe Rossetti confirmed it would not be ready for public use until full building occupancy. No other new business was raised.</p>

10.00	The next CMSBC meeting	<p>January 6, 2026 (8:00 a.m.) – The next regularly scheduled CMSBC meeting, which will proceed as planned and include updates on construction progress, schedule recovery strategies, and review of the 14th Quarterly RTM Report for final approval.</p> <p>January 13, 2026 (7:00 p.m.) – Tentative Meeting (or January 20) - A dedicated evening meeting focused exclusively on Value Management, where the committee will review updated cost estimates, design narratives, and make final determinations on deferred finish and technology items, including discussion on the CAT6 vs. CAT6A cabling proposal.</p>
11.00	Adjourn	Members exchanged holiday wishes and concluded with "Happy Holidays" remarks. Adjourned at 9:38 am.
		<b>Motion:</b> To adjourn the Central Middle School Building Committee meeting.
		<b>Moved by:</b> Ms. Clare Kilgallen
		<b>Seconded by:</b> Mr. Bob Cheney
		<b>Vote:</b> Approved Unanimously (6-0-0) (Absent: Caspi, Turner, Klair)
 <p><b>Final Prepared by:</b> Christina Poccia, Secretary Central Middle School Building Committee</p> <p style="text-align: right;">Approved on 1/6/26</p>		