

Central Middle School Building Committee
Meeting Minutes



MEETING DETAILS	
Meeting Number	25-083
Purpose	Regular Meeting
Meeting Date	12/16/25
Meeting Time	8:00 AM
Location	Meeting 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 (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 – 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	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	Absent
John Vallerie	Building Department Official	Present – Virtual

Name	Company	Title	Attendance
Peter Rader	JLL	Vice President/Associate Director	Present – Virtual
Jose Cardoso	JLL	Senior Project Manager	Present – Virtual
John Munnick	JLL	Associate Project Manager	Present – Virtual
Tamara Rivera	JLL	Project Manager	Absent
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 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 8:01 AM on Tuesday, December 9, 2025. The Pledge of Allegiance was observed. Attendance was confirmed with 9 voting members present, establishing quorum.
2.00	Housekeeping / Adjustments	Mr. Rossetti reviewed the upcoming CMSBC meetings scheduled for December 16 (7:00 p.m.) and December 23 (8:00 a.m.). At present, there is no anticipated need for the December 16 meeting; cancellation notice will be posted if confirmed, though it remains on the schedule pending further review. The committee will reassess the December 23 session next week.
3.00	Building Department & Fire Department Update:	
I.	Permit Status / Amendment #1 (PR-005)	Turner Construction confirmed that Amendment #1 drawings were issued to Building Official John Vallerie. The building department added the material to the permit file as supplemental information without requiring a formal permit reissue. Approval was granted.
II.	Fire Suppression Redesign – Phase 2 (Pump House and Storage Tanks)	Turner received pump house equipment submittals from Peerless, now under review by SLAM and CES. Coordination meetings are planned this week, with the intent to brief Fire Marshal Dawson during his December 17 site visit. Discussion clarified that the current submittal comprises equipment specifications only; skid layout and pump house drawings are pending from Peerless.
III.	Status of PR – Cooking Lab Hood Response	Steve Martocchio (SLAM) updated the committee on coordination with Fire Marshal Mark Dawson regarding the Consumer Science (Cooking Lab) hoods. The review addresses Dawson's earlier request for enhanced fire protection in the lab and cafeteria kitchen areas. SLAM's December 1 memo proposed maintaining the planned residential-style recirculating demonstration hood in the cooking lab and upgrading the four classroom hoods per Dawson's guidance. A small, integrated ANSUL suppression system would be installed in the demonstration hood to meet safety requirements without triggering structural modifications such as roof penetrations and additional fan units. Fire Marshal Dawson has received the memo and supporting product specifications for review. His feedback is expected upon his return the week of December 15. Once approved, Turner will finalize the related PR for purchase and installation. This approach is anticipated to save both time and cost compared to installing commercial Type I hoods and associated ductwork.
IV.	Fire Department / Kitchen Ansul System & Art Room Kiln Memo	Steve Martocchio (SLAM) presented the status of the coordination memo issued December 1, 2025, addressing questions from Fire Marshal Mark Dawson regarding the kitchen ANSUL fire-suppression system and art-room kiln ventilation. SLAM confirmed that the memo details equipment specifications, exhaust configurations, and the proposed safety controls for both areas. The submittal was prepared in response to mid-November field dialogue with the Fire Marshal, who requested technical data validating compliance with local and state fire codes. Mr. Martocchio noted that the kiln exhaust system utilizes a bottom-attached, direct-exhaust design integrated into the kiln package, ensuring no fumes are released into the classroom. The kitchen ANSUL system design remains consistent with the basis-of-design information previously accepted by the Building Department. Fire Marshal Dawson, currently out of the office from December 8–12, 2025, acknowledged receipt of the memorandum and advised that he will conduct a full review upon his return. His official comments are expected the following week. No cost or schedule impacts are anticipated from this item.
4.00	Professional Team Update:	

Invoices and Possible Vote for Approval:		
A.	Turner Construction Company – Application #21	JLL confirmed that Application #21, covering Turner Construction's November 2025 progress billing in the amount of \$6,802,914.63, had been reviewed in detail by both SLAM and JLL prior to submittal. The value reflects verified construction progress, including adjustments following on-site observations and reconciliation of quantities with Turner's field staff. Committee members noted that no irregularities were found and that billed work aligns with the guaranteed maximum price and authorized schedule. Motion: To approve payment of Turner Construction Company's Application #21 dated November 30, 2025, in the amount of \$6,802,914.63, as reviewed and recommended by SLAM and JLL. Moved by: Mr. Harry Fisher Seconded by: Mr. Bob Chaney Roll Call Vote: Approved (9-0-0) Josh Caspi – Yes; Harry Fisher – Yes; Joe Kelly – Yes; Todd Clare – Yes; Bob Chaney – Yes; Christina Poccia – Yes; Tony Turner – Yes; Clare Kilgallen – Yes; and Chairman Joe Rossetti – Yes.
B.	The S/L/A/M Collaborative, Inc. – Invoice #1034762	JLL noted that SLAM's invoice dated November 25, 2025, represents architectural and engineering services for November, covering design coordination, review of permit amendments, and response to Fire Marshal inquiries. The amount of \$58,080.00 was verified by JLL against the monthly fixed-fee schedule and confirmed aligned with current progress and scope. No questions or objections were raised by committee members. Motion: To approve The S/L/A/M Collaborative, Inc. Invoice #1034762 dated November 25, 2025, in the amount of \$58,080.00 for architectural and engineering services rendered. Moved by: Mr. Harry Fisher Seconded by: Mr. Bob Chaney Vote: Approved Unanimously (9-0-0)

C. - F.	Jones Lang LaSalle Americas, Inc. – Invoices #USPDS171278, #USPDS171272, #USPDS171279, #USPDS171274 (October & November 2025 Services)	JLL presented four invoices for Project Management services. All amounts reflect fixed monthly billing as per the approved fee schedule in the base contract and Amendment #02. JLL confirmed that each invoice was reviewed internally for accuracy and scope compliance before submission to the committee. During discussion, Ms. Clare Kilgallen reiterated her recommendation that all professional invoices be sent to the CMSBC Chair for review prior to agenda publication to ensure governance process consistency. JLL agreed to implement this change. No further concerns or discrepancies were raised.
		Motion: To approve Jones Lang LaSalle Americas, Inc. invoices #USPDS171278, #USPDS171272, #USPDS171279, and #USPDS171274 in the total combined amount of \$102,622.00 for October and November 2025 Project Management services.
		Moved by: Mr. Harry Fisher
		Seconded by: Mr. Bob Chaney
		Vote: Approved Unanimously (9-0-0)
II.	Approval letter Discussion & Possible Vote:	
A.	AL-023-R0 – Buyout Savings & Scaffold Agreement	JLL explained that Turner Construction requested authorization to transfer \$235,026.00 from the drywall bid-package allowance, applying \$105,775.71 for auditorium scaffolding rental required to enable multiple trades to perform overhead work concurrently. The scaffolding creates a safe, level working platform within the sloped auditorium, improving productivity and mitigating schedule delays. The remaining \$129,251.29 is returned to the project's buyout savings, increasing the total buyout savings balance to \$217,251.29. Committee members discussed the efficiency and safety advantages of the approach and confirmed that this reallocation does not increase the Guaranteed Maximum Price (GMP). Ms. Clare Kilgallen requested that future approvals distinguish clearly between buyout savings credits and new allocations for clarity in reporting. Turner and JLL agreed to separate such items in forthcoming approval letters.
		Motion: To approve Approval Letter AL-023-R0 – Buyout Savings and Scaffold Agreement, authorizing Turner Construction to transfer \$235,026.00 from the drywall bid-package allowance, apply \$105,775.71 toward the auditorium scaffolding rental agreement, and credit \$129,251.29 back to buyout savings. Mr. Harry Fisher seconded the motion.
		Moved by: Ms. Clare Kilgallen
		Seconded by: Mr. Harry Fisher
		Vote: Approved Unanimously (9-0-0)
B.	AL-024-R0 – RFI-046 Elevator Pit & Shaft Size Changes	Turner Construction reported that the final selected manufacturer for the building's elevator, Schindler, requires a pit depth of 5 feet instead of 4 feet and a wider shaft than the original basis-of-design. This necessitated additional rock removal by the site contractor, Grasso. The associated cost is \$4,362.50, which will be funded entirely from the \$15,000 elevator pit/shaft allowance carried in the GMP. After this expenditure, \$10,637.50 will remain in the allowance. Committee members questioned why these dimensional differences were not presented as a total change package earlier in the process. Turner, SLAM, and JLL explained that the selected vendor's bid was lower than the next competitor, even after accounting for these modifications and prior capacity change credits, resulting in an overall net savings compared to the alternative bidder.
		Motion: To approve Approval Letter AL-024-R0 – Elevator Pit & Shaft Size Changes, authorizing Turner Construction to utilize \$4,362.50 from the existing \$15,000 elevator allowance for additional rock removal, with the remaining \$10,637.50 retained in said allowance.
		Moved by: Mr. Harry Fisher
		Seconded by: Ms. Clare Kilgallen
		Vote: Approved Unanimously (9-0-0)
C.	AL-025-R0 – RFI-067 & 177 Additional Steel Supports Below RTUs & ACCU Units	Turner Construction explained that during coordination, certain rooftop units (RTUs) and air-cooled condensing units (ACCU) needed to be relocated to avoid interference with the planned future photovoltaic (PV) array. The new equipment positions required additional structural steel supports not identified in the original design. SLAM reviewed and approved the technical solution. The change is fully funded from the existing steel coordination allowance of \$28,500 in the GMP, with the added supports costing \$18,646.00, leaving a remaining balance of \$9,854.00 in the allowance. Stephen Martocchio (SLAM) noted that the relocation preserves the potential for between three and five additional PV panels, though the final placement will depend on the complete PV layout. Committee members agreed the change is typical for field coordination and benefits long-term PV capacity.
		Motion: To approve Approval Letter AL-025-R0 for additional steel supports below relocated RTUs and ACCUs in the amount of \$18,646.00, fully funded from the existing steel coordination allowance.
		Moved by: Ms. Clare Kilgallen
		Seconded by: Mr. Harry Fisher
		Vote: Approved Unanimously (9-0-0)
III.	Overall Status	JLL provided an update confirming that the project remains in overall good standing both financially and operationally. Construction continues to progress across multiple areas, including the auditorium structural work and second-floor classroom interiors. As of December 9, 2025, total project commitments equal \$104,910,918.70 of the approved \$112,017,000 budget. Invoiced to date is \$36,226,085.08, representing 32.34% of total expenditure. Turner Construction continues to implement schedule recovery strategies through approved premium-time authorizations and logistical improvements such as the auditorium scaffolding installation. These efforts are designed to regain time along the critical path and maintain the projected substantial completion date of August 6, 2026, with potential recovery toward July 27, 2026. No deviations from the guaranteed maximum price (GMP) have occurred. JLL, SLAM, and Turner continue to monitor the alignment of cost control, schedule, and overall budget projections with oversight by the Financial Working Group.
IV.	Budget Risks	The committee discussed several ongoing items being tracked as financial exposures. 1. Fire Suppression Redesign (NOC-017-R0): The pump house and storage-tank modification draws against owner contingency but remains within authorized limits. Credits for deleted base-scope work—such as the in-building pump and automatic transfer switch—are anticipated to offset part of the cost. 2. Schedule Recovery (NOC-016-R0): Premium-time authorization to recover eight lost days must be monitored to ensure GMP allowances are not exceeded. Turner Construction will provide monthly updates to document allowance usage. 3. Site Contractor Claim (Grasso): A subcontractor claim concerning topsoil import quantities has been declined by Turner. JLL and Turner will continue field verification to close the issue and confirm that no owner exposure remains. Overall, the committee reaffirmed the necessity for continued diligence in reconciling allowances, credits, and contingency transfers during monthly reporting.
V.	State School Construction Grant Reimbursement Request #3 (April–October 2025)	JLL reported that Reimbursement Request #3 was formally submitted to the State of Connecticut Office of School Construction Grants and Review (OSCGR) on November 11, 2025. The submission covers eligible costs incurred between April and October 2025, with a projected 20% reimbursement valued at \$3,436,891.80. Processing time at the state level typically ranges between six and eight weeks. JLL stated no issues have been noted in the system to date and expects confirmation of status updates by the next regular CMSBC meeting. Committee members requested verification at that time to confirm state review progress and alignment with quarterly submission cadence.
5.00	Construction & Schedule Update:	
I.	Site Safety	
A.	ARC Flash Incident (11/26/25)	Turner Construction reported that on November 26, 2025, Ferguson Electric experienced an arc-flash incident while energizing a temporary 480-volt panel connected to the Eversource service line at Orchard Street. Power was immediately shut down and secured, preventing injuries. The panel manufacturer, Eaton, inspected the site on December 5 and will issue a formal report. Turner confirmed that Ferguson followed its required Method of Procedure (MOP) during the work. The team will review Eaton's findings before re-energizing the system and will coordinate with Eaton and McBride Electric to ensure permanent panel safety. In the interim, temporary diesel heaters are being used to provide heat on-site.
II., A., B.	Schedule Review / Substantial Completion	Turner Construction confirmed that the project is still tracking toward the planned substantial completion date of August 6, 2026, with no current change to the target. However, several critical path activities present potential schedule risks that require active management. These include: (1) completing complex high work in the auditorium, which involves multiple trades working overhead in a restricted space; (2) executing the fire suppression system redesign and installing the new pump house, which necessitates coordination between design, permitting, and construction teams; and (3) finalizing the exterior north wall fire lane and related siding work, which must be completed to close the building envelope on schedule. To mitigate these risks, Turner has mobilized auditorium scaffolding, creating a flat work platform that allows trades to operate concurrently rather than sequentially, thereby improving safety and speed. Exterior Nichiha siding and stonework installation is proceeding steadily from the east to the west elevations, with crews working to maintain momentum through winter conditions. Drywall taping on the upper floors is ongoing, supporting interior finish progress. Recognizing the importance of recovering the previously noted eight-day delay, Turner is scheduling weekend work for critical trades and intends to strategically use overtime allowances within the GMP where such measures can deliver meaningful schedule gains. These tactics aim not only to maintain the August 6 date but potentially to reclaim contingency time, providing additional flexibility for unforeseen issues later in the build.
III.	Coordination with Eversource & Verizon for Temporary and Permanent Power	Turner Construction reported that coordination with Eversource and Verizon for temporary and permanent power is progressing. Verizon began installing poles but encountered rock during excavation, requiring mobilization of a specialized drill rig, with work expected to resume within the week. Eversource is installing two poles on Soundview Avenue, and a joint site walk was conducted on December 9, 2025 to finalize the feeder trench layout, inspection process, and installation sequencing. Both utility companies are anticipated to complete their work before the December holidays, enabling continued progress on electrical connections. Turner is also coordinating with Greenwich Public Schools (GPS) and Town arborists to perform necessary tree trimming along the utility corridors to ensure safe and clear installation paths.
IV.	Noise Ordinance (January & February)	The draft noise ordinance for January and February 2026 was reviewed by the Communications Working Group, with only minor edits identified. Turner Construction will revise the document accordingly and submit it to Katie, the Town representative, for formal approval. Once finalized, JLL will issue public notifications following the established communication procedures used for previous construction updates. The ordinance will define approved work hours, noise limitations, and holiday exceptions to ensure compliance with Town regulations and maintain transparent communication with neighboring residents.
IV.	Approval of Minutes (2025 – 11/11, 11/18, 11/25)	The committee reviewed the draft minutes from the meetings held on November 11, November 18, and November 25, 2025. Clare Kilgallen noted that the November 11 meeting minutes require confirmation of the Zoom attendance report to validate quorum and voting records; approval of those minutes was deferred until the next meeting. The minutes for November 18 and November 25 were found to be accurate and ready for approval.
		Motion: To approve the meeting minutes for November 18, 2025 and November 25, 2025.

		Moved by: Ms. Clare Kilgallen
		Seconded by: Mr. Harry Fisher
		Vote: Approved Unanimously (7-0-0) Absent: Klair, Caspi
6.00	Design Items:	
I.	PCR #3	Turner Construction and JLL confirmed that bid documents for Furniture, Fixtures & Equipment (FF&E) and Technology were issued for public posting on December 9, 2025, with bids due January 12, 2026. Documentation was transmitted to Greenwich Public Schools (GPS) for posting to the State website. JLL will follow up with GPS staff to confirm the posting's upload date and compliance with state procedures. Concurrently, the State contract vendors have also received related bid packages for pricing review. The project team anticipates reviewing bids and presenting recommendations to the Building Committee in late January 2026, following SLAM's technical and budget evaluations.
II.	Value Management	JLL reminded committee members that the updated Value Management (VM) list, including items highlighted in purple, had been distributed for review. Members were asked to submit comments or recommendations by end of day December 9, 2025. Turner, SLAM, and JLL will assess committee feedback and provide updated pricing information where appropriate. Committee discussion emphasized the need for a dedicated session to revisit VM priorities, especially for newer committee members unfamiliar with earlier value management decisions and Guaranteed Maximum Price (GMP) alternates. SLAM noted that the alternate items are priced definitively, while other VM items remain estimates from the design phase. JLL agreed to reissue the original GMP alternate list for reference before the next meeting.
III.	Attic Stock - Status	The project team confirmed that a coordination meeting is scheduled for Thursday, December 11, 2025, to review attic stock requirements and storage planning. Tom from GPS and Dan Watson will participate in the discussion. The scope includes evaluating inventory quantities, storage readiness, and tracking procedures for materials retained for future maintenance.
IV.	FF&E & Move Management Matrix	Turner and JLL are collaborating with GPS to finalize a Move Management Plan, outlining logistics for equipment installation, furniture placement, and internal school relocation activities. The committee requested a progress outline or draft plan update from Ms. Rivera (GPS) at the December 23, 2025 meeting. JLL will continue coordination with GPS after the FF&E bid process and provide a high-level implementation timeline based on schedule alignment with school operations.
7.00	Professional Team Update:	
I.	Regulatory Working Group (RWG)	The RWG discussed the upcoming coordination with Fire Marshal Dawson regarding the fire suppression redesign and pump house permit amendment. Turner confirmed Dawson will be on-site on December 17, 2025, for inspections. JLL will extend the meeting invitation to John Vallerie and the RWG members. The group also noted that new routing sheets will be required for the pump house to address zoning and wetlands review signatures, a standard procedural formality for new structures.
II.	Communication Working Group (CWG)	The CWG reviewed the draft noise ordinance for January–February 2026. Minor edits were made, and Turner will forward the revised version to Katie, the Town representative, for approval. JLL will issue the related public notifications once finalized, maintaining consistency with prior outreach. The CWG also issued the December project update, which was subsequently covered by the local press.
III.	Owner Architect Contractor (OAC)	Key discussion items from the most recent OAC meeting included review and recommendation of Approval Letters 23, 24, and 25, addressing the scaffolding contract, elevator pit modifications, and additional roof steel supports. Turner and JLL continue coordinating field progress updates and schedule recovery efforts. No new issues or change orders were presented beyond those discussed in the December 9 meeting.
IV.	Financial Working Group	The Financial Working Group met on December 4, 2025 to review project contingencies, current commitments, and upcoming reimbursement requests. The group confirmed the project's budget remains in good financial health. Deliverables discussed during the meeting will be shared with Harry Fisher ahead of the next Board of Education finance review session. The next Financial Working Group meeting date is TBD, anticipated for early January 2026.
V.	Design Review Committee (DRC)	The DRC reported no current action items. The committee anticipates convening after FF&E bids are received to review product selections and aesthetic coordination before presentation to the full CMSBC.
VI.	Neighborhood Correspondence	No significant correspondence received. The committee clarified one public misunderstanding regarding the school opening timeline, confirming that occupancy is planned for the 2026 school year, not earlier. Future communications will emphasize the August 6, 2026 substantial completion date to avoid confusion.
VII.	14th Quarterly RTM Report	Joe Kelly confirmed the draft 14th Quarterly RTM Report was distributed to Steph Cowie and JLL for review. Revisions are currently in progress, with final draft completion expected before year-end. The finalized report will be presented for CMSBC approval at the January 6, 2026 meeting.
8.00	New Business	No new business items were introduced for discussion at this meeting. Committee members took the opportunity to review the upcoming meeting schedule, noting that the December 16, 2025 session would likely be canceled unless significant project developments arise, while the December 23, 2025 meeting will proceed as planned. Members acknowledged the steady progress of construction activities and reaffirmed that both the project schedule and financial status remain in alignment with previously approved milestones and budget targets. Turner Construction and JLL confirmed that ongoing risk management measures—such as the auditorium scaffolding installation, fire suppression redesign coordination, and recovery scheduling—continue to support the project's August 6, 2026 substantial completion goal. The committee expressed satisfaction with the current performance of the professional team and emphasized continued transparency and coordination across all working groups as the project enters the next phase of construction.
9.00	The next CMSBC meeting	The committee reviewed the upcoming meeting schedule and confirmed that the next session, planned for December 16, 2025 at 7:00 p.m. in the Mazza Room at Town Hall, will likely be canceled unless new construction developments arise requiring committee action. The subsequent meeting remains scheduled for December 23, 2025 at 8:00 a.m., also in the Mazza Room. Members confirmed attendance for that session, which will focus on key project updates, progress on FF&E and move management planning, and completion of selected year-end reviews and reports.
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.
		Motion: To adjourn the Central Middle School Building Committee meeting.
		Moved by: Ms. Clare Kilgallen
		Seconded by: Mr. Bob Cheney
		Vote: Approved Unanimously (7-0-0) Absent: Klair, Caspi

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

Approved on 12/23/25