

Central Middle School Building Committee

Meeting Minutes



TOWN OF GREENWICH

MEETING DETAILS

Meeting Number	26-003
Purpose	Regular Meeting
Meeting Date	2/3/26
Meeting Time	8:00 AM
Location	Mazza Room, Greenwich Town Hall

Name	Committee Members	Present – In person
Joe Rossetti	Chair, DRC Member	Present – In person
Clare Kilgallen	Vice Chair; Communications Working Group Member, DRC Member	Present – Virtual
Christina Poccia	Secretary, DRC Member	Present – Virtual (Host per Zoom record)
Tony Turner		Present – Virtual
Joe Kelly	BET Rep	Present – In person
Bob Chaney	BOE Rep, DRC Member	Present – In person
Joshua Caspi		Absent
Todd Klair		Present – Virtual
Stephanie Cowie	RTM Rep	Present – Virtual

Name	Ex-Officio Members	Attendance
Dennis Yeskey	P&Z	Present – Virtual
Dan Watson	GPS	Present – Virtual
Michael Kiselak	DPW	Absent
Lauren Rabin	Board of Selectmen; Communications Working Group Chair	Present – In person
Thomas Healy	CMS Principal	Present – Virtual

Name	Neighborhood Liaisons	Attendance
Rachel Koven		Absent
Susan Rudolph		Present – Virtual
Warren Silver		Absent

Name	Town of Greenwich Officials	
Mark Dawson	Fire Marshal	Present – Virtual
John Vallerie	Building Department Official	Present – Virtual

Name	Company	Title	Attendance
Peter Rader	JLL	Vice President/Associate Director	Present – In person
Jose Cardoso	JLL	Senior Project Manager	Present – In person
John Munnick	JLL	Associate Project Manager	Present – Virtual
Tamara Rivera	JLL	Project Manager	Present – Virtual
Don Bucci	JLL	Managing Director	Absent
Stephen Gross	JLL	Vice President	Present – Virtual
Kemp Morhardt	SLAM	Principal	Present – Virtual
Stephen Martocchio	SLAM	Associate Principal	Present – Virtual
James Hoagland	SLAM	Senior Associate	Absent
Henry Withers	SLAM	Senior Landscape Architect	Absent
Amanda Hastings	SLAM	Senior Associate Interior Designer	Absent
Brian Hamel	CES	Senior Project Manager	Absent
Steve Muckle	CES	Project Manager	Absent
Andrew White	T&B	Mechanical Engineer	Absent
Tim Klepps	Turner Construction	Project Executive	Present – Virtual
Joe Phelan	Turner Construction	Senior Procurement Agent	Present – Virtual
Bill Leo	Turner Construction	Project Engineer	Present – Virtual
Peter Alfano	Turner Construction	Superintendent	Absent
Brian Nereson	Tighe & Bond	Principal Engineer	Absent
Kristin Malone	Colliers	Building Envelope Commissioning Specialist	Absent
Sierra Keon	Colliers	Assistant Project Manager	Absent

Agenda Item	Topic	Description
1.00	Call to Order	Chair Joe Rossetti called the meeting to order at 8:01 a.m. Attendance confirmed by Christina Poccia. Nine voting members were recognized, following confirmation that Steph Cowie had been added as a voting member
2.00	Housekeeping / Adjustments	No major housekeeping items noted. Todd Klair and Joe Kelly announced early departures
3.00	Approval of Minutes	
	Motion:	To approve minutes from January 20 2026, subject to adding invoice dates.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 8-0-0 (Absent: Caspi)
4.00	Neighborhood Correspondence	Review of a neighborhood email from Ms. Nogaki concerning project communications. Turner Construction, with input from JLL and the Communications Working Group, prepared a formal response. Committee reaffirmed protocol that all neighborhood concerns will be acknowledged and entered into the public record but addressed during meetings—not through direct emails
5.00	Building Department & Fire Department Update:	
I.	Fire Suppression Redesign – Phase 2 (Pump House and Storage Tanks)	Release of fire suppression skid documents targeted for February 10 2026, with permit amendment submission February 11 2026. A three-week review requested. Coordination continues between Turner, JLL, and town staff (Mark Dawson, John Vallerie)
II.	Fire Department Kitchen Ansul System	Subcontractor edits and Fire Marshal-requested nozzle layout incorporated; submission expected soon

III.	FM Requested Cooking Lab Hood Modifications	The committee reviewed NOC 18R1 / PR 23, addressing required fire-code upgrades for the Consumer Science and Life Skills classrooms. The proposal included new hoods and Ansul suppression systems with two options - to be discussed later down
IV.	Impact to Project Contingency	Pump house and related exposures to be reviewed at the Financial Working Group meeting (February 6, 2026).
6.00	Professional Team Update:	
I.	Invoices and Possible Vote for Approval:	
A.	Turner Construction Co. – Pay Application #23	The committee reviewed Turner’s monthly pay application, which had been verified and signed off by SLAM and JLL prior to presentation. The payment covered ongoing construction progress with no adjustments to value.
	Motion:	To approve Turner Construction Pay Application #23, dated January 31, 2026, in the amount of \$5,862,219.72.
	Moved by:	Mr. Bob Chaney
	Seconded by:	Mr. Joe Kelly
	Vote:	Unanimously approved, 8-0-0 (Absent: Caspi)
B.	Shipman & Goodwin LLP – Invoice #676684	Invoice represented legal services related to JLL’s recently executed ad-service agreement. No discussion or objections were raised.
	Motion:	To approve Shipman & Goodwin Invoice #676684, dated January 23, 2026, in the amount of \$515.00.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Joe Rossetti
	Vote:	Unanimously approved, 8-0-0 (Absent: Caspi)
C.	. Eversource – Invoice #51688180181	Invoice covered temporary electrical usage for the project site. The expense aligned with project utility agreements.
	Motion:	To approve Eversource Invoice #51688180181, dated January 2, 2026, in the amount of \$6,344.8
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 8-0-0 (Absent: Caspi)
II.	Notice of Change Discussion & Possible Vote:	
A.	FM Requested Cooking Lab Hood Modifications	The committee reviewed NOC 18R1 / PR 23, addressing required fire-code upgrades for the Consumer Science and Life Skills classrooms. The proposal included new hoods and Ansul suppression systems with two options: - Option 1 (including Life Skills): \$118,753.15 - Option 2 (excluding Life Skills): \$102,138.86 Discussion focused on cost, schedule, and long-term program flexibility. Bill Leo (Turner Construction) confirmed minimal millwork changes and no impact to the overall schedule. Principal Tom Healy noted that while Life Skills cooking use is limited, equipping both rooms avoids future scheduling conflicts and supports curricular changes. Committee members favored consistency and enhanced safety across spaces.
	Motion:	To approve Option 1 (“Price While Proceeding”) for \$118,753.15
	Moved by:	Mr. Bob Chaney
	Seconded by:	Ms. Steph Cowie
	Roll Call Vote:	Approved, 8-0-0 (Absent: Caspi) Joe Kelly, Steph Cowie, Todd Klair, Bob Chaney, Christina Poccia, Tony Turner, Clare Kilgallen, and Joe Rossetti—voted “Yes”, resulting in the motion passing.
III.	Change Orders Discussion & Possible Vote:	
A.	COR-025-R0 – Credit Roof Drains from COR-008-R0 (RFI-075)	The committee reviewed a credit change order clarifying that roof drains and associated piping were already included within the original bid scope. The change reconciles prior documentation and returns \$1,932.19 to the project contingency. No objections or further discussion were raised.
	Motion:	To approve Change Order COR-025-R0, Credit for Roof Drains (RFI-075), in the amount of (\$1,932.19).
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 7-0-0 (Absent: Caspi, Kelly)
IV.	FF&E & Move management Discussion & Possible Vote:	
A.	Phase 1 Packaging Materials – Proposal #120-073433 – Meyer	The committee reviewed a proposal from MeyerMoving & Storage for the initial purchase of Phase 1 packaging materials, including boxes needed to begin staff packing and preparation for relocation. Tamara Rivera (JLL) noted that the materials were already delivered and distribution to faculty had begun. Peter Rader commented this early step would help teachers prepare proactively and support the ongoing purge effort ahead of larger move activities later in the year.
	Motion:	To approve Meyer Proposal #120-073433, Phase 1 Packaging Materials, in the amount of \$2,462.00.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Joe Rossetti
	Vote:	Unanimously approved, 6-0-0 (Absent: Caspi, Kelly, Turner)
V.	Overall Status & Budget Risks	Total project budget \$112,017,000; 43.89 % spent; owner contingency \$1,495,359.28. Commitments \$104,917,283.88. Main schedule risks: pump house fabrication and Eversource easement.
VI.	State Grant Reimbursement Requests	Request #3 (Apr–Oct 2025) submitted 11/11/25; approved 01/28/26.
A.	Request #4	Request #4 (Nov 2025–Jan 2026) targeted for submission 02/13/26.
7.00	Construction & Schedule Update:	
I.	Site Safety	No reportable incidents; 482 workers through orientation; = 155 average daily workers.
II.A.B	Project Schedule	Substantial Completion remains August 4 2026. Key risks: fire pump skid lead time and Eversource coordination.
III.	Two-Week Look-Ahead	Progress on academic wings and auditorium: flooring, painting, MEP installs, glass in courtyards, monumental stairs arriving this month.
IV.	Permanent Power Coordination / Eversource Easement	Recording targeted for week of February 7 to maintain March 3 installation date.
8.00	Design Items:	

I.	PCR #3 – Furniture, Fixtures & Equipment (FF&E) and Technology procurement packages	Combined FF&E and technology packages tracking ≈ \$500,000 under budget; committee to formally vote February 17, 2026.
II.	Value Management List	Turner to provide updated pricing (pavers and flooring) end of week; vote planned for February 17th meeting.
III.	FF&E & Move Management ROM Estimates	Tamara Rivera reported materials delivered for Phase 1; move estimate worst-case \$187,000 with reductions expected after purge. Updated proposal to follow April survey.
9.00	Committee / Working Group Reports	
I.	Regulatory Working Group (RWG)	FM confirmed Life Skills room may use recirculating hood with kill switch and no grease-laden food. CWG finalizing February Community Connections Bulletin.
II.	Communication Working Group (CWG)	CWG finalizing February Community Connections Bulletin.
III.	Owner Architect Contractor (OAC)	Discussed permit coordination, Ansul submittals, and schedule recovery.
IV.	Financial Working Group	Next meeting Thursday, February 6 at 4:00 p.m.; reviewing budget and state reimbursements.
V.	Design Review Committee (DRC)	Plaque design discussion; Christina Poccia to draft sample layout based on other school plaques; review after GPS returns 02/16/26.
10.00	New Business	RTM Equipment Removal: Letter to be drafted (Peter Rader & Steph Cowie) requesting RTM to remove stored equipment before school closure in June 2026. Art Kiln Procurement: Existing top-loading kiln to be replaced with front-loading model; SLAM, JLL & Turner reviewing details and code with Mark Dawson; Tom Healy confirmed teacher acceptance of smaller kiln.
11.00	The next CMSBC meeting	February 17, 2026 – 8:00 AM – Town Hall, Mazza Room (Hybrid)
12.00	Adjourn	
	Motion:	To adjourn the meeting.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 5-0-0 (Absent: Caspi, Kelly, Turner, Klair)
The meeting adjourned without objection at 9:41A.M.		
Final Prepared by:  Christina Poccia, Secretary Central Middle School Building Committee 3/3/2026		