

Central Middle School Building Committee				
Meeting Minutes				
MEETING DETAILS				
Meeting Number	26-004			
Purpose	Regular Meeting			
Meeting Date	2/17/26			
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 8:04 a.m. Attendance confirmed by Christina Poccia.		
2.00	Housekeeping / Adjustments	Clare Kilgallen proposed amending the agenda to include “Art Room Kiln Specification” discussion and possible vote under Item 6, Roman numeral IV. Members agreed it could be addressed later in the meeting.		
		Motion: To amend the agenda as proposed.		
		Moved by: Ms. Clare Kilgallen		
		Seconded by: Ms. Steph Cowie		
		Vote: Unanimously approved, 7-0-0 (Absent: Poccia, Caspi)		
3.00	Approval of Minutes	Motion to approve February 3 2026 minutes was withdrawn after discussion; several members had not reviewed. Committee agreed to defer approval until the next meeting. Christina Poccia to ensure draft minutes are posted prior to next session.		
4.00	Neighborhood Correspondence	No new correspondence reported. Noise ordinance for March and April will be distributed for CWG review and submission to Town for approval.		
5.00	Building Department & Fire Department Update:			
I.	Fire Suppression Redesign – Phase 2 (Pump House and Storage Tanks)	Fire Suppression Skid Redesign – PR issued Feb 10 2026; P&Z review underway, followed by sewer, wetlands, fire, DPW. Turner pricing enclosure; storage tank specifications under review.		
II.	Fire Department Kitchen Ansul System	Subcontractor drawings updated per Fire Marshal comments; pending meeting with Mark Dawson.		
III.	FM Requested Cooking Lab Hood Modifications	Consumer Science/Life Skills Hood Modifications – Additional structural support required; design updates expected early next week; DENLAR quotes under CES review.		
IV.	Impact to Project Contingency	Holds include pump house and related “adds” to be covered by contingency; pricing to be confirmed once bids return.		
6.00	Design Items:			
I.	FF&E and Technology Packages	Combined FF&E and technology bids totaled \$2,992,859.90, which is \$207,140.10 under the \$3.2 M target. Vendors identified through low-bid process; savings suggested to hold for potential additional needs later in the project.		
		Motion: To approve vendor awards for FF&E and technology packages as presented.		
		Moved by: Ms. Steph Cowie		
		Seconded by: Ms. Clare Kilgallen		

	Roll Call Vote:	Approved unanimously 7-0 Joe Rossetti – Yes; Steph Cowie – Yes; Todd Klair – Yes; Tony Turner – Yes; Bob Chaney – Yes; Clare Kilgallen – Yes; Christina Poccia – Absent; Josh Caspi – Absent.
II.	Alternates:	
A.	Alt 1 – Provide Sod in Lieu of Seeding at Baseball & Rectangular Fields	The committee reviewed the proposal to substitute sod for seed on the main baseball and rectangular athletic fields. The change aims to provide immediate ground stabilization, ensure consistent turf coverage before the start of the 2026–27 school year, and reduce risk of erosion or delayed establishment. Clare Kilgallen reminded the group that Greenwich Parks & Recreation previously provided the turf specifications during the design phase, which have already been incorporated into current drawings and schedules. She advised that unless Parks & Recreation identifies a substantive reason—such as altered field-use programming or new maintenance constraints—the project should maintain its original plan to use sod. Peter Rader and Jose Cardoso confirmed that the pricing for this alternate is a guaranteed maximum price (GMP) amount; keeping it as written preserves favorable pricing and locks in unit costs. The committee deferred final action pending confirmation from Parks & Recreation on turf specifications.
B	Alt 2 – Provide Sod in Lieu of Seeding at Softball Field	Similar to Alternate 1, this option proposes installing sod instead of seed on the softball field to maintain uniform quality and performance across all athletic areas. Discussion centered on alignment between school maintenance capabilities and Parks & Recreation expectations for turnover condition. Consistent with the earlier alternate, members agreed that changing specifications late in the process could increase costs or schedule impact, as GMP pricing is fixed. Clare Kilgallen emphasized that field sod was established in the plan to meet
C.	Alt 3 – Concrete Pavers at Knuckle Courtyards	The committee revisited the concept of installing concrete pavers in the “knuckle” courtyard areas, which are prominent outdoor spaces connecting the academic wings between Buildings E, C, and A. The original design intent included pavers for these teaching and gathering zones, but the feature was removed during earlier value-management rounds to reduce costs. Members discussed operational considerations, including durability, long-term maintenance, and snow removal practices. It was noted that pavers offer greater flexibility for future repairs, as individual units can be replaced without extensive demolition, compared to poured concrete flatwork which may crack or require full-section replacement. While pavers can be subject to slight movement over time, the installation would follow best-practice layering and base preparation, reducing risk of uneven surfaces. Aesthetic benefits were also highlighted, as pavers provide a more inviting and refined appearance for these high-use areas. Given the locked-in GMP alternate pricing and the approaching bid decision deadline, members agreed there was value in reinstating this element to preserve the intended design quality.
	Motion:	To approve Alternate 3 – Concrete Pavers at Knuckle Courtyards for \$48,000.
	Moved by:	Mr. Joe Rossetti
	Seconded by:	Ms. Clare Kilgallen
	Vote:	Unanimously approved, 7-0-0 (Absent: Poccia, Caspi)
D.	Alt 6 – Dimensional Letter Signage	The committee reviewed Alternate 6, which proposed adding dimensional letter signage—raised three-dimensional letters—for designated interior spaces such as corridors, entry areas, and the cafeteria. The original alternate value of approximately \$75,000 included costs for both the signage and extensive wall blocking that, upon clarification, was not required for this type of lettering. SLAM confirmed that the alternate’s bid number was inflated because the subcontractor had incorrectly included that structural backing. The Design Review Committee (DRC) had already refined the signage plan through PR-25, eliminating redundant locations (notably within the cafeteria) and confirming that an adhesive or applied type of dimensional lettering could achieve the design intent without added blocking. To avoid confusion or potential contractual claims tied to the over-priced alternate, the professional team recommended formally rejecting Alternate 6 so that signage could instead be executed through the updated project revision. The committee agreed, noting that rejecting the alternate would allow better pricing accuracy, flexibility in design coordination, and ensure the signage scope reflects the DRC-approved plan.
	Motion:	To decline Alternate 6 – Dimensional Letter Signage and proceed with revised scope through PR-25.
	Moved by:	Mr. Joe Kelly
	Seconded by:	Mr. Todd Klair
	Vote:	Unanimously approved, 8-0-0 (Absent: Caspi)
III.	Value Management Items:	
A.	VM S-27 – Pavers in Interior Courtyards	The committee revisited the proposal to restore concrete pavers within the two central interior courtyards of the new school, re-establishing a design feature that was originally removed during earlier value-management phases to offset budget constraints. SLAM presented visuals showing the courtyards’ scale and emphasized their function as outdoor classrooms and gathering spaces adjacent to the Media Center. Members discussed how pavers provide durability, easy future maintenance, and visual continuity with other exterior hardscape areas, including the knuckle courtyards previously approved under Alternate 3. Clare Kilgallen reminded the group that the pavers were part of the architect’s original design intent, and reinstating them aligns with both educational and aesthetic goals. SLAM further noted that pavers facilitate localized repairs if underground utility access is ever needed, whereas poured concrete would require full-section replacement. Peter Rader commented that the shift back to pavers enhances the courtyard’s usability and character without long-term maintenance issues. The committee agreed to proceed with the design refinement and obtain updated pricing and a formal change order.
	Motion:	To approve VM S-27 – Pavers in Interior Courtyards to proceed with design documentation and contractor pricing.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 7-0-0 (Absent: Kelly, Caspi)
B.	VM BI-38 – Resilient Tile Flooring in Custodial Workroom	This item reinstates resilient RT4 tile flooring in the custodial workroom (1072), which had been replaced by sealed concrete during previous cost-savings rounds. The Facilities group requested evaluation of flooring type based on durability, ease of cleaning, and staff safety. SLAM explained that resilient tile provides superior resistance to slips and moisture, reduces maintenance effort, and improves long-term performance over sealed concrete. The flooring’s reinstatement represents a modest cost of \$7,000 but restores a functional finish appropriate for heavy daily use. Committee members agreed that the small expense delivers meaningful improvement in lifecycle value and safety for custodial staff.
	Motion:	To approve VM BI-38 – Resilient Tile Flooring in Custodial Workroom for \$7,000.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Ms. Steph Cowie
	Vote:	Unanimously approved, 7-0-0 (Absent: Kelly, Caspi)
IV.	Art Room KILN Specification Status	The committee considered changes to the art room kiln specification following feedback from the school’s art teacher during recent FF&E walkthroughs. The originally specified kiln differed significantly from the existing unit in both loading style and capacity, raising concerns about functionality and program continuity. SLAM proposed a front-loading kiln with a 13.7 cu ft interior—a close match to the district’s current 14 cu ft unit—offering easier access, comparable volume, and modern safety features. The new specification is expected to be more energy-efficient, meet current NFPA standards, and include manufacturer warranty coverage. Turner noted that adopting this kiln could require updates to electrical feeds and downdraft ventilation design, impacting coordination with the Fire Marshal, who must approve the installation for code compliance. Todd Klair emphasized that the Fire Marshal’s approval should precede any design hours being spent on the change. Tom Healy, school principal, confirmed preliminary acceptance from the art teacher and district art coordinator, but wished to verify compatibility with teaching needs before authorizing final procurement. The committee agreed to conditional approval—allowing the design team to proceed with drawings, pricing, and coordination only after receiving written confirmation from the district art coordinator, art teacher, principal, and Fire Marshal. This approach ensures compliance and suitability while controlling additional design expenditures.
	Motion:	To approve Art Room Kiln Specification as presented, contingent on approvals from district art coordinator, art teacher, principal, and Fire Marshal.
	Moved by:	Mr. Todd Klair
	Seconded by:	Ms. Clare Kilgallen
	Vote:	Unanimously approved, 7-0-0 (Absent: Kelly, Caspi)

V.	Auditorium Wood Ceiling Material	The committee addressed a schedule issue related to the auditorium's specified wood ceiling finish. Turner Construction reported that the originally selected white maple wood wall covering—a veneered acoustic product—was subject to an unexpected 22-week lead time, discovered during release with the manufacturer. This delay would push material delivery into late August or September 2026, well beyond the target completion date, creating potential risk to final occupancy. SLAM presented two possible alternatives to mitigate delay: (1) a millwork panel system fabricated by the same manufacturer and visually identical to the proscenium wall finish but carrying an estimated \$90,000–\$180,000 cost increase, and (2) a “Nordic Oak” wall covering from the same supplier, comparable in appearance but slightly darker in tone, available under the existing contract at neutral or modest cost savings. The design team explained that the proposed Nordic Oak material would maintain consistency with other auditorium finishes and meet acoustic and fire-rating requirements. Committee members expressed disappointment about the coordination lapse that led to the late material discovery. Christina Poccia noted that the change represented a compromise in aesthetic quality but acknowledged limited viable options to protect the overall schedule. Turner clarified that cost recovery against the supplier or subcontractor was unlikely, and pursuing the millwork alternative could create further delay and budget impact.
		Motion: To reject millwork NOC and approve change to Nordic Oak wall covering as the substituted auditorium ceiling material.
		Moved by: Ms. Clare Kilgallen
		Seconded by: Mr. Joe Rossetti
		Vote: Unanimously approved, 7-0-0 (Absent: Kelly, Caspi)
7.00	Professional Team Update:	
I.	Invoices and Possible Vote for Approval:	
A.	Eversource Invoice #5167619011946 – \$43,694.70	Eversource invoice covered temporary and permanent electrical usage at the project site. Jose Cardoso Jr. provided cost breakdown showing \$19,126.16 for electrical supply and \$24,568.54 for delivery service, confirming alignment with prior invoices and that previous balances had not been paid twice. The committee verified that this expense was consistent with utility agreements and construction power requirements.
		Motion: To approve payment of Eversource Invoice #5167619011946, dated February 2, 2026, in the amount of \$43,694.70.
		Moved by: Ms. Clare Kilgallen
		Seconded by: Ms. Steph Cowie
		Vote: Unanimously approved, 6-0-0 (Absent: Klair, Caspi, Kelly)
B.,C.	JLL Invoices USPD5176927 & USPD5176929	Represent owner's-representative services rendered under Contract Amendment 3 (January 1 – August 31 2026). Jose Cardoso Jr. clarified that the contract reference should reflect Amendment 3 instead of Amendment 2 to capture the revised scope and fee extension. Both invoices were verified against the contracted fee schedule and confirmed consistent with monthly reporting documentation.
		Motion: To approve JLL Invoice USPD5176927, dated February 10, 2026, for \$6,062.00 and Invoice USPD5176929, dated February 10, 2026, for \$46,764.00, totaling \$52,826.00.
		Moved by: Mr. Bob Chaney
		Seconded by: Ms. Steph Cowie
		Vote: Unanimously approved, 6-0-0 (Absent: Klair, Caspi, Kelly)
D.,E.	SLAM Invoice #1035150 & #1035122	SLAM invoices included architectural and construction administration services for February 2026. Clare Kilgallen requested confirmation that the larger invoice reflected construction administration while the smaller covered base architectural services; Jose Cardoso Jr. confirmed the allocation. Both invoices matched the professional services agreement and were verified by JLL before presentation.
		Motion: To approve SLAM Invoice #1035150, dated February 2, 2026, for \$11,787.50 and Invoice #1035122, dated February 1, 2026, for \$58,336.50, totaling \$70,124.00.
		Moved by: Mr. Bob Chaney
		Seconded by: Ms. Steph Cowie
		Vote: Unanimously approved, 6-0-0 (Absent: Klair, Caspi, Kelly)
F.	Town of Greenwich Journal Voucher #12339	The Town of Greenwich Journal Voucher represents payment of a building permit recording fee associated with the pump-house amendment. This charge documents an internal transaction between the Building Committee and Town Building Department to maintain permit compliance.
		Motion: To approve Town of Greenwich Journal Voucher #12339, dated February 6, 2026, in the amount of \$490.
		Moved by: Ms. Clare Kilgallen
		Seconded by: Mr. Bob Chaney
		Vote: Unanimously approved, 6-0-0 (Absent: Klair, Caspi, Kelly)
II.	Notice of Change Discussion & Possible Vote:	
A.	NOC-019-R0 – Wood Ceiling Panels in the Auditorium from Millworker	Reference Agenda Item 6.V for update.
III.	Change Orders Discussion & Possible Vote:	
A.	COR-026-R0 – Added Automatic Operators at Level 1 (RFI-232)	Change Order 026-R0 adds three automatic door operators on Level 1, identified through RFI-232. Five other locations already included door operators in the hardware schedule; three were inadvertently omitted during initial bid coordination. Turner confirmed that electrical and drywall work associated with these doors were already covered under base scope; this change therefore covers only the operator units themselves. Bill Leo clarified that all hardware allowances were previously used during prior adjustments (PR-11 hardware security changes), leaving no remaining balance to fund this change through allowances. The committee agreed that installing these operators is essential for accessibility compliance and occupant convenience.
		Motion: To approve Change Order COR-026-R0 – Added Automatic Operators at Level 1 (RFI-232), in the amount of \$14,672.87.
		Moved by: Ms. Clare Kilgallen
		Seconded by: Mr. Steph Cowie
		Vote: Unanimously approved, 6-0-0 (Absent: Klair, Caspi, Kelly)
IV.	Overall Status & Budget Risks	Owner's contingency stands at \$1,503,538.32 following approved items. Invoiced-to-date project value totals \$55,031,462.47, corresponding to 49.13 % financial completion. The project budget remains stable, and all approved expenditures continue to track within overall limits. Key risks discussed include: - Fire pump skid fabrication and delivery schedule—currently 16-week lead time noted; improvements under review with vendor Source Blue. - Permanent power and Eversource utility coordination—minor scheduling risk remains due to inspection and conduit installation dependencies. - Auditorium finish coordination—resolved through Nordic Oak substitution, mitigating potential delay impact. - Committee will monitor contingency usage and track savings from FF&E procurement for reallocation toward minor finish items later in construction.
VI.	State Grant Reimbursement Requests:	
A.	Request #3 – (April – October 2025)	Submitted on November 11, 2025 and approved January 28, 2026. Payment of \$3,266,049.00 received from the State Department of Education. The request reflects eligible project costs incurred through the fall of 2025.

B.	Request #4 – (November 2025 – January 2026)	Submitted on February 13, 2026 covering invoices from November 2025 through January 2026, totaling \$22,403,241.01 (eligible portion = \$22,390,897.99). The projected reimbursement value is \$4,470,819.59. Clare Kilgallen requested that future updates clearly show expected versus actual payment amounts within committee budget reports and quarterly presentations to the RTM. JLL and Turner will coordinate with the Town's Finance Department and Dr. Jones to monitor disbursement timing and ensure compliance documentation accompanies submission receipts.
7.00	Construction & Schedule Update:	
I.	Site Safety	Turner Construction reported that no safety incidents occurred since the previous meeting. Worker safety orientations have now reached 519 individuals, with an average of 156 active daily workers on site. Site housekeeping and perimeter maintenance continue to meet corporate and OSHA safety standards. Police details remain coordinated for external work zones when required (e.g., roadway and utility trenching).
II.	Project Schedule	
A.	Phasing / Logistics Update	Updated phasing diagrams illustrated the transition sequence for summer activities. Following school closure in late June 2026, fencing will shift to allow demolition of the existing media center and creation of the fire-access lane at the east end of the site. The lane must be operational prior to reopening for the fall semester. Parent drop-off and bus loops were reviewed to ensure safe traffic separation. Turner indicated coordination with the Fire Marshal is ongoing to confirm emergency egress clearance procedures during school hours. Phase II work—from July through September 2026—will focus on restoring the permanent parent loop and completing off-site utilities. The sequence remains consistent with approved Planning & Zoning staging plans, except for the newly introduced fire-pump-skid location adjustment.
B.	Recovery Schedule Update	Turner continues weekend work to support schedule recovery, prioritizing completion of the auditorium and exterior wall systems. A formal recovery schedule update will be issued within two weeks. The effort centers on advancing storefronts, curtain wall installation, and auditorium finishes so that late-summer occupancy remains feasible.
C.	Schedule Risks	Major schedule risks identified include: Fire Pump Skid Fabrication: Source Blue confirmed 16-week manufacturing lead time after full material release; Turner is pursuing written confirmation and potential efficiency improvements. Permanent Power Coordination with Eversource: Ongoing inspections and conduit approvals are required to avoid delay to energization. Auditorium Finish Coordination: Resolved through adoption of the Nordic Oak substitution, but unit deliveries and acclimation will still require tight monitoring. Weather-Sensitive Exterior Work: Turner plans additional protection measures for façade materials and landscaping during March and April.
III.	Two-Week Look-Ahead	Interior activities include finish painting, flooring installation, and MEP ceiling rough-ins in the academic wings. Exterior progress involves concrete work in the courtyards, glazing for the gymnasium façades, and installation of the monumental stairs. Material deliveries for auditorium baffles and lighting assemblies are expected within the next two weeks.
IV.	Permanent Power Coordination / Eversource Easement	Easement recording was finalized on February 6 2026, completing owner authorization for permanent utility connection. Roadway trenching across Stanwich Road is scheduled for mid-February with one-lane traffic and daily police detail. Work is staged to ensure student drop-off hours remain unaffected.
A.	Turner Scope of Work (SOW) Status	Turner completed conduit installation from the transformer pad to street manholes and is coordinating required inspection for the final segment before backfill. Asphalt restoration and temporary patching will follow before the second-half trench opening.
B.	Eversource Scope of Work (SOW) Status	Eversource has confirmed inspection of conduits and connection work following Turner's trench completion. Coordination with Town Highway Department continues regarding traffic control and paving requirements. JLL and Turner are jointly pushing for full energization and permanent power activation within March 2026 to align with commissioning activities.
9.00	Committee / Working Group Reports	
I.	Regulatory Working Group (RWG)	Fire Marshal confirmed Life Skills room may operate with a recirculating hood provided it includes a kill switch and is not used for grease-laden food preparation. Coordination continues with Town departments to ensure all regulatory approvals track with upcoming project milestones, including the fire pump skid permitting.
II.	Communication Working Group (CWG)	CWG is finalizing the February Community Connections Bulletin, which will include updates on construction progress, FF&E procurement outcomes, and timeline highlights for teacher/student occupancy.
III.	Owner Architect Contractor (OAC)	OAC meeting covered permit coordination for fire suppression system redesign, review of Kitchen Ansul submittals, and schedule recovery priorities. Turner provided updates on exterior completion timelines and interior finish sequencing.
IV.	Financial Working Group (FWG)	FWG scheduled to meet Thursday, February 6 at 4:00 p.m. Agenda includes reviewing budget status, contingency balance, and state grant reimbursement reporting. FWG will integrate Clare Kilgallen's request for expected versus actual reimbursement values into quarterly RTM reports.
V.	Design Review Committee (DRC)	DRC discussed plaque design for school recognition; Christina Poccia to prepare sample layouts based on other GPS school plaques for review after Greenwich Public Schools returns from break on February 16 2026.
10.00	New Business	
11.00	The next CMSBC meeting	
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 10:07 a.m.		
Final Prepared by: Christina Poccia, Secretary Central Middle School Building Committee Approved on 3/3/026		