

Central Middle School Building Committee			
Meeting Minutes			
MEETING DETAILS			
Meeting Number	26-005	 TOWN OF GREENWICH	
Purpose	Regular Meeting		
Meeting Date	3/3/26		
Meeting Time	8:00 AM		
Location	Mazza Room, Greenwich Town		
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
Tony Turner			Absent
Joe Kelly	BET Rep		Present – In person
Bob Chaney	BOE Rep, DRC Member		Present – In person
Joshua Caspi			Present – Virtual
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		Absent
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		Absent
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 – In person
Tamara Rivera	JLL	Project Manager	Present – Virtual
Don Bucci	JLL	Managing Director	Absent
Stephen Gross	JLL	Vice President	Absent
Kemp Morhardt	SLAM	Principal	Absent
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	Absent
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	Present – Virtual
Ravi Chavan	Colliers	Sr. Project Manager Commissioning & Energy Services	Present – Virtual
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 8:02 a.m. Attendance confirmed by Christina Poccia.	
2.00	Housekeeping / Adjustments	Two proposed adjustments to the published agenda: Move Item 9 (Committee and Working Group Reports) to appear before Item 6 on the agenda. Add Change Order 22 (COR-22) – Automatic Fire Alarm System for discussion and possible vote as new Item 7, Section III-B.	
	Motion:	To adjust the agenda as described and add COR-22 for discussion and vote.	
	Moved by:	Ms. Clare Kilgallen	
	Seconded by:	Mr. Bob Chaney	
	Vote:	Unanimously approved, 7-0-0 (Absent: Klair, Turner)	
I.	New RTM Representative – Peter Sampanaro	Joe Rossetti formally introduced Peter Sampanaro as the new RTM representative to the committee. Mr. Sampanaro has already attended several OAC meetings.	
3.00	Approval of Minutes (2026 – 0	Minutes reviewed; minor corrections made to attendee names and attendance records.	
	Motion:	To approve the minutes of February 3, 2026, and February 17, 2026, as corrected.	
	Moved by:	Mr. Joe Kelly	
	Seconded by:	Mr. Bob Chaney	
	Vote:	Unanimously approved, 7-0-0 (Absent: Klair, Turner)	
4.00	Neighborhood Correspondence	Noise ordinance notification letter for March and April issued on Monday morning (March 2, 2026); does not include Good Friday (work not permitted). Communications Working Group coordinating advance notification for summer months (May–August/September) to provide adequate notice to neighbors and town administrator. Recommendation to provide notice in early April for May work to allow sufficient lead time.	
5.00	Building Department & Fire Department Update:		
I.	Fire Suppression Re-design Skid / Permit Documents	Permit documents issued February 10, 2026, and routed through P&Z. Approvals received from P&Z and Wetlands last week. Chris Chilla coordinating with Sewer (courtesy review); email sign-off anticipated. Coordination underway with Fire Marshal Mark Dawson and Building Department (Peter Robinson) for concurrent review.	

II.	Fire Department Kitchen Ansul System Status	Subcontractor Encore seeking sign-off for Ansul system installation in kitchen. Fire Marshal scheduled in-person meeting for Wednesday, March 11, 2026, at 11:00 a.m.; Turner and SLAM representatives will attend.
III.	FM Requested Consumer Science & Life Skills Hood Modifications	Revised PR (Permit Request) in progress; SLAM finalizing coordination with MEP on hanging connection details and other Fire Marshal requests. Expected issuance within the week. Submittals for hoods ongoing.
IV.	Impact to Project Contingency	All known elements tracked in Anticipated Change Report (ACR). Actual costs for fire pump house and related items will be reflected in future change orders as PRs are finalized.
6.00	Committee / Working Group Reports	
I.	Regulatory Working Group (RWG)	Committee requested updated routing/checklist tracking all pending permits and conditions. Document to be provided by project team for future meetings.
II.	Communication Working Group (CWG)	CWG (Clare Kilgallen, Steph Cowie, Lauren Rabin) meeting today to finalize March Community Bulletin (look back/look ahead) for press and website distribution.
III.	Owner Architect Contractor (OAC)	OAC met Monday, March 2, 2026. All major items to be addressed in this committee meeting.
IV.	Financial Working Group (FWG)	FWG met two weeks prior; reviewed FF&E and furniture budget allocations. Next meeting scheduled mid-March.
V.	Design Review Committee (DRC)	The Design Review Committee (DRC) provided updates on three key design items. For the commemorative plaque, SLAM is awaiting three design options and final name spellings from committee members via a Google Doc, and product data has been received from Turner Construction. SLAM will work with the vendor on the rendered final layout and coordinate with GPS Director of Communications Jonathan Sopranoicz for proper logos and branding. Regarding the art room kiln orientation, SLAM has prepared two layout options for the larger kiln unit, which fits within the existing room though some ADA access concerns were noted. A meeting was scheduled for today (March 3, 2026, at 11:30 a.m.) with Principal Healy to review kiln orientation and signage, with the art teacher to be invited if scheduling permits despite the snow day complication. The manufacturer confirmed that the existing exhaust fan and duct system is compatible with the larger kiln. For panel signage, SLAM has reviewed the shop drawings and noted a six-week lead time, requiring immediate coordination with Principal Healy and potentially the DRC to finalize room nomenclature to avoid schedule delays given the August 4, 2026 substantial completion target.
VI.	Grand Opening Committee – Formation	Proposal to form Grand Opening Committee (GOC) for ceremony planning, approximately 5–6 months before substantial completion. Committee members invited to volunteer by next meeting (March 17, 2026). Coordination with GPS and PTA required; PTA planning activities for students. Note: Central Middle School has a seated band (not marching).
VII.	Notification to RTM – Old/New CMS Use Dates	Chair Rossetti reported that RTM Moderator Alexis has been informed that the RTM can hold its final meeting in the existing Central Middle School auditorium on June 8, 2026, with all RTM materials required to vacate the auditorium by June 9–10, 2026, immediately following that final meeting. Turner Construction's demolition scope is scheduled to begin thereafter. The RTM is anticipated to return to the new auditorium approximately September 15, 2026, though the committee expressed concern that October may be a safer target date pending evaluation of punch list completion status. A formal written notice will be provided to the RTM Moderator and Town Clerk specifying the June 10, 2026 vacate date. Questions were raised regarding RTM equipment storage during the interim period, and RTM representative Peter Sampanaro agreed to coordinate with Town Clerk Jackie Budkins regarding available Town Hall storage space. GPS Superintendent Dan Watson noted that the new school will have limited storage availability during the transition period, suggesting that the RTM may need to arrange interim off-site storage for their materials and equipment.
7.00	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.
A.	Procurement / Onboarding Status	Tamara Rivera (JLL) reported all proposals and purchase orders issued to furniture and technology vendors as of March 2, 2026. Procurement fully aligned and underway. Next move management survey scheduled for April 2026 (date TBD, coordinating with Principal Healy); will update previous proposal based on purging progress since last survey.
B	Interscape Quote – Additional Staff Member Requirement in Nurses Office	Additional nurse's office staff member requires added furniture. Interscape proposal submitted and approved by Principal Healy: \$2,686.53. Funding available within FF&E contingency; bids came in approximately \$208,353.13 under budget, with portion held in line item and portion moved to owner contingency.
	Motion:	To approve the Interscape quote for nurse's office furniture in the amount of \$2,686.53.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Joe Kelly
	Roll Call Vote:	Unanimously approved, 8-0-0 (Absent: Turner)
II.	Alternates:	
A.	Alt 1 – Provide Sod in Lieu of Seeding at Baseball & Rectangular Fields	The committee sought confirmation from DPW Tim regarding whether the bid document specifications for sod installation at the baseball, rectangular, and softball fields align with town standards. Instead of confirming the existing specification, DPW responded with a different specification from another project, prompting SLAM Associate Principal Stephen Martocchio to send follow-up correspondence reminding DPW of previous discussions, the rationale for the project specification (which was based on athletic turf specialist recommendations and prior CMS field repair experience), and requesting either confirmation or final direction. JLL and Chair Rossetti conducted phone conversations with DPW to clarify expectations, with the committee emphasizing that no further changes are desired and that they are seeking only confirmation of the existing specification. While potential cost savings were noted if current sod prices have decreased, the committee was reminded that the alternate pricing locks in the bid-day cost of \$109,000 for the baseball and rectangular fields and \$49,000 for the softball field. Any specification change at this point would require rejecting the alternate and re-pricing the work as a permit request (PR), similar to the process experienced with the dimensional letter signage. The committee is awaiting DPW's final response by mid-march.
B	Alt 2 – Provide Sod in Lieu of Seeding at Softball Field	Same note as 7.II.A
III.	Art Room Kiln – PR Status Pending	Larger kiln unit fits room; two orientation options prepared. ADA access concerns noted; control panel operable via remote app (security password controls recommended per Dan Watson due to student access concerns). Manufacturer confirms existing exhaust system (same fan, same variable control, direct vent) compatible; may require minor ductwork adjustments based on final kiln orientation. Fire Marshal's primary concern (exhaust) addressed; previous system approved; new system functionally identical. MEP design to be finalized once orientation confirmed. Meeting scheduled today with Principal Healy and art teacher (if available due to snow day).
8.00	Professional Team Update:	
I.	Invoices and Possible Vote for Approval:	
A.	Turner Construction Company – Pay Application #24	Application for payment dated February 28, 2026, in the amount of \$5,947,524.25. Reviewed and approved by SLAM and JLL. Multiple review meetings held; Turner made subsequent adjustments to trade breakdowns. Fire suppression system purchase for new school and fire pump room equipment included; credit for deleted work (new fire pump room) to be processed via upcoming change order (COR-022). Fire protection subcontractor (MJ Daly) billed for equipment but contract value will be reduced by change order; net effect zero. Payment schedule per contract: 10% on submittal approval, 60% on delivery to site, balance on installation (Source Blue fire pump skid); no billing this month for skid portion.
	Motion:	To approve Turner Construction Pay Application #24 dated February 28, 2026, in the amount of \$5,947,524.25.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Ms. Steph Cowie
	Roll Call Vote:	Unanimously approved, 7-0-0 (Absent: Turner, Kelly) Joshua Caspi - Yes, Stephanie Cowie - Yes, Todd Klair - Yes, Robert Chaney (BOE) - Yes, Christina Poccia - Yes, Clare Kilgallen - Yes, Joseph Rossetti - Yes

B.	Colliers Project Leaders USA NE, LLC – Invoice #0001142147	Commissioning agent invoice dated January 31, 2026, in the amount of \$6,890.00. Reviewed and approved by JLL
	Motion:	To approve Colliers Project Leaders invoice #0001142147 dated January 31, 2026, in the amount of \$6,890.00.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Ms. Steph Cowie
	Vote:	Unanimously approved, 7-0-0 (Absent: Turner, Kelly)
D.,E.	Eversource – Invoice #51688180181 & #51676190119	The committee reviewed two Eversource usage invoices both dated February 2, 2026: Invoice #51688180181 for \$8,250.14 and Invoice #51676190119 for \$35,160.57. These invoices cover three separate electrical meters on the project for billing periods spanning December 2025 through February 2026. The larger invoice includes a previously billed and unpaid amount of approximately \$12,000, prompting the committee to request clarification on tracking procedures to avoid double payment. JLL confirmed that each meter is tracked individually to ensure accuracy. With the approval of these invoices, all submitted Eversource invoices are current, though one additional invoice may be pending from the town for account #119 covering charges through January 2026. The committee requested that future invoice submissions explicitly note any carryover amounts to improve transparency and facilitate accurate payment tracking.
	Motion:	To approve both Eversource invoices: #51688180181 dated February 2, 2026, in the amount of \$8,250.14, and #51676190119 dated February 3, 2026, in the amount of \$35,160.57.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Joe Rossetti
	Vote:	Unanimously approved, 7-0-0 (Absent: Turner, Kelly)
II.	NOC-019-R0 – Wood Ceiling Panels in the Auditorium from Millworker	The committee received a status update on NOC-019 regarding the auditorium wood ceiling material substitution to Nordic Oak, which the committee previously voted to accept at the February 17, 2026 meeting after rejecting the original Notice of Change proposal. The committee is awaiting a cost credit from Turner Construction for this substitution. Joe Phelan (Turner's Project Manager) reported that the team is actively working with DECA (the subcontractor providing the material) and the manufacturer to obtain formal credit documentation or a letter confirming the cost reduction. The item remains open administratively, and if the credit is confirmed, it will be executed through the same change order mechanism to reduce the overall value. No action was required at today's meeting, as this was a status update only.
III.	Change Orders Discussion & Possible Vote:	
A.	COR-024-R1 – Added Horizontal Shafts at Level 2 Bathrooms (RFI-277)	Change Order COR-024-R1 is for the addition of horizontal rated shaft walls at the level 2 bathrooms, a requirement mandated by the Department of Buildings (DOB). The original submission (COR-024-R0) was priced at \$18,094.58; however, following comprehensive review and discussions between the design team and Turner Construction, the revised submission (COR-024-R1) successfully reduced the cost to \$10,677.71. Both SLAM and JLL reviewed and approved the revised change order. This change order represents an addition to the project's Guaranteed Maximum Price (GMP).
	Motion:	To approve Change Order COR-024-R1 for added horizontal shafts at level 2 bathrooms (RFI-277) in the amount of \$10,677.71.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Joe Rossetti
	Roll Call Vote:	Unanimously approved, 7-0-0 (Absent: Turner, Kelly) Joshua Caspi - Yes, Stephanie Cowie - Yes, Todd Klair - Yes, Robert Chaney - Yes, Christina Poccia - Yes, Clare Kilgallen - Yes, Joseph Rossetti - Yes
	Change Order COR-022-R0 – Automatic Fire Alarm System (RFI-162 / PR-18)	The committee reviewed Change Order COR-022-R0 for a revised automatic fire alarm system required by Fire Marshal specifications. The original Notice of Change (NOC) value was \$568,721.64; following significant coordination between Turner Construction, SLAM, and JLL over a four-month period, the revised Change Order value was reduced to \$515,931.14, representing a reduction of approximately \$53,000. The professional team recommendations were received by email on March 2, 2026, at approximately 5:00-6:00 p.m., the day before the meeting. A committee member expressed concern regarding the late distribution of this major change order and the lack of advance notice on the published agenda, noting that a \$515,000+ expenditure warrants adequate review time. The committee requested a full cost breakdown including all professional fees (SLAM, JLL, Fire Marshal consultations), to be provided following the meeting. A member also noted that for future projects, written specifications should be required from the town for fully automatic fire alarm systems at the project outset to avoid similar late-stage changes and associated costs. The committee acknowledged the Fire Marshal's guidance as critical and recognized that safety requirements necessitate proceeding with the upgrade despite the timing concerns. This change order represents an addition to the Guaranteed Maximum Price (GMP).
	Motion:	To approve Change Order COR-022-R0 for automatic fire alarm system in the amount of \$515,931.14.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Joe Rossetti
	Roll Call Vote:	Unanimously approved, 7-0-0 (Absent: Turner, Kelly) Joshua Caspi - Yes, Stephanie Cowie - Yes, Todd Klair - Yes, Robert Chaney - Yes, Christina Poccia - Yes, Clare Kilgallen - Yes, Joseph Rossetti - Yes
IV.	Overall Status & Budget Risks	The project is operating under a total budget of \$112,117,000, which is being tracked through the Anticipated Change Report. Current budget concerns include the fire pump skid fabrication timeline from Source Blue, with the delivery schedule being closely monitored, and a temporary fire watch contingency that remains pending based on Fire Marshal guidance regarding system activation timing. Professional fees associated with the recently approved fire alarm change order (COR-022) are to be detailed and provided to the committee following the meeting. Despite these concerns, preventative measures have been implemented to maintain the August 4, 2026 substantial completion target, and the project team is taking a proactive approach to identify and mitigate schedule risks before they can impact the overall project timeline.
VI.	State Grant Reimbursement Requests:	
A.	Request #4 – (November 2025 – January 2026)	The committee received an update on State School Construction Grant Reimbursement Request #4, which covers the period from November 2025 through January 2026. The total amount submitted was \$22,403,241.01, and the request was formally submitted to the state on February 13, 2026. The anticipated reimbursement rate is approximately 20% of the submitted amount. To provide a more complete financial picture for future reporting, the committee requested that subsequent RTM budget reports include both cumulative submission totals and cumulative reimbursement amounts received to date, allowing for better tracking of the overall grant reimbursement status throughout the project lifecycle.
9.00	Construction & Schedule Update:	
I.	Site Safety	Turner Construction reported strong site safety performance, with 537 individuals having completed site safety orientation to date and an average of 155 workers on-site daily. During the reporting period, one minor incident was reported; however, it was classified as a non-recordable injury. Site safety protocols continue to be maintained throughout the project, reflecting the project team's ongoing commitment to worker safety and regulatory compliance.
II.	Project Schedule	
A.	Next Target Milestones	Full Permanent Enclosure: March 13, 2026 (on track). Auditorium Scaffolding Removal: Mid-March 2026 (pending ceiling taping completion and acoustic cloud installation). Panel Signage Release: End of March 2026 (6-week lead time to meet June 1 delivery target). Permanent Power Activation: March 30, 2026 (pending Eversource tie-in; 2-3 day installation window required; critical path item). Substantial Completion: August 4, 2026 (unchanged). MEP Controls Integration and System Testing: Mid-April through mid-May 2026 (meeting scheduled to coordinate). Extended Completion (Fire Pump Room): September 3, 2026. Permanent Power: Target March 30, 2026 (pending Eversource coordination; 2-3 day installation window required). Next milestone: Permanent power cutover (critical path item)
B.	Schedule Risks	Fire pump skid delivery timeline being closely monitored. Permanent power coordination with Eversource (see Section IV below). Auditorium ceiling work and scaffolding removal timing. Flooring, millwork, and MEP installation sequencing on second floor.
C.	Recovery Schedule Update	Project team maintaining proactive schedule management. No significant delays impacting substantial completion target at this time. Regular monitoring through OAC meetings and two-week look-ahead schedules.

III.	Two-Week Look-Ahead	Flooring: Nearing completion on second floor. Millwork: Installation complete in Room 2081; available for committee review. Auditorium: Ceiling taping in progress; scaffolding removal scheduled mid-March pending installation of acoustic clouds and assessment of wall access requirements. MEP Systems: Controls integration and testing coordination underway. Panel Signage: Shop drawings under review; 6-week lead time noted; release target end of March for June 1 delivery and installation
IV.	Permanent Power	
A.	Eversource Easement & Utilities (Gas & Electric) Status	
	i. Turner Scope of Work (SOW) Status	Turner Construction's scope of work for the permanent power installation is substantially complete. The team has successfully installed conduits across Stanwich Road from the Eversource pole to the project site, and all electrical boxes and underground work were inspected by Dennis (Eversource) from the Building Department on Wednesday, March 4, 2026. Following approval of the inspection, the work was backfilled, and Turner's portion of the
	II. Eversource Scope of Work (SOW) Status	Eversource's scope of work for the permanent power connection remains pending, with a target installation date of March 30, 2026, requiring a 2-3 day installation window. Coordination is ongoing between Turner Construction, JLL, and Eversource to finalize the connection timeline. Turner Superintendent Peter Alfano is managing the follow-up on permanent power feeders, and the project team is actively reviewing Eversource's checklist for the tie-in to ensure all requirements are met and the installation can proceed on schedule.
V.	Colliers Professional Team Update	Colliers Project Leaders provided a comprehensive commissioning update, reporting that 14 site visits have been completed to date, during which 43 issues were identified with 11 already resolved and closed. The commissioning team has issued 530 installation checklists to trade contractors and is utilizing the Facility Grid online platform for proactive tracking of all commissioning activities. A meeting has been scheduled to coordinate MEP controls integration, with system testing anticipated to occur from mid-April through mid-May 2026. The final commissioning report is expected in September 2026. In response to committee feedback requesting improved transparency and documentation timeliness, the committee asked that Colliers reports be included in weekly meeting packets going forward. Both Turner Construction and Colliers agreed to enhance their coordination on report distribution to better keep the committee informed of commissioning progress.
10.00	New Business	Committee member raised concern that Change Order 22 (Fire Alarm) was introduced for vote after agenda publication deadline, creating insufficient review time for \$515,000+ expenditure. Recommendation made that Turner Construction review draft agendas prior to Building Committee meetings to identify any pending change orders requiring committee action. Committee requested full cost breakdown for COR-022, including breakdown of professional fees (SLAM, JLL, Fire Marshal consultations); to be provided after meeting. Chair acknowledged concern and committed to improved advance coordination on major change orders.
11.00	The next CMSBC meeting	March 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
		The meeting adjourned without objection at 09:48 a.m.
Final Prepared by:  Christina Poccia, Secretary Central Middle School Building Committee		

3/17/26