

Central Middle School Building Committee
Meeting Minutes



MEETING DETAILS

Meeting Number	26-008
Purpose	Regular Meeting
Meeting Date	3/31/26
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
Tony Turner		Present – Virtual
Joe Kelly	BET Rep	Present – In person (left at ~8:45 AM)
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
Peter Sampanaro	RTM Rep	Present – Virtual
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 – Virtual
Thomas Healy	CMS Principal	Present – Virtual

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

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

Name	Company	Title	Attendance
Peter Rader	JLL	Vice President/Associate Director	Present – In person
Jose Cardoso	JLL	Senior Project Manager	Present – In person
John Munnick	JLL	Associate Project Manager	Present – In person
Tamara Rivera	JLL	Project Manager	Present – Virtual
Don Bucci	JLL	Managing Director	Absent
Stephen Gross	JLL	Vice President	Present – Virtual
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	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	Present – Virtual
Kristin Malone	Colliers	Building Envelope Commissioning Specialist	Present – Virtual
Ravi Chavan	Colliers	Sr. Project Manager Commissioning & Energy Services	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 approximately 8:01 a.m. and confirmed the meeting was being recorded.
2.00	Housekeeping / Adjustments	No housekeeping adjustments were requested or made.
3.00	Approval of Minutes (2026 – 03/17)	Minutes of March 17, 2026 were reviewed.
	Motion:	To approve the March 17, 2026 meeting minutes.
	Moved by:	Mr. Joe Rossetti
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 9-0-0
4.00	CMSBC Discussion & Possible Vote:	
I.	Receipt of FOI Request – Contractors and Certified Payrolls (CMS Phase 2)	The committee acknowledged receipt of a Freedom of Information request related to certified payrolls. Turner Construction and Town Counsel were notified. No action required at this time.
II.	Neighborhood Correspondence	The committee noted recent neighborhood correspondence regarding site noise and hammering activity. Parking concerns at Pomerance Park were discussed, and it was confirmed that Turner Construction removed the vehicle in question and reiterated no-parking requirements to all subcontractors. The committee also discussed planned communications related to construction noise and confirmed that noise ordinance notification letters will be issued to neighboring residents for activities occurring between May and September
III.	15th Quarterly Report RTM	The committee discussed the 15th Quarterly RTM Report. It was noted that final Munis financial numbers were pending and that the report should clearly state total state reimbursements received to date.
	Motion:	To approve the 15th Quarterly RTM Report subject to final Munis financial updates and clarification of total reimbursements received to date.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 9-0-0
	Plaque Recommendation	SLAM presented plaque finish and background options. The committee discussed material, contrast, and consistency with building finishes.
	Motion:	To approve a satin plaque finish with a leatherette background texture and delegate remaining plaque specifications to Christina Poccia for final coordination with SLAM.

		Moved by: Ms. Steph Cowie
		Seconded by: Ms. Clare Kilgallen
		Vote: Unanimously approved, 9-0-0
5.00	Sub Committee Formation - Grand Opening	No volunteers were identified. Item deferred to a future meeting
6.00	Building Department & Fire Department Update:	
I.	Fire Suppression Re-design Skid / Permit Documents	The committee received an update on the fire suppression re-design skid. The design team is preparing a formal response to Fire Marshal comments received on March 21, 2026. The team is coordinating closely with the Fire Marshal to obtain approval in a timely manner in order to maintain the overall project schedule, with particular focus on preserving the August completion milestones
II.	FM Requested Consumer Science & Life Skills Hood Modifications	An update was provided regarding the Consumer Science and Life Skills hood modifications. A revised Purchase Request (PR) is being prepared and will be issued shortly. Pricing is pending and will be presented to the committee once received for further review and consideration
IV.	Impact to Project Contingency	The committee reviewed the current impact to project contingency related to AHJ-driven requirements and fire system revisions. Total tracked hard and soft costs associated with these items are currently estimated at \$3,056,548. It was confirmed that these costs remain within the approved \$112 million project budget and are being managed through owner contingency
7.00	Design Items Discussion & Possible Vote:	
I.	Authorization to Issue Construction Change Directive – Excavation & Rock Removal for Retaining Wall	The committee discussed disputed responsibility for rock removal associated with the major retaining wall. A Construction Change Directive was recommended to allow work to proceed while preserving the committee's ability to resolve cost responsibility later.
		Motion: Authorize SLAM, as Architect of Record, to issue a Construction Change Directive related to PCO-190, with an estimated exposure of up to \$300,000, directing Turner Construction to proceed with retaining wall rock removal, with cost and time adjustments to be addressed separately.
		Moved by: Ms. Clare Kilgallen
		Seconded by: Ms. Steph Cowie
		Roll Call Vote: Unanimously approved, 8-0-0 (Absent: Kelly) Josh Caspi – Yes, Steph Cowie – Yes, Todd Klair – Yes, Bob Chaney – Yes, Christina Poccia – Yes, Tony Turner – Yes, Clare Kilgallen – Yes, Joseph Rossetti – Yes
II.	Move Management & FF&E Coordination Status	An update was provided on move management and FF&E coordination activities. The furniture coordination walkthrough has been completed, and upcoming vendor field measurements are planned to confirm final dimensions and conditions. An interim move walkthrough is scheduled for late April to support ongoing coordination and readiness for installation activities.
III.	Art Room Kiln	The committee received an update on the Art Room kiln scope. A Purchase Request (PR) was submitted on March 13, 2026. Long-lead door replacements associated with this work have been identified, and it was noted that temporary doors may be installed to support occupancy until the permanent doors are fabricated and installed
8.00	Invoices Discussion & Possible Vote:	
I.	Meyer, Inc. – Invoice #120-073433	The committee reviewed the invoice for Phase 1 material delivery services previously authorized.
		Motion: To approve Meyer, Inc. Invoice #120-073433 dated January 31, 2026, in the amount of \$2,462.00.
		Moved by: Ms. Clare Kilgallen
		Seconded by: Mr. Bob Chaney
		Vote: Unanimously approved, 8-0-0 (Absent: Kelly)
II.	Y & S Technologies Inc. – Invoice #17781	The invoice for procurement of UPS equipment was reviewed. It was noted that this represents the first and final invoice for this vendor.
		Motion: To approve Y & S Technologies Inc. Invoice #17781 dated March 10, 2026, in the amount of \$17,556.00.
		Moved by: Ms. Clare Kilgallen
		Seconded by: Mr. Bob Chaney
		Vote: Unanimously approved, 8-0-0 (Absent: Kelly)
III.IVV	Electric Service (9 Indian Rock Ln – Lot Temp) – 03/03/26	Three invoices for temporary electric service during construction were reviewed.
		Motion: Approve the following Eversource invoices for temporary electric service, each dated March 3, 2026, as presented: Account #5167 619 0119 in the amount of \$22,752.79 Account #5168 818 0181 in the amount of \$9,774.56 Account #5151 879 0142 in the amount of \$21,038.93
		Moved by: Ms. Clare Kilgallen
		Seconded by: Ms. Steph Cowie
		Vote: Unanimously approved, 8-0-0 (Absent: Kelly)
VI.	Turner Construction Company – Pay Application #25	Invoice reviewed; no discussion or objections raised
		Motion: To approve Turner Construction Company Pay Application #25 dated March 31, 2026, in the amount of \$5,240,611.11.
		Moved by: Ms. Clare Kilgallen
		Seconded by: Mr. Todd Klair
		Vote: Unanimously approved, 8-0-0 (Absent: Kelly)
9.00	Professional Team Update	
I.	NOC-019-R0 – Wood Ceiling Panels in the Auditorium from Millworker	The committee received a status update regarding NOC 19 for the auditorium wood ceiling material substitution to Nordic Oak. Turner Construction reported that the manufacturer is not offering a credit for the substitution. The professional team will continue to review available manufacturer information to confirm whether any credit may be applicable, but no credit is currently anticipated
II.	Approval Letters Discussion & Possible Vote:	
A.	AL-033-R1 – Subcontractor Wage Rate Approval (Multiple Trades)	The committee reviewed Approval Letter AL-033-R1 covering subcontractor wage rate approvals across multiple bid packages. This item was identified as an administrative requirement with no cost impact to the project and was reviewed and approved by SLAM and JLL prior to submission to the committee
		Motion: To approve Approval Letter AL-033-R1 for subcontractor wage rate approvals across multiple trades at no cost to the project.
		Moved by: Ms. Clare Kilgallen
		Seconded by: Mr. Bob Chaney
		Vote: Unanimously approved, 7-0-0 (Absent: Kelly, Klair)
B.	AL-036-R0 – Expedite AVB Installation Due to Testing Requirements	The committee reviewed Approval Letter AL-036-R0 related to premium time required to expedite AVB installation in order to meet testing requirements. The cost of \$1,597.00 was confirmed to be within the existing GMP and does not increase the overall project budget. It was also noted that this represents the final AVB expediting cost associated with this scope.
		Motion: To approve Approval Letter AL-036-R0 for expediting AVB installation due to testing requirements in the amount of \$1,597.00.
		Moved by: Ms. Clare Kilgallen
		Seconded by: Ms. Steph Cowie
		Vote: Unanimously approved, 6-0-0 (Absent: Kelly, Klair, Caspi)
III.	Overall Status & Budget Risks	The committee reviewed the overall project status and budget risks. The professional team reported that the project continues to track within the approved total project budget of \$112,017,000. Approved commitments to date total \$105,197,286.60, with total invoiced costs of \$61,458,764.91, representing approximately 54.87% of the total budget. Key remaining risks include the fire pump installation and the retaining wall rock removal, both of which are actively being managed to protect the project schedule and budget
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, covering the period from November 2025 through January 2026. The request was originally submitted on February 13, 2026. Minor comments were received from DAS on March 12, 2026, and the revised submission incorporating those edits was resubmitted on March 19, 2026. The committee will continue to monitor the status and follow up with DAS as needed.
10.00	Construction & Schedule Update:	

I.	Site Safety	Turner Construction reported that there were no reportable safety incidents during the reporting period. One recent safety issue involving individuals bypassing flagging controls was addressed immediately. The individuals were removed from the site, corrective safety training was conducted, and replacement personnel were properly oriented before resuming work. Site safety performance continues to be closely monitored.
II.	Project Schedule	The committee reviewed the overall project schedule. Turner reported that the building is currently tracking toward Substantial Completion on August 4, 2026, with the Pump House Substantial Completion targeted for August 21, 2026. These milestones are being tracked separately to reflect the revised scope associated with the fire pump system
A.	Schedule Risks	Key schedule risks were discussed, including the fire pump installation, utility coordination, inspection availability, and completion of the retaining wall work. These risks are being actively managed to protect the project milestones.
i.	Breakout of Pump House Schedule Review	Turner presented a detailed pump house schedule review outlining key inspection dates, installation sequencing, and coordination with the Fire Marshal and Building Department. Emphasis was placed on early communication and advance scheduling of inspections to avoid delays
B.	Recovery Schedule Update	Turner reviewed current recovery strategies focused on mitigating impacts related to utility tie-ins, AHJ reviews, and long-lead activities. The team is evaluating opportunities to improve upon the August completion dates where feasible
C.	Next Target Milestones	Near-term milestones include achieving permanent power, initiating MEP system startups, advancing millwork and finishes, and progressing punch list activities earlier in the schedule to support FF&E installation and occupancy readiness
III.	Utilities – 3/31 MEP Startup	Turner provided an update on utility coordination and MEP startup activities, originally targeted for March 31, 2026, with adjustments ongoing to support system commissioning.
A.	Permanent Power Electrical – Eversource / Turner SOW Status	Eversource meter installation and electrical scope adjustments are in progress. Turner is coordinating with Eversource to energize the building, with permanent power targeted for mid-April to support mechanical equipment startup
B.	Gas – CNG / Turner SOW Status	Gas service coordination is ongoing with CNG. Site preparations are complete, and Turner is awaiting final scheduling confirmation from the utility provider to proceed with installation and activation
C.	Water – Aquarion / Turner SOW Status	Water service work is complete on Turner's side, and the project is awaiting Aquarion scheduling to complete the street tap and finalize service connection
D.	Fiber SOW Status	Fiber coordination with Verizon continues. Conduit installations have been reviewed and accepted, and final coordination is underway to pull fiber into the MDF room and address power requirements for IT equipment
E.	Generator Delivery, Startup & Commissioning	The generator pad is being prepared, with delivery currently anticipated in mid-May. Turner confirmed that the generator is on hand at the supplier's yard and will be delivered to the site once pad work and conduit installation are complete, followed by startup and commissioning
IV.	Two-Week Look-Ahead	Turner outlined key activities for the next two weeks, including continued flooring and millwork installation, completion of auditorium drywall and finishes, installation of kitchen equipment, progress on curtain wall systems, ongoing mechanical and electrical work, and
11.00	Committee / Working Group Reports	
I.	Regulatory Working Group (RWG)	The Regulatory Working Group reported on a recent conditions-of-permit meeting held with Town officials. Discussion focused on inspection scheduling and staffing constraints as the project approaches the end of the fiscal year. Turner Construction was encouraged to continue providing advanced notice of upcoming inspections and to maintain regular coordination with the Building Department to avoid scheduling conflicts and potential delays.
I.	Communication Working Group (CWG)	The Communications Working Group reported that a draft project newsletter has been prepared and is under review. The group is also coordinating preparation of a construction noise notification letter, which will be issued by the committee to neighboring residents in advance of extended construction activities. The newsletter will include a look-back and look-ahead summary of project progress.
I.	Owner Architect Contractor (OAC)	The Owner Architect Contractor team reported that coordination meetings are ongoing and that key project items discussed during the OAC meetings were addressed earlier in the committee agenda. The committee was encouraged to attend OAC meetings and site walkthroughs to stay informed on construction progress and coordination matters
I.	Financial Working Group (FWG)	The Financial Working Group reported that a meeting is scheduled for April 1, 2026. Committee members were encouraged to attend to review project financial status, contingency tracking, and upcoming expenditures. Participation was encouraged to ensure continued transparency and oversight of project finances
I.	Design Review Committee (DRC)	The Design Review Committee reported that the primary item under review was the building plaque. The committee confirmed that direction on plaque finishes and background has been approved, with remaining details delegated for final coordination. No additional design review items were reported at this time.
12.00	New Business	
13.00	The next CMSBC meeting	
14.00	Adjourn	
Final Prepared by:		
		
Christina Poccia, Secretary Central Middle School Building Committee		
Approved on 4/14		