

Central Middle School Building Committee

Meeting Minutes



MEETING DETAILS

Meeting Number	26-009
Purpose	Regular Meeting
Meeting Date	4/14/26
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 – In person
Christina Poccia	Secretary, DRC Member	Present – Virtual
Tony Turner		Present – In person (partial)
Joe Kelly	BET Rep	Absent
Bob Chaney	BOE Rep, DRC Member	Present – Virtual
Joshua Caspi		Present – Virtual
Todd Klair		Absent
Stephanie Cowie	RTM Rep	Absent

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	
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 8:02 a.m. and confirmed the meeting was being recorded.
2.00	Housekeeping / Adjustments	By consensus, Agenda Item 4, Roman Numeral IV (Project Contingency – BET Interim Request) was moved to Item 11 to allow discussion after consultants departed. No objections were raised
3.00	Approval of Minutes (2026 – 03/31)	Minutes of March 31, 2026 were reviewed.
	Motion:	To approve the March 31, 2026 meeting minutes
	Moved by:	Mr. Bob Chaney
	Seconded by:	Ms. Steph Cowie
	Vote:	Unanimously approved, 6-0-0 Absent: Kelly, Caspi, Turner
4.00	CMSBC Discussion & Possible Vote:	
I.	Neighborhood Correspondence	The committee discussed a reported vehicle incident involving use of a neighboring driveway. Turner confirmed the vehicle was not associated with the project and reiterated access requirements to subcontractors.

II.	Plaque Recommendation	The committee discussed aluminum (bronze-look) versus true bronze plaque options. SLAM confirmed indoor durability of aluminum with bronze finish. No motion was made to change the specified aluminum plaque; the committee proceeded with the original specification
III.	Crown Castle Fiber LLC – Proposal #L380876	The proposal scope and state reimbursement eligibility were discussed. Outstanding questions remain regarding grant eligibility and contracting structure. Item deferred to the April 28, 2026 meeting for further clarification. No vote taken.
5.00	Sub Committee Formation - Grand Opening	Volunteers to date include Dennis Yeskey, Peter Sampanaro, and Tom Healy. Additional participation welcomed
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, including the status of permit review and procurement activities. It was reported that Fire Marshal comments previously issued on March 21, 2026 were formally responded to by the design team, and those responses have been transmitted for review. The project team emphasized that timely approval of the fire suppression skid remains critical to maintaining the overall construction schedule, particularly with respect to commissioning activities and substantial completion milestones. The issue continues to be tracked as a schedule-constraining item, and the team is actively coordinating with the Fire Marshal to close out outstanding comments as quickly as possible.
II.	FM Requested Consumer Science & Life Skills Hood Modifications	An update was provided regarding Fire Marshal-requested modifications to the Consumer Science and Life Skills hoods. SLAM confirmed that a memo has been prepared and submitted to the Fire Marshal outlining the exhaust system design and confirming that the proposed configuration aligns with applicable safety and code requirements. The information mirrors documentation previously provided and approved for the first kiln installation. The project team noted that they are awaiting confirmation and concurrence from the Fire Marshal, and that this approval is required to advance procurement and installation without impacting the project schedule.
IV.	Impact to Project Contingency	The committee discussed the potential impact of Fire Marshal-driven requirements and fire system revisions on the project contingency. It was noted that AHJ-requested changes, including the fire suppression skid redesign and related system modifications, are being carefully tracked as part of the overall contingency management process. While final cost impacts are still being evaluated, the committee acknowledged that these items represent a meaningful risk to remaining owner contingency and will be incorporated into broader contingency and interim funding discussions later in the meeting
7.00	Design Items Discussion & Possible Vote:	
I.	Construction Change Directive – Retaining Wall Rock Removal	Turner confirmed work has commenced under CCD issued April 1, 2026. Independent verification and tracking are underway.
II.	Move Management & FF&E Coordination Status	JLL reported receipt of most OFCI items, trailer swing-space approval at Greenwich High School, and ongoing coordination for July–August moves.
III.	Art Room Kiln	PR submitted March 13, 2026. Pricing and lead times expected by mid-to-late April for committee action at the next meeting.
8.00	Invoices Discussion & Possible Vote:	
I.II.III.IV	Atlantic Technology Group – Invoices #8771, #8773, #8779, #8780, #8783	The committee reviewed and discussed five (5) invoices submitted by Atlantic Technology Group for technology package procurement and installation services previously authorized under Phase 3 bid packages. JLL confirmed that the invoiced materials and services align with the approved scope, that the work and equipment have been received and/or verified on-site, and that the invoices are consistent with contract pricing.
	Motion:	To approve the following Atlantic Technology Group invoices as presented: Invoice #8771, dated March 19, 2026, in the amount of \$78,202.36 Invoice #8773, dated March 19, 2026, in the amount of \$99,340.61 Invoice #8779, dated March 20, 2026, in the amount of \$15,537.26 Invoice #8780, dated March 24, 2026, in the amount of \$20,051.14 Invoice #8783, dated March 31, 2026, in the amount of \$2,818.00
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 6-0-0 Absent: Kelly, Caspi, Turner
VI.	Colliers Project Leaders USA NE, LLC – Invoice #0001161416	The committee reviewed Colliers Project Leaders USA NE, LLC Invoice #0001161416, dated March 31, 2026, in the amount of \$17,701.00. The invoice reflects commissioning and related professional services previously authorized for the project. JLL confirmed that the services billed were performed in accordance with the approved scope and contract terms, and that the invoice had been reviewed for accuracy and compliance.
	Motion:	To approve Colliers Project Leaders USA NE, LLC Invoice #0001161416, dated March 31, 2026, in the amount of \$17,701.00, as presented.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 6-0-0 Absent: Kelly, Caspi, Turner
VII.	Special Testing Laboratories, Inc. – Invoice #39602	The committee reviewed Special Testing Laboratories, Inc. Invoice #39602, dated September 30, 2025, in the amount of \$24,452.45. The invoice represents a partial catch-up billing for 2025 services related to required third-party special inspections. The committee noted that the vendor has submitted invoices late and that this billing does not represent a full reconciliation of all outstanding 2025 services. JLL advised that additional clarification and reconciliation will be requested to confirm that all prior-year billings are fully accounted for and corrected where necessary.
	Motion:	To approve Special Testing Laboratories, Inc. Invoice #39602, dated September 30, 2025, in the amount of \$24,452.45, as presented, subject to further reconciliation of remaining 2025 billings.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 5-0-0 Absent: Kelly, Caspi, Turner, Poccia (briefly stepped away)
VIII.IX	The S/L/A/M Collaborative, Inc. – Invoices #1035581 & #1035582	The committee reviewed two invoices submitted by The S/L/A/M Collaborative, Inc., both dated April 6, 2026, for professional architectural services rendered in accordance with the approved agreement. JLL confirmed that the invoices were reviewed, aligned with contracted services, and appropriate for payment.
	Motion:	To approve The S/L/A/M Collaborative, Inc. Invoices #1035581 and #1035582, dated April 6, 2026, in the amounts of \$39,341.98 and \$12,073.50 respectively, as presented.

	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Ms. Steph Cowie
	Vote:	Unanimously approved, 5-0-0 Absent: Kelly, Caspi, Turner, Poccia (briefly stepped away)
9.00	Professional Team Update	
I.	NOC-019-R0 – Wood Ceiling Panels in the Auditorium from Millworker	SLAM confirmed no credit available for Nordic Oak substitution; item closed.
II.	Approval Letters Discussion & Possible Vote:	
A.	Approval Letter AL-037-R0 – Premium Time Expenditures for ABAA Schedule Recovery	The committee reviewed Approval Letter AL-037-R0 related to premium time expenditures required to support schedule recovery efforts associated with ABAA work. It was noted that the amount shown on the agenda was incorrect and that the corrected amount of \$67,403.23 was included in the meeting packet.
	Motion:	To approve Approval Letter AL-037-R0 in the corrected amount of \$67,403.23, as presented.
	Moved by:	Mr. Bob Chaney
	Seconded by:	Ms. Steph Cowie
	Vote:	Unanimously approved, 5-0-0 Absent: Kelly, Caspi, Turner, Poccia (briefly stepped away)
B.	Approval Letter AL-038-R0 – Fire Extinguisher Cabinet Signage per AHJ Coordination	The committee reviewed Approval Letter AL-038-R0 related to revised fire extinguisher cabinet signage required by the Authority Having Jurisdiction (AHJ). It was noted that the agenda value required correction and that the approved amount is \$728.00, as reflected in the supporting documentation.
	Motion:	To approve Approval Letter AL-038-R0 for fire extinguisher cabinet signage, in the amount of \$728.00, as presented.
	Moved by:	Mr. Joe Rossetti
	Seconded by:	Ms. Steph Cowie
	Vote:	Unanimously approved, 5-0-0 Absent: Kelly, Caspi, Turner, Poccia (briefly stepped away)
III.	Change Orders Discussion & Possible Vote	
		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
A.	Change Order COR-034-R0 – Premium Time Schedule Adjustment	The committee reviewed Change Order COR-034-R0, which administratively adjusts the project schedule by revising Substantial Completion from Day 86 to Day 84. It was confirmed that this change order carries a \$0.00 cost impact and is required to formally align the contract schedule with current milestones.
	Motion:	To approve Change Order COR-034-R0, revising Substantial Completion from Day 86 to Day 84, at no cost impact.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 5-0-0 Absent: Kelly, Caspi, Turner, Poccia (briefly stepped away)
B.	Sod Specification	The committee discussed field surface options, including continued seeding versus installation of sod, schedule implications for field availability, and impacts to school programming and transportation costs. The committee acknowledged that sod installation would allow earlier and more reliable use of the fields by CMS students and athletic programs.
	Motion:	To approve the installation of sod on both fields, in lieu of seeded grass, to support earlier field availability and improved durability.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 6-0-0 Absent: Kelly, Caspi, Turner
C.	Sod Specification (Town-Requested Athletic Mix)	Following approval to proceed with sod, the committee discussed sod mix options, including the Town of Greenwich Parks & Recreation–recommended athletic turf blend.
	Motion:	To approve the Town of Greenwich Parks & Recreation–recommended athletic sod mix, at an additional premium cost of approximately \$18,000, associated with GMP sod alternates.
	Moved by:	Mr. Bob Chaney
	Seconded by:	Ms. Clare Kilgallen
	Vote:	Unanimously approved, 6-0-0 Absent: Kelly, Caspi, Turner
	Overall Status & Budget Risks	The committee reviewed the overall project status and remaining budget risks. The project is approximately 60% complete, with approximately \$770,000 in remaining owner contingency. The committee noted that this contingency level is low relative to the amount of work remaining and the number of unresolved risk items. Key risks discussed included potential cost exposure related to fire protection system revisions, rock excavation and unsuitable soils, unknown PCB conditions, schedule-driven costs, and pending compensation requests from Turner Construction and SLAM Collaborative. It was noted that while contingency and unused allowances exist within Turner’s GMP, those funds are not available to address near-term cash flow needs. The committee acknowledged that these risks present a material financial exposure and informed the subsequent decision to pursue an interim funding request to the BET.
VI.	State Grant Reimbursement Requests:	
A.	Request #4 – (November 2025 – January 2026)	No additional action was required by the committee at this time. The item will continue to be monitored, and the committee will be updated upon receipt of DAS approval and reimbursement determination
10.00	Construction & Schedule Update:	
I.	Site Safety	Turner Construction reported one safety incident occurring on April 1, 2026, in which a flooring installer sustained a minor hand injury while performing work on site. The individual was treated on site, subsequently received stitches, and returned to work with limited duty. Turner conducted a co-learning review with the subcontractor to understand the cause of the incident and reinforce safety protocols to prevent recurrence. No additional safety incidents were reported.
II.	Project Schedule	Turner provided an update on the overall project schedule. Substantial Completion remains scheduled for August 4, 2026, with Pump House completion targeted for August 21, 2026. The project team noted that these dates continue to be actively monitored, with particular attention to schedule risks associated with fire protection systems and utility coordination. Turner, JLL, and the design team are implementing mitigation strategies, including sequencing adjustments and potential overtime, to protect the August milestones

A.	Schedule Risks	Turner reported that the pump house remains a key schedule risk. Issues related to procurement and fabrication of concrete tanks required a change in vendor. Shop drawings from the basis-of-design vendor are in progress, with review meetings scheduled to expedite approval. The team is evaluating options including overtime work, prefabrication, and sequencing adjustments to mitigate potential delays
B.	Recovery Schedule Update	Turner advised that recovery measures are being developed in parallel with finalization of pump house procurement. Potential recovery strategies include extended work hours and resequencing of related activities to maintain the August milestone dates. These measures will be refined once shop drawings and fabrication timelines are confirmed.
C.	Next Target Milestones	Key near-term milestones identified include: Final approval of pump house shop drawings Completion of permanent power meter installation Initiation of mechanical startups Commencement of punch list activities for second-floor instructional spaces
III.	Utilities – 3/31 MEP Startup	The committee reviewed the status of utilities required to support initial MEP startup. The original startup date of March 3, 2026 has been revised multiple times (March 15, March 31, April 13, and April 30) due primarily to delays in permanent power availability.
A.	Permanent Power Electrical – Eversource / Turner SOW Status	Eversource has delivered metering equipment to the site. Installation of the meter remains outstanding and is required before the work can transition to Eversource's construction group for permanent power activation. Turner and JLL continue to coordinate closely with Eversource to expedite this work, as permanent power remains on the critical path.
B.	Gas – CNG / Turner SOW Status	CNG has inspected the site and confirmed meter location. The gas service request is currently progressing through CNG's internal system planning process. Once complete, the application will be routed to the Town for execution prior to scheduling the service tap and activation.
C.	Water – Aquarion / Turner SOW Status	Aquarion has completed site review and released the required tap card. Turner is coordinating with its subcontractor to schedule the street tie-in and activation of domestic water service once the tap card is fully processed.
D.	Fiber SOW Status	The fiber scope of work was discussed earlier in the meeting. Coordination for fiber installation and point-of-entry work remains ongoing, with timing dependent on final contracting and approval of the Crown Castle proposal
E.	Generator Delivery, Startup & Commissioning	Turner reported that the generator pad is under construction and that generator delivery is anticipated in mid-May 2026. Startup and commissioning activities will follow delivery and will be coordinated with permanent power availability and life-safety system testing.
IV.	Two-Week Look-Ahead	Turner provided a two-week look-ahead including: Completion of interior finishes, including restrooms, classrooms, gymnasium, and auditorium areas Continued MEP rough-in and tie-ins to support upcoming startups Progress on site work, including rock removal, backfill, and curbing installation Preparation for punch list activities, particularly on second-floor instructional spaces, subject to lighting fixture delivery
11.00	Project Contingency – BET Interim Request	The committee reviewed the current status of project contingency and discussed the need to request an interim appropriation from the Board of Estimate and Taxation (BET) due to the number and magnitude of unresolved cost risks remaining in the project. It was reported that approximately \$770,000 in owner contingency remains uncommitted at this stage of construction, while several significant potential exposures remain under evaluation. These include, but are not limited to, costs associated with fire protection system revisions, pump house construction, rock excavation and unsuitable soils, potential PCB abatement, schedule-driven costs, and pending compensation requests from Turner Construction and SLAM Collaborative. The committee also discussed that while Turner's GMP includes contingency and unused allowances that may ultimately revert to the owner at project close-out, those funds are not available to address near-term cash flow needs or unresolved claims during active construction. Given the project's current phase and the remaining schedule risks, the committee determined that maintaining adequate
	Motion:	To authorize submission of a request to the Board of Estimate and Taxation for an interim appropriation of \$6,000,000 to address anticipated project contingency needs and unresolved risk items.
	Moved by:	Ms. Steph Cowie
	Seconded by:	Mr. Bob Chaney
	Roll Call Vote	Unanimously approved, 6-0-0 Clare Kilgallen – Yes, Bob Chaney – Yes, Christina Poccia – Yes, Steph Cowie – Yes, Todd Klair – Yes, Joe Rossetti – Yes Absent: Kelly, Caspi, Turner
12.00	Committee / Working Group Reports	
I.	Regulatory Working Group (RWG)	Updates were provided regarding ongoing coordination with Town departments and AHJs. The committee noted the need to continue follow-up on inspection scheduling and zoning-related correspondence to support upcoming construction milestones.
I.	Communication Working Group (CWG)	The committee discussed communications related to summer construction activity and extended work hours. A cover letter addressing anticipated noise ordinance considerations will be finalized and issued to neighboring residents.
I.	Owner Architect Contractor (OAC)	OAC meetings continue to be held weekly on Mondays. Key focus areas include pump house schedule risk, utilities coordination, and mitigation strategies. Committee members were encouraged to attend OAC meetings and site walks as available.
I.	Financial Working Group (FWG)	No formal report was provided. The FWG will continue to support review of contingency, cash flow, and interim funding needs as the project progresses.
I.	Design Review Committee (DRC)	No additional items were reported beyond those addressed earlier in the meeting.
13.00	New Business	The committee discussed the potential use of the school site for Primary Day voting in August. It was determined that the site will not be available due to ongoing construction, lack of conditioned space, restrooms, parking, and certificate of occupancy. JLL will prepare a brief memorandum outlining the reasons for site unavailability for submission to the appropriate Town departments. The committee also discussed requests for additional site tours. Given ongoing construction activities and safety considerations, it was agreed that formal tours will be deferred until closer to building turnover, with access limited to essential project and committee activities.
14.00	The next CMSBC meeting	April 28, 2026 – 8:00 AM – Town Hall, Mazza Room (Hybrid)
15.00	Adjourn	A motion to adjourn was made by Clare Kilgallen and seconded by Steph Cowie. The meeting was adjourned at 9:40 AM

Final Prepared by:

Christina Poccia, Secretary
Central Middle School Building Committee

4/28