

Central Middle School Building Committee

Meeting Minutes



TOWN OF GREENWICH

MEETING DETAILS

Meeting Number	26-009	
Purpose	Regular Meeting	
Meeting Date	4/28/26	
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		Absent
Harry Fisher	BET Rep	Present – In person
Bob Chaney	BOE Rep, DRC Member	Present – Virtual
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	
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 8:03 a.m. and confirmed the meeting was being recorded.
2.00	Housekeeping / Adjustments	Add discussion of potential building walkthroughs under New Business. Add discussion of kitchen modifications (pot filler and sink) under Design Items. Confirm the value of Approval Letter AL-039 at \$342,400, previously listed as TBD. No objections were raised
I.	Appointment of Harry Fisher as CMSBC BET Representative	Harry Fisher was formally welcomed back to the CMSBC as the BET representative following the resignation of Joe Kelly.
II.	Approval of Minutes (2026 – 04/14)	
	Motion:	To approve the April 14, 2026 meeting minutes
	Moved by:	Mr. Harry Fisher
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 7-0-0 Absent: Klair, Turner
3.00	CMSBC Discussion & Possible Vote:	
I.	Neighborhood Correspondence	The committee discussed a neighbor complaint regarding construction vehicles making prohibited left-hand turns when exiting the site. Turner Construction confirmed corrective actions including subcontractor re-briefing, repositioning of site cameras, and enforcement measures such as suspension of on-site parking privileges for violations.
II.	Plaque Recommendation	The committee discussed progress on the commemorative plaque. Members were reminded to verify spelling and formatting of their names via the shared spreadsheet. The deadline for corrections was set for the next CMSBC meeting (May 12, 2026). Plaque material was confirmed as aluminum with a bronze-finish appearance.
III.	Crown Castle Fiber LLC – Proposal #L380876	The committee discussed the scope of the fiber installation, routing into the building, and funding source. It was noted that the cost was not carried in the original construction budget and would be funded from owner contingency.
	Motion:	To approve the Crown Castle Fiber LLC proposal in the amount of \$42,350 for fiber installation and related construction services to provide permanent telecommunications service to the Central Middle School building.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney

		Vote: Unanimously approved, 8-0-0 Absent: Turner
4.00	Building Department & Fire Department Update:	
I.	Fire Suppression Re-design Skid / Permit Documents	The committee received a detailed update following the April 21, 2026 coordination meeting with the Fire Marshal regarding the fire suppression re-design associated with PR-19. The project team reported that the meeting was productive and resulted in conditional approvals, subject to the submission and review of additional clarifying documentation. The design team subsequently prepared and transmitted the requested materials to address outstanding comments and close remaining review items. The Fire Marshal acknowledged receipt and indicated that the information is under active review. The project team advised that formal approval is anticipated within the coming days, pending confirmation that all conditions have been satisfactorily addressed. Approval of the fire suppression re-design remains schedule-critical, as it directly affects downstream activities including permitting, installation sequencing, system testing, and overall commissioning. The item will continue to be closely tracked by the professional team, with updates to be provided to the committee as approvals are finalized
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 hood systems. The discussion focused on adjustments related to pull station locations, clearance distances, and demonstration table layout, as required to meet applicable fire and life-safety code provisions. The design team confirmed that they are preparing a formal written response addressing each of the Fire Marshal's comments, including code analysis and justification for the proposed configuration. The response is intended to demonstrate compliance with safety requirements while minimizing impacts to the approved design and construction schedule. The committee was advised that concurrence from the Fire Marshal is required before procurement and installation can proceed. The item remains under active review, and the project team will continue coordination with the Fire Marshal to secure approval without adverse schedule impact.
IV.	Art Room Kiln	The committee received confirmation that the Fire Marshal has approved the art room kiln installation, noting that the proposed unit and associated exhaust configuration are consistent with the kiln installation previously approved and installed at Greenwich High School. This precedent provided assurance regarding compliance with applicable fire and life-safety requirements. Turner Construction advised that a pricing proposal is pending and will be submitted once finalized. Upon receipt, the item will be scheduled for committee review and potential action at a future meeting.
5.00	Design Items Discussion & Possible Vote:	
I.	Move Management & FF&E Coordination Status	JLL reported that purging efforts are ongoing. Meetings are scheduled with Myers Moving Company and school administration to finalize logistics for departments with specialized needs. Furniture deliveries remain targeted for late May to early June, with coordination underway to align with punch list activities
II.	Kitchen Modifications (Added Item)	The committee reviewed a proposed design modification to improve kitchen operations and staff workflow. The modification includes the addition of a pot filler located above the range and a new sink positioned adjacent to the cooking line. The project team explained that the changes were requested following meetings with school food service staff, who identified operational inefficiencies and safety concerns related to carrying and draining large pots over longer distances. The design team reviewed preliminary layout options and confirmed that the proposed modifications could be accommodated within the existing kitchen configuration with minimal disruption to installed equipment. The committee discussed the functional benefits of reducing pot transport, improving access to water for cooking operations, and enhancing overall kitchen safety. The committee acknowledged that final cost and constructability will be confirmed through a forthcoming pricing request.
	Motion:	To approve the kitchen modification concept and authorize generation of a pricing request, with final cost to be determined.
	Moved by:	Mr. Harry Fisher
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 8-0-0 Absent: Turner
6.00	Invoices Discussion & Possible Vote:	
I,II	Jones Lang LaSalle – Invoices #USPDS182329, #USPDS182330	JLL confirmed that the invoices reflect professional services rendered in accordance with the approved contract and fee amendment, that the services were performed as billed, and that the invoices were reviewed for accuracy and compliance. No discrepancies were identified.
	Motion:	To approve Jones Lang LaSalle Americas, Inc. Invoice #USPDS182329, dated April 22, 2026, in the amount of \$6,062.00, and Invoice #USPDS182330, dated April 22, 2026, in the amount of \$46,764.00, for professional services rendered in accordance with the approved contract and fee amendment, as presented.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Todd Klair
	Vote:	Unanimously approved, 8-0-0 Absent: Turner
7.00	Professional Team Update	
I.	Approval Letters Discussion & Possible Vote:	
A.	Approval Letter AL-039-R0 – Temporary Dehumidification	The committee discussed the necessity of temporary dehumidification to protect installed finishes and support ongoing work in the absence of permanent power. The scope includes rental of dehumidification equipment, generators, and associated fuel costs. The committee emphasized the importance of active monitoring and regular reporting to track usage and expenditures and to minimize cost exposure. Motion: To approve Approval Letter AL-039-R0 in the amount of \$342,400 for temporary dehumidification, funded from GMP construction contingency, subject to monthly reporting and weekly reporting after the first month on equipment usage and associated costs. Moved by: Ms. Clare Kilgallen Seconded by: Ms. Steph Cowie Vote: Unanimously approved, 8-0-0 Absent: Turner
B.	Approval Letter AL-040-R0 – Moisture Mitigation	The committee discussed the results of concrete moisture testing, which exceeded manufacturer thresholds, necessitating mitigation to ensure proper flooring installation and long-term performance. It was confirmed that sufficient funds remain within the existing GMP allowance to cover the work. Motion: To approve Approval Letter AL-040-R0 in the amount of \$19,713, utilizing funds from the existing GMP moisture mitigation allowance, as presented. Moved by: Mr. Harry Fisher Seconded by: Mr. Bob Chaney Vote: Unanimously approved, 8-0-0 Absent: Turner
II.	Notice of Change Discussion & Possible Vote	
A.	Construction Change Directive No. 1	The committee discussed the executed Construction Change Directive directing Turner to proceed with retaining wall rock removal. A Notice of Change was submitted for informational purposes.
i.	NOC-020-R0 - Segmental Retaining Wall Rock Removal & Work Limit Line Modifications	Turner Construction submitted a Notice of Change (NOC) identifying a proposed value for the work, which was presented for informational purposes only. The committee discussed the need for additional documentation, including survey data, field verification, and reconciliation of actual quantities and limits of work, to substantiate final cost and scope determination.

		Motion:	To not approve the Notice of Change and to continue resolving scope and cost associated with retaining wall rock removal through the Construction Change Directive process.
		Moved by:	Mr. Joe Rossetti
		Seconded by:	Mr. Todd Klair
		Vote:	Unanimously approved, 8-0-0 Absent: Turner
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.	COR-029-R1 – Locker Base Credit		The committee reviewed Change Order COR-029-R1, which reflects a credit in the amount of \$3,838.20 associated with revisions to locker base scope. The project team confirmed that the credit resulted from coordination between the design team and the contractor and that the revised scope aligns with current project requirements.
		Motion:	To approve Change Order COR-029-R1 for a credit in the amount of \$3,838.20, as presented.
		Moved by:	Mr. Harry Fisher
		Seconded by:	Mr. Bob Chaney
		Vote:	Unanimously approved, 8-0-0 Absent: Turner
B.	COR-035-R0 (PR-19 Part 1) – Fire Suppression Redesign		The project team advised that this change order includes select bid packages that were sufficiently defined to allow pricing at this time, while additional components of the PR-19 scope remain under development and will be addressed in subsequent revisions. The committee acknowledged the information provided and confirmed that the item was presented for informational purposes only at this meeting.
C.	COR-036-R0 – Athletic Field Sod		The committee discussed the benefits of sod installation, including improved durability, earlier field availability, and reduced risk to fall programming. The project team confirmed that the change order reflects previously approved alternates and the Town-directed sod specification.
		Motion:	To approve Change Order COR-036-R0 in the amount of \$174,681.20 for installation of sod at the athletic fields, as presented.
		Moved by:	Mr. Joe Rossetti
		Seconded by:	Ms. Steph Cowie
		Vote:	Unanimously approved, 8-0-0 Absent: Turner
IV.	Overall Status & Budget Risks		The professional team reviewed overall budget status and remaining contingency. The committee discussed key ongoing and emerging risks, including potential cost exposure associated with the fire suppression system redesign, continued delays in permanent power availability, and pump house schedule impacts tied to procurement and installation sequencing. The committee noted that these items remain actively managed and will continue to be monitored closely, with updates provided as additional information becomes available.
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
8.00	Construction & Schedule Update:		
I.	Site Safety		Turner Construction reported that there were no new safety incidents since the previous CMSBC meeting. Site safety orientation continues, with over 600 workers having completed required training to date. Turner advised that a site safety week is scheduled for the upcoming week, including safety briefings and a planned emergency evacuation drill. Coordination will occur with school administration to ensure awareness of alarm testing and drills during occupied periods.
II.	Project Schedule		Turner provided an update on the overall project schedule. Substantial Completion: August 4, 2026 Pump House Completion (current forecast): October 09, 2026 Turner advised that while the overall building schedule remains aligned with the August 4 milestone, the pump house continues to present a schedule risk that is being actively manage
A.	Schedule Risks		Turner reviewed a detailed pump house schedule breakout. The primary risk driver identified is procurement and fabrication of the concrete tanks, including vendor lead times and shop drawing approvals. Turner advised that fabrication duration is currently assumed at six to eight weeks, pending confirmation from the manufacturer. The project team is coordinating closely with the vendor to identify opportunities to shorten fabrication duration and mitigate downstream impacts.
B.	Recovery Schedule Update		Turner reported that potential recovery measures are being evaluated in parallel with pump house procurement. These measures include: Prefabrication of select components, Resequencing of work activities, and Potential overtime or extended work hours, if required. The recovery plan will be refined once fabrication timelines and shop drawing approvals are finalized
C.	Next Target Milestones		Near-term target milestones identified include: Final approval of pump house shop drawings, Installation and activation of permanent power, Initiation of mechanical system startups, and 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 target 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		Turner advised that Eversource has delivered metering equipment to the site and initiated preliminary field work. Installation of the meter and completion of utility construction activities remain outstanding and are required before permanent power can be energized. Turner and JLL continue to coordinate with Eversource and Town representatives to expedite this work, as permanent power remains on the project's critical path.
B.	Gas – CNG / Turner SOW Status		CNG has completed site review and confirmed meter location. The gas service request is progressing through CNG's internal planning and approval process. Turner is awaiting confirmation of payment processing and scheduling of the service tap and activation.
C.	Water – Aquarion / Turner SOW Status		Aquarion has completed its 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 final processing is complete.
D.	Fiber SOW Status		The fiber scope of work was discussed earlier in the meeting. With committee approval of the Crown Castle proposal, coordination for permitting, pole access, and routing into the building will proceed. Installation timing will be coordinated with other utility and startup activities.
E.	Generator Delivery, Startup & Commissioning		Turner reported that construction of the generator pad is underway. Generator delivery is anticipated in mid-May 2026, followed by startup and commissioning activities. Final commissioning will be coordinated with permanent power availability and life-safety system testing requirements.
IV.	Two-Week Look-Ahead		Turner provided a two-week look-ahead highlighting the following activities: Completion of interior finishes in classrooms, restrooms, gymnasium, and auditorium spaces, Continued MEP rough-in, tie-ins, and inspections to support upcoming startups, Ongoing site work including rock removal, curbing, and backfill operations, and Preparation for punch list activities, particularly on second-floor instructional spaces, subject to lighting fixture delivery and ceiling completion
11.00	Committee / Working Group Reports		
I.	Regulatory Working Group (RWG)		An update was provided regarding ongoing coordination with Town departments and Authorities Having Jurisdiction (AHJs). Efforts remain focused on permitting, inspection scheduling, and resolution of regulatory items necessary to support upcoming construction milestones.
I.	Communication Working Group (CWG)		The Communications Working Group reported that preparation of the May project bulletin is underway. The bulletin will address upcoming construction activities and project status updates for the school community and neighbors.

I.	Owner Architect Contractor (OAC)	OAC meetings continue to be held weekly on Mondays. Current focus areas include pump house schedule risk, utilities coordination, and mitigation strategies. Committee members were encouraged to attend as available.
I.	Financial Working Group (FWG)	The Communications Working Group reported that preparation of the May project bulletin is underway. The bulletin will address upcoming construction activities and project status updates for the school community and neighbors.
I.	Design Review Committee (DRC)	No additional items were reported beyond those addressed earlier in the meeting.
13.00	New Business	The committee discussed requests for building walkthroughs by non-committee members. Safety, liability, insurance, and overall risk management considerations were reviewed. Members expressed concern about setting precedent and potential disruption to ongoing construction activities. The committee agreed that access should remain limited to essential project participants and committee-related activities during active construction.
	Motion:	To allow site tours by non-committee members at the Chair's discretion.
	Moved by:	Mr. Harry Fisher
	Seconded by:	Mr. Bob Chaney
	Vote:	Motion failed by vote, 2-5-0 Absent: Turner, Caspi
14.00	The next CMSBC meeting	May 12, 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 9:44 AM
FINAL Prepared by:  Christina Poccia, Secretary Central Middle School Building Committee		