

Central Middle School Building Committee			
Meeting Minutes			
MEETING DETAILS		 TOWN OF GREENWICH	
Meeting Number	26-010		
Purpose	Regular Meeting		
Meeting Date	5/12/26		
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 – Virtual	
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	Absent	
John Vallerie	Building Department Official	Absent	
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	Absent
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	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	No adjustments to the agenda were proposed.	
I.	Approval of Minutes (2026 – 04/28)	A correction was noted to revise the pump house turnover date from August to October 9, 2026.	
	Motion:	To approve the April 28, 2026 meeting minutes as corrected.	
	Moved by:	Mr. Harry Fisher	
	Seconded by:	Mr. Bob Chaney	
	Vote:	Vote: Unanimously approved, 8-0-0 Absent: Klair	
3.00	CMSBC Discussion & Possible Vote:		
I.	Neighborhood Correspondence	No new neighborhood correspondence was reported. Discussion focused on a proposed July road closure, which will require Board of Selectmen approval. Turner Construction will prepare a written summary and attend the BOS meeting to outline dates, duration, and neighborhood impacts.	
II.	Plaque Recommendation	Plaque text and committee member name spellings were circulated for final verification. The design team and contractor were scheduled to review material samples. No additional issues were raised.	
III.	Authorization for Officer-Directed Onsite Walkthrough	The committee discussed providing limited site access for BET members under escorted conditions.	
	Motion:	To authorize an escorted onsite walkthrough for BET members designated by the BET Chair or Vice Chair prior to May 19, 2026.	
	Moved by:	Ms. Clare Kilgallen	
	Seconded by:	Mr. Bob Chaney	
	Vote:	Vote: Unanimously approved, 8-0-0 Absent: Klair	
4.00	Building Department & Fire Department Update:		

I.	Fire Suppression Re-design Skid / Permit Documents	The committee received a detailed status update following the April 21, 2026 coordination meeting with the Fire Marshal regarding the fire suppression system re-design associated with PR-19. The project team reported that the meeting clarified outstanding requirements and confirmed the path forward for permitting. It was noted that the Fire Marshal identified specific documentation requirements to support review and approval of the revised system. The design team confirmed that the required blue-form permit documentation has been prepared and that submission is scheduled in accordance with the agreed-upon timeline. The project team advised that approval of this item remains schedule-critical, as it directly affects downstream permitting, installation sequencing, inspection scheduling, and system commissioning activities. The committee acknowledged the importance of timely resolution and requested continued updates until approvals are secured
II.	Occupancy & Inspection – AHJ Approvals	The committee discussed the status of occupancy-related inspections and approvals required from Authorities Having Jurisdiction (AHJs), with particular focus on the pump house delivery and inspection sequence. The project team explained that completion and inspection of the pump house are directly tied to activation of permanent fire protection systems, which in turn affect fire watch requirements and occupancy planning for the main building. Turner Construction advised that the current schedule is dependent on confirmation from the precast pump house supplier, including fabrication and delivery dates. Until this information is finalized, inspection sequencing and final coordination with the Fire Marshal and Building Department cannot be fully confirmed. The committee was informed that updates will be provided as soon as vendor confirmation is received, and that mitigation strategies continue to be evaluated to minimize impacts to occupancy milestones[
5.00	Design Items Discussion & Possible Vote:	
I.	Move Management & FF&E Coordination Status	JLL reported that Myers Moving Company is scheduled for a final move survey walkthrough. Furniture deliveries and installations are anticipated to begin May 26, 2026.
II.	EV Charging Stations – Connectivity	The committee reviewed the available Ethernet and Wi-Fi connectivity options for the EV charging stations and discussed the operational, technical, and cost implications of each approach. The project team explained that Wi-Fi connectivity would provide adequate functionality for charger monitoring, user access, and system management, while avoiding the additional infrastructure, installation complexity, and cost associated with hard-wired Ethernet connections. The committee considered long-term maintenance and reliability factors and concluded that Wi-Fi connectivity meets the project's requirements in a cost-effective and operationally appropriate manner.
	Motion:	To approve three Wi-Fi access points for EV charging connectivity at a total cost of \$10,111.73.
	Moved by:	Mr. Harry Fisher
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 9-0-0
6.00	Invoices Discussion & Possible Vote:	
I.	Colliers Project Leaders – Invoice #0001172424 – 04/30/26 \$2,175.00	The committee reviewed the Colliers Project Leaders invoice for professional services rendered during the billing period. The project team confirmed that the services were performed in accordance with the approved contract, that the invoice was reviewed for accuracy and compliance, and that no discrepancies were identified.
	Motion:	To approve Colliers Project Leaders Invoice #0001172424, dated April 30, 2026, in the amount of \$2,175.00, as presented.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 9-0-0
II.III	Jones Lang LaSalle – Invoices #USPDS183567, #USPDS183568	The committee reviewed the invoice submitted by Jones Lang LaSalle Americas, Inc. for professional project management services. JLL confirmed that the invoice reflects services performed in accordance with the approved contract and fee amendment and that internal review confirmed accuracy and compliance.
	Motion:	To approve Jones Lang LaSalle Americas, Inc. Invoice #USPDS183567, dated May 8, 2026, in the amount of \$6,062.00, and Invoice #USPDS183568, dated May 8, 2026, in the amount of \$46,764.00, as presented.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Ms. Steph Cowie
	Vote:	Unanimously approved, 9-0-0
IV.	Langan – Invoice #1740 – 04/30/26 \$1,656.25	The committee reviewed the Langan invoice for engineering and professional services. The project team confirmed that the work was completed in accordance with the approved agreement and that the invoice was reviewed and found to be accurate.
	Motion:	To approve Langan Invoice #1740, dated April 30, 2026, in the amount of \$1,656.25, as presented.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 9-0-0
V.	Raptor Technologies – Invoice #Q-118886-1 – 04/30/26 \$3,050.00	The committee reviewed the Raptor Technologies invoice for services related to the school safety and security platform. The project team confirmed that the services were provided as contracted and that the invoice amount aligns with the approved scope.
	Motion:	To approve Raptor Technologies Invoice #Q-118886-1, dated April 30, 2026, in the amount of \$3,050.00, as presented.
	Moved by:	Mr. Bob Chaney
	Seconded by:	Ms. Steph Cowie
	Vote:	Unanimously approved, 9-0-0
VI	Shipman & Goodwin – Invoice #682397 – 04/29/26 \$4,738.00	The committee reviewed the Shipman & Goodwin invoice for legal services rendered in support of the project. The project team confirmed that the services were performed as billed and that the invoice was reviewed for accuracy and consistency with the engagement agreement.
	Motion:	To approve Shipman & Goodwin Invoice #682397, dated April 29, 2026, in the amount of \$4,738.00, as presented.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Joseph Rossetti
	Vote:	Unanimously approved, 9-0-0
VII.	Turner Construction Company – Pay Application #26 – 04/30/26 \$4,317,284.61	The committee reviewed Turner Construction Company Pay Application #26 for construction services completed through April 30, 2026. The professional team confirmed that the pay application was reviewed, certified, and reflects work completed in accordance with the contract documents. The committee noted that this item was subject to a roll-call vote.
	Motion:	To approve Turner Construction Company Pay Application #26, dated April 30, 2026, in the amount of \$4,317,284.61, as presented.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Ms. Steph Cowie
	Vote:	Approved by roll-call vote, 9-0-0 Absent: None Roll call: Josh Caspi (Yes), Harry Fisher (Yes), Steph Cowie (Yes), Todd Klair (Yes), Bob Chaney (Yes), Christina Poccia (Yes), Tony Turner (Yes), Clare Kilgallen (Yes), Joe Rossetti (Yes)
7.00	Professional Team Update	
I.	Approval Letters Discussion & Possible Vote:	

A.	AL-041-R0 - PR-009 & RFI-006 - Additional Tree Removal and Planting	The committee reviewed Approval Letter AL-041-R0 in the amount of \$28,168.07 for additional tree removal and planting. It was noted that the work utilizes an existing allowance with the balance funded from contingency and results in no impact to the GMP. The project team confirmed that the scope was reviewed and approved by the design team. No objections were raised.
	Motion:	To approve Approval Letter AL-041-R0 in the amount of \$28,168.07, as presented.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Todd Klair
	Vote:	Unanimously approved, 9-0-0
B.	AL-042-R0 - FRP Adhesive Product Change	The committee reviewed Approval Letter AL-042-R0 in the amount of \$2,950.60 for a substitution of an FRP adhesive product. The project team confirmed that the proposed substitute meets performance requirements and is funded from contingency. No concerns were raised.
	Motion:	To approve Approval Letter AL-042-R0 in the amount of \$2,950.60, as presented.
	Moved by:	Mr. Bob Chaney
	Seconded by:	Ms. Clare Kilgallen
	Vote:	Unanimously approved, 9-0-0
II.	Change Orders Discussion & Possible Vote	
A.	Colliers – Additional Commissioning Services \$29,182.00	The committee reviewed the proposed change for additional commissioning services provided by Colliers. The professional team explained that the additional services were necessary to support expanded commissioning coordination and meetings and confirmed that the scope and pricing were reviewed for accuracy and consistency with project needs. No objections were raised.
	Motion:	To approve the Colliers commissioning change in the amount of \$29,182.00, as presented.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Harry Fisher
	Vote:	Unanimously approved, 9-0-0
B.	COR-037-R0 – Owner-Requested Wall Tile at Drinking Fountains \$20,679.20	The committee reviewed Change Order COR-037-R0, which includes additional wall tile at drinking fountains requested by the Owner. The project team confirmed that the scope was coordinated with the design team, reviewed for constructability, and priced in accordance with the contract documents. No concerns were raised.
	Motion:	To approve Change Order COR-037-R0 in the amount of \$20,679.20, as presented.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 9-0-0
C.	COR-038-R0 – Underground Storage Tanks Credit (\$13,262.85)	The committee reviewed Change Order COR-038-R0, which reflects a credit in the amount of (\$13,262.85) associated with underground storage tanks. The professional team confirmed that the credit resulted from reconciliation of actual scope and that the adjustment was reviewed and validated. No objections were raised.
	Motion:	To approve Change Order COR-038-R0, a credit in the amount of (\$13,262.85), as presented.
	Moved by:	Ms. Clare Kilgallen
	Seconded by:	Mr. Bob Chaney
	Vote:	Unanimously approved, 9-0-0
III.	Overall Status & Budget Risks	Total invoiced to date: \$67,101,876.35 (59.9%). Remaining owner contingency: \$181,632.49. Substantial Completion remains targeted for August 4, 2026; pump house forecast October 9, 2026.
IV.	State Grant Reimbursement Requests:	
A.	Request #4 – (November 2025 – January 2026)	Request #4 resubmitted March 19, 2026. DAS response anticipated by May 19, 2026.
8.00	Construction & Schedule Update:	
I.	Site Safety	Turner Construction reported on overall site safety performance. No new safety incidents were identified since the previous CMSBC meeting. Ongoing safety orientations and daily safety briefings continue to be conducted to maintain compliance with project safety requirements and site protocols.
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 The main building schedule remains aligned with the Substantial Completion milestone, while the pump house continues to be closely monitored due to its interdependency with life-safety systems and inspections.
A.	Schedule Risks	Turner reviewed key schedule risks, with emphasis on activities affecting the pump house and permanent power. These items remain on the critical path and require continued coordination with vendors and Authorities Having Jurisdiction (AHJs).
I.	Breakout of Pump House Schedule Review	A detailed pump house schedule breakout was reviewed, including fabrication, delivery, installation, testing, and inspection sequencing. Turner advised that coordination with suppliers and inspectors is ongoing to maintain alignment with the projected completion date.
B.	Recovery Schedule Update	Turner reported that recovery strategies are being evaluated in parallel with ongoing procurement and fabrication activities. Potential mitigation measures include resequencing of work, parallel task execution where feasible, and adjustment of manpower or work hours as needed to protect critical milestones.
C.	Next Target Milestones	The following near-term milestones were identified for continued tracking and coordination: Activation of Permanent Power: VFD switchout Initiation of mechanical system startups Completion of pump house work Required AHJ inspections Media Center demolition
III.	Utilities – 3/31 MEP Startup	The committee reviewed the status of utilities required to support initial MEP startup. Turner noted that the original startup target of March 3, 2026 has been revised multiple times (March 15, March 31, April 13, and April 30) primarily due to delays in permanent power availability.
A.	Permanent Power Electrical – Eversource / Turner SOW Status	Turner provided a detailed update on coordination efforts with Eversource and outlined the remaining scope of work under Turner's statement of work required to energize permanent electrical service. Outstanding items include completion of utility work, installation and activation of metering equipment, and final inspections. Turner emphasized that permanent power remains on the project critical path and continues to require active coordination with the utility provider and Town representatives. The committee noted the importance of timely resolution to support mechanical startups, lighting activation, and life-safety system testing.
B.	Gas – CNG / Turner SOW Status	An update was provided regarding coordination with Connecticut Natural Gas (CNG) for gas service installation and activation. Turner reported that site review and meter location coordination have been completed, and that remaining steps include internal utility approvals, scheduling of field work, and service activation. Turner continues to track approvals and payment processing to support timely gas service availability in alignment with MEP startup needs.
C.	Water – Aquarion / Turner SOW Status	Turner reviewed the status of domestic water service coordination with Aquarion. It was noted that required site reviews and documentation have been completed and that remaining activities include scheduling of the street tie-in, final connection, and activation. Turner advised that coordination with Aquarion and subcontractors is ongoing to align water service activation with startup and inspection sequencing.
D.	Fiber SOW Status	The committee reviewed the status of the fiber scope of work in relation to overall utility coordination and startup sequencing. Turner advised that fiber installation will be coordinated with other utility activities to minimize conflicts and disruptions. The timing of installation will be aligned with permitting, pole access, and routing into the building, as well as other ongoing MEP startup activities.
E.	Generator Delivery, Startup & Commissioning	Turner provided an update on generator delivery, installation, startup, and commissioning activities. Construction of the generator pad and preparatory work are underway. Generator delivery is anticipated in the near term, followed by startup and commissioning activities. Final commissioning will be coordinated with permanent power availability and required life-safety system testing and inspections, including AHJ approvals.

IV.	Two-Week Look-Ahead	Turner presented a two-week look-ahead schedule highlighting planned activities, including: Completion of interior finishes and remaining architectural work Ongoing MEP coordination, inspections, and preparatory work for startups Continued site and pump house-related activities Preparation for upcoming inspections and milestone transitions
9.00	Committee / Working Group Reports	
I.	Regulatory Working Group (RWG)	An update was provided regarding ongoing coordination with Town departments and Authorities Having Jurisdiction (AHJs). Current efforts remain focused on permitting progress, inspection scheduling, and resolution of outstanding regulatory items necessary to support upcoming construction milestones.
I.	Communication Working Group (CWG)	The Communications Working Group reported that the May project bulletin has been issued (or is in final preparation, as applicable). The bulletin addresses current construction activities, schedule updates, and anticipated impacts for the school community and neighboring properties.
I.	Owner Architect Contractor (OAC)	OAC meetings continue to be held on a weekly basis. Ongoing focus areas include utilities coordination, pump house schedule risk, recovery planning, and preparation for inspections and commissioning activities.
I.	Financial Working Group (FWG)	The Financial Working Group reported continued coordination with the BET and RTM regarding project expenditures, contingency tracking, and cash-flow planning. No additional actions were requested of the committee at this time.
I.	Design Review Committee (DRC)	No additional items were reported beyond those addressed earlier in the meeting.
I.	Grand Opening Committee (GOC)	The committee discussed preliminary planning for the Central Middle School grand opening. Coordination is underway to align the event with project completion milestones and school scheduling. Additional details will be brought forward as planning progresses.
10.00	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.
11.00	The next CMSBC meeting	May 26, 2026 – 8:00 AM – Town Hall, Mazza Room (Hybrid)
12.00	Adjourn	A motion to adjourn was made by Harry Fisher and seconded by Bob Chaney. The meeting was adjourned at 9:16 AM
FINAL Prepared by:  Christina Rocca, Secretary Central Middle School Building Committee		