GREENWICH CONNECTICUT EST.1640

Riverside School

RIVERSIDE SCHOOL BUILDING COMMITTEE

Regular Meeting

Wednesday, July 22nd, 2026 | 7:30 AM ET

MEETING ATTENDANCE

Attendee	Position	Present	Absent
Officers			
Stephan Pezdek	Chair	Zoom	
Luigi Ghilardi	Vice-Chair	Zoom	
Bryan Finkel	Secretary	Zoom	
Voting Members			
Veronica Chiavaroli	BOE Representative	Zoom	
Ben Chynsky	Regular Member		Absent
Louis Contadino	Regular Member	Zoom	
Andy Duus	Regular Member	Zoom	
Doug Fenton	BET Member	Zoom	
Christina Lyndon	Regular Member		Absent
Ex-Officio / Non-Voting Members			
Julian De La Rosa	BOE Facilities	Zoom	
Christina Downey	RTM Representative	Zoom	
Nicholas Macri	P&Z Representative		Absent
Mary Dolan Collette	Riverside School Principal	Zoom	
Lauren Rabin	BOS Representative	Zoom	
Sheel Spina	DPW Representative		Absent
Guests			
Carson Collier (QA+M Architecture)	Guest	Zoom	
Mike Lane (QA+M Architecture)	Guest	Zoom	
Rusty Malik (QA+M Architecture)	Guest	Zoom	
Julia McFadden (QA+M Architecture)	Guest	Zoom	
Brent Reeves	Guest	Zoom	
Eugene Watts	Guest	Zoom	

GREENWICH CONNECTICUT EST.1640

Riverside School

MEETING MINUTES

Item	Topic	Description
1.00	Call to Order	• Meeting called to order at 7:32 AM ET by Mr. Pezdek; the meeting was held virtually via Zoom
2.00	Attendance	• As noted above
3.00	Housekeeping	• **Project Pace:** Mr. Pezdek advised that the pace of the project will increase substantially beginning in September and asked that members be prepared
4.00	Approval of Prior Meeting's Minutes	• Motion to approve made by Mr. Duus, seconded by Ms. Chiavaroli; approved with unanimous consent
5.01	Previous Matters – QA+M Discussion	• **Conditions Report:** QA+M continues to target the third week of August for delivery of the existing conditions report, including any building or code deficiencies identified by third-party consultants • **Hazardous Materials Survey:** Eagle is conducting its survey this week and may require additional time, potentially including Saturday. Mr. Fenton moved to add a conditional approval vote for the associated expense to the end of the agenda, seconded by Ms. Chiavaroli; approved with unanimous consent • **EdSpecs Clarifications:** Ms. McFadden reported items within the EdSpecs requiring clarification, noting that such refinements are not unusual. Rather than updating the EdSpecs in mid-August as reflected on the Gantt chart, QA+M will confer with Superintendent Toni Jones and Ms. Dolan Collette and compile a consolidated list of recommended updates for the Board of Education's consideration • **Municipal Improvement Process:** Ms. McFadden noted ongoing conversations with Mr. Macri regarding the Municipal Improvement (MI) process, which will further refine the schedule • **Schedule:** Mr. Malik reported that the project remains on schedule, notwithstanding some pushback on the survey • **Budget Evaluation:** Mr. Malik reported that the estimator is at work, with Pre-K the largest open variable. Other areas of concern include hazardous materials remediation, phasing and portable classrooms, security infrastructure, mechanical, plumbing and fire protection scope, building envelope energy efficiency, and project development cost • **Enrollment:** Mr. Malik and Ms. McFadden noted discrepancies among the enrollment forecasts in various sources, including the EdSpecs and the RFP addendum, and advised that further investigation will be required; Pre-K enrollment is not yet reflected in any of them. Mr. Fenton inquired as to the risks associated with an over-forecast of enrollment relative to State reimbursement and grant applications; Mr. Malik responded that the State will compare projections against actuals in its analysis • **New Option and Phasing:** Mr. Malik presented a further developed version of Option 6, comprising a new addition on the south side of the building together with portable classrooms in existing space. Siting the portable classrooms is the principal challenge; locating them at Eastern Middle School would be a Board of Education decision. Construction would begin in late 2027 and conclude in August 2030, phased to maintain separation between construction and educational spaces. Mr. Pezdek limited discussion given time constraints and suggested that a separate session be scheduled to continue
5.02	Previous Matters – Communications Plan	• **Timing:** Mr. Pezdek emphasized the importance of clear communication with the committee's constituencies and suggested that communications be issued once the school year has settled rather than at its outset; Ms. Dolan Collette agreed • **Coordination:** Ms. Dolan Collette's communications team meets today to ensure a uniform message, as parents are already asking questions. Ms. Chiavaroli asked that Ms. Downey be included given her regular updates to the RTM

5.03	Previous Matters – Owner's Rep RFP	• **Status:** Mr. Pezdek tabled the item given time constraints and placed it on next week's agenda for dedicated discussion • **Template:** Ms. Downey and Ms. Lyndon are meeting later today and are moving toward use of the Old Greenwich template rather than the prior one; Ms. Downey noted that she has comments that may warrant executive session
6.00	New Matters	• **Conditional Approval of Overtime Costs:** Motion made by Mr. Duus, seconded by Ms. Chiavaroli, to conditionally approve overtime costs associated with the hazardous materials survey, anticipated to be in the hundreds of dollars; approved with unanimous consent. Mr. De La Rosa confirmed that he will make the necessary arrangements and generate a rental charge to the committee as needed • **RTM Update:** Mr. Pezdek noted the need to prepare the committee's update to the RTM, covering the onboarding of the architect and engineering consultants and their ongoing site assessment, together with expenses incurred to date • **Guidebook:** Mr. Pezdek raised the guidebook, but the item could not be reviewed due to screen sharing difficulties. He stressed that the committee must follow the scope set out in the EdSpecs, while recommendations for change may be made based on experience
7.00	Open Discussion	• **Meeting Schedule:** Ms. Downey noted that the committee is unlikely to be in a position to vote on the Owner's Representative RFP next week and suggested that meetings be assumed for each of the next two weeks. Mr. Finkel will prepare notices for a meeting on July 29th and an ad hoc vote on July 31st, the latter to be canceled if not required. Next week will be the committee's final virtual meeting before August
8.00	Adjournment	• Motion to adjourn made by Mr. Duus, seconded by Mr. Fenton; adjourned at 8:37 AM ET