



**Town of New Fairfield
Permanent Building Committee
4 Brush Hill Road
New Fairfield, CT 06812**

MEETING MINUTES

**Tuesday, January 25, 2022, 7:30 p.m.
Virtual meeting via Zoom**

Members present: Don Kellogg (Chair), Mike DelMonaco (Vice-Chair), Paul Boniello, Ann Brown, Ed Sbordone (Alternate)

Members absent: Ann Brown, Anthony Yorio (Alternate)

Others Present:

New Fairfield Public Schools Administrators: Dr. Richard Sanzo

New Fairfield Fire Marshal: Derrek Guertin

New Fairfield Fire Department: Mike Gill

Colliers Project Leaders: Scott Pellman, Mark Schweitzer

JCJ Architecture: Christine O'Hare, Bill Ayles, Emily Czarnecki, Bo Laraia

O&G Industries: Joe Vetro, Zach Rowley

Call to order:

Assistant Broadcast Coordinator Quintin Flowers explained the rules and procedures for virtual meetings. Chairman Don Kellogg called the meeting to order at 7:32 p.m.

Pledge of Allegiance

Don Kellogg announced there would be a change to the agenda to allow for the architectural presentations to go first.

Don Kellogg made a motion to move agenda item seven after opening public comment. Mike DelMonaco seconded the motion. **Vote: 3-0-0 (Motion approved)**

Opening Public Comment

Architects Update – FF&E/ Technology Update

Christine O'Hare introduced the team members working on the FF&E package, Emily Czarnecki and Bo Laraia. She noted the final FF&E package would be provided to the PBC for sign-off on Friday, February 4th.

Emily Czarnecki advised the FF&E process has been underway since September. The team along with school administrators attended a furniture trade show in Pittsburg. They met with different groups across the schools and solicited feedback via many surveys. Samples were sent to the schools for the staff to try out and narrow down choices including colors and finishes. On Friday, February 4th a final package will be issued to the PBC and the BOE for review and

approval to bring the package to the state for OSCGR. The FF&E presentation is scheduled with the state on February 15th and the Technology presentation is scheduled on February 16th. Pricing will be worked on concurrently with state approval to help alleviate extended lead times. She shared a presentation showing products and color schemes for classrooms and breakout rooms. The products selected allow for many classroom configurations with adjustable heights based on grade level. They collaborated with the staff to ensure needs were met and developed a wish list if there is room in the budget. She continued the presentation with the cost estimate noting that they are currently within budget.

- Don Kellogg asked if the prices shown are contract prices off the state register. Emily confirmed that the prices were provided by the vendors but are not final until options and finishes are confirmed.
- Mike DelMonaco asked if there are any issues with lead time. Emily stated there hasn't been much impact on furniture, but she is aiming to get the orders in a month early.
- Don Kellogg noted that area rugs are listed under ineligible costs and asked how many rugs that included. Emily confirmed one area rug per classroom but the item on the estimate included some additional rugs requested by teachers.
- Paul Boniello asked about the durability of the fabric on the furniture in the common areas. Emily confirmed that items in the common areas are high durability vinyl upholstery.
- Don Kellogg noted he spoke with Dr. Sanzo who passed along his support of the selections made and thanked Emily for the FF&E presentation.

Bo Laraia presented the technology package. He noted there has been good participation and dialogue with the school staff on the technology package. Much of the equipment that would be purchased as part of this process is being relocated from the current school like telephone sets, wireless access points, and network switches. Installation costs are not reimbursed. The current estimate is within budget.

- Mike DelMonaco asked who the IT person is for the school that the package was reviewed by. Bo stated that Karen has been the main point of contact for these items.
- Mike DelMonaco asked if there are lead time issues with this equipment? Bo confirmed that there is still fluctuation with lead times but anticipates being in good shape with these orders. He noted adding in some buffer time for supply chain issues.
- Don Kellogg asked what the budget was for this. Scott Pellman stated this item is well under budget.

Scott Pellman stated that the prep meeting with the state for the FF&E and Technology package is Wednesday morning. At the next regular meeting, the PBC will be asked to approve the SCG-042 document. He pointed out that it would be imperative for the new CELA project to be ready to receive the technology equipment from the current Consolidated school. Mark Schweitzer added that this is an ongoing conversation with Dr. Sanzo and the administration. Consolidated School will not be scheduled for any summer programs and administrators will need to find a space to set up an office over the summer.

- Mike DelMonaco asked when the budget would be updated to represent the actual value. Scott Pellman confirmed once the project is bid that will be updated.

Approval of minutes

Don Kellogg made a motion to approve minutes from 1/11/2022 and 1/18/2022. Mike DelMonaco seconded the motion. **Vote: 3-0-0 (Motion approved)**

OPM Update – Mark Schweitzer stated the summary of issues was provided to the PBC yesterday. PR2 was issued to the contractors for pricing. There are three PCOs up for approval tonight. PCO 32 for the water tank storage (materials only) at CELA per discussions with the fire department and fire marshal. Don Kellogg stated he has spoken to both the fire marshal and the town engineer about this PCO and all agree the three bathtub tanks are necessary. It was noted that the biggest concern with segmented tanks is the potential for future leaks.

PCO 35 is for rock removal in the east parking lot. The CCD 4 & 5 for this were approved during the December meeting. The estimate for this work was 40 hours but only required eight.

PCO 36 is for the cold weather concrete pour in area D. There was hot water added to the concrete and insulated blankets during the curing period.

- Mike DelMonaco asked if the contract specified an additional cost for cold weather pours and what the reason was for the schedule change. Mark Schweitzer stated cold weather conditions were not in the contract since the bid was done based on the project schedule and the unsuitable soils for the foundations were the primary factor for delaying the pour from September/October to November.

CCD 06 for CELA is for the power data relocation. These are changes requested after the walkthrough in area F. This includes three changes: move a printer to behind the teacher's station, move the charging station away from the flow of students, and move an outlet to outside of the painted markerboard surface.

- Don Kellogg stated the justification for moving the charging station is due to the move away from a mobile charging cart to a charging cabinet.
- Dr. Sanzo added that these are essential changes that need to be made.
- Mike DelMonaco asked how many rooms required the changes. Mark Schweitzer confirmed five classrooms.

Mark added the following updates:

- O&G is in the process of revising the schedules
- The state change order 04 for CELA is pending and they are looking to submit that within a week.
- The first reimbursement request for CELA has been submitted to OSCGR. Once the check is received at the town hall the second reimbursement request will be submitted.
- Colliers is waiting for approval from DAS before they send the first reimbursement request for the high school.
- Don Kellogg stated the schools are putting together the schedule for the next school year and asked if CELA was still on track for a September opening. Joe Vetro stated O&G is

confident the building will be clean, safe, and occupiable in September barring any unforeseen issues.

- Mike DelMonaco asked if the mechanical contractor received his equipment yet. Zach Rowley confirmed rooftop units would be set on Thursday.

CM Update

CELA Construction update – Zach Rowley from O&G shared pictures from the CELA site. For area F he stated:

- Brick is wrapping up
- Roofing is in a good position
- Interior framing is complete
- Ductwork, fire sprinkler, water, and heat are complete

For area D he stated:

- Interior framing is complete
- Starting rough-in work

Zach concluded his update noting there is temporary heat in all areas of the building.

- Paul Boniello asked how inspections are going. Zach confirmed that inspections are passing and going well.
- Mike DelMonaco asked when commissioning agents can start pre-functional checkouts. Zach stated there is an MEP coordinator on the project and it's in the works.
- Mike DelMonaco asked if they are tying into the building's hot water system. Zach confirmed yes.

High School Construction update – Joe Vetro shared photos of the progress at the High School site. He encouraged members to visit the site and offered to provide a walk through any time. He noted everyone has worked very well with the winter conditions.

- Paul Boniello asked if the steel contractor has been able to make up anytime. Joe confirmed he had, and they are working together to utilize the crane efficiently.

Approvals

Proposed change orders

Don Kellogg made a motion to approve PCO 035 for the CELA project dated 1/13/22, for the cost of rock removal in the East parking lot per CCD004 & CCD005, in the amount of \$5,132.00. Paul Boniello seconded the motion. **Vote: 3-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 036 for the CELA project dated 1/14/22, for the cost of Area D cold weather concrete, in the amount of \$7,144.00. Mike DelMonaco seconded the motion. **Vote: 3-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 032 for the CELA project dated 12/21/21, for the cost of PR007 Water storage tanks, materials only, in the amount of \$57,985.00. Paul Boniello seconded the motion. **Vote: 3-0-0 (Motion approved)**

Don Kellogg made a motion to approve CCD006 for the CELA project dated 1/21/22 for the relocation of electrical back boxes and wiring in Area F classrooms & work spaces, on a time and material basis. Mike DelMonaco seconded the motion. **Vote: 3-0-0 (Motion approved)**

Purchase Order Increases

Don Kellogg made a motion that the Permanent Building Committee approve an increase to Cohen & Wolf PO 2000 0044 for the High School project in the amount of \$660.00 for legal services. Mike DelMonaco seconded the motion. **Vote: 3-0-0 (Motion approved)**

Requisitions and Invoices

Don Kellogg made a motion that the Permanent Building Committee approve the invoice packet for the Consolidated Early Learning Academy project dated 1/25/22 in the amount of \$21,897.08. Paul Boniello seconded the motion. **Vote: 3-0-0 (Motion approved)**

Don Kellogg made a motion that the Permanent Building Committee approve the invoice packet for the High School project dated 1/25/22 in the amount of \$2,182,565.73. Mike DelMonaco seconded the motion. **Vote: 3-0-0 (Motion approved)**

Closing Public Comment

Adjournment

Don Kellogg made a motion to adjourn at 9:05 pm. Paul Boniello seconded the motion. **Vote: 3-0-0 (Motion approved)**

Received by email on 02/22/2022 @ 8:30 a.m.
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield