



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

MEETING MINUTES

**Tuesday, February 8, 2022, 7:30 p.m.
Virtual meeting via Zoom**

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

Members absent: Ann Brown, Anthony Yorio (Alternate)

Others Present:

New Fairfield BOE members

New Fairfield Public Schools Administrators: Dr. Richard Sanzo, Dr. Pat Cosentino

New Fairfield Fire Marshal: Derrek Guertin

Colliers Project Leaders: Scott Pellman, Mark Schweitzer

JCJ Architecture: Emily Czarnecki, Alison DiVenere, Bo Laraia

O&G Industries: Joe Vetro, Zach Rowley

Call to order:

Director of Business Operations Dr. Richard Sanzo explained the rules and procedures for virtual meetings. This was a joint meeting with the New Fairfield BOE. Chairman Don Kellogg called the meeting to order at 7:31 p.m.

Pledge of Allegiance

Opening Public Comment

Approval of minutes

Don Kellogg made a motion to approve minutes from 1/25/2022. Mike DelMonaco seconded the motion. **Vote: 3-0-0 (Motion approved)**

Consolidated Early Learning Academy Form SCG-042 FF&E and Technology review and approval – Scott Pellman advised they would like to bring phase three (FF&E) and phase four (Technology) packages to the state for their final review and approval to go out to bid. He advised much of the technology equipment at Consolidated will be relocated to the new CELA site saving the technology budget about \$400,000.00. The FF&E package will be brought to the state on 2/15/22 and the Technology package on 2/16/22. They would like both packages out to bid by the end of the month.

Dr. Rich Sanzo advised that summer programs would all be held at the middle school and high school campuses to allow for the transfer of technology equipment.

Chairman Kellogg asked Dr. Sanzo if he and the administration agreed with the furniture and technology selections made by the team? Dr. Sanzo responded that the packages fully meet the needs to furnish the building with technology and furniture. Dr. Sanzo commented that perhaps budget savings could be used to replace older equipment at MHHS to bring parity across the schools.

Don Kellogg made a motion that the permanent Building Committee certify that the Consolidated Early Learning Academy Phase 3 FF&E final plans and project manual as prepared for bidding and dated 2/4/2022, and the professional cost estimate, dated 2/4/2022, have been reviewed and approved for this project on the dates shown above. Mike DelMonaco seconded the motion. **Vote: 3-0-0 (Motion approved)**

Don Kellogg made a that the permanent Building Committee certify that the Consolidated Early Learning Academy Phase 4 Technology final plans and project manual as prepared for bidding and dated 2/4/2022, and the professional cost estimate, dated 2/4/2022, have been reviewed and approved for this project on the dates shown above. Paul Boniello seconded the motion. **Vote: 3-0-0 (Motion approved)**

OPM Update – Scott Pellman advised they have begun work on the moving plan for the summer. He noted that the PCO subcommittee met yesterday to review the PCOs for approval later in the agenda. Mark Schweitzer continued by stating that a meeting is scheduled with WB Myer to discuss the moving plan. He added that a meeting with Tim Simkins and the Fire Department will be rescheduled to discuss the access road. Lastly, he noted that construction is progressing and on schedule for August turnover.

- Mike DelMonaco asked if the CELA roof had been inspected for proper slope to drains. Mark Schweitzer confirmed the air vapor barrier was inspected but the final roof inspection was not done yet. He added that the roof manufacturer provides a warranty for the installation and checks for roof pitch.

CM Update

CELA Construction update – Zach Rowley stated:

- Sheetrock is going up in area F
- Rough-in work is wrapping up in area D & E
- Once the brick is finished the roof will be wrapped up

Paul Boniello commented that it would be a good idea to take a site visit soon.

High School Construction update – Joe Vetro shared several photos of the progress at the High School site. He explained the process of using ground heaters and blankets to thaw the ground before the slab is poured. He added:

- The steel contractor is working in area D
- Steel is completed in area C
- Roof parapets have started
- Drywall contractor has started pre-framing

- MEP trades will be working on the deck putting in sleeves

Discussion of PCOs – Scott Pellman outlined the PCOs needing approval:

- PCO 14 – Seven additional directional signs are needed for bringing the public on the site, and then directing them back out the bus loop.
- PCO 15 – 245 cubic yards of unsuitable soils were found to the west of the facility. The bid package allows for 500 cubic yards of unsuitable material. It was decided to apply the 245 cubic yards to the allowance, leaving 255 cubic yards of unsuitable material removal remaining.
- PCO 16 – Footing elevation needed to be raised to allow for a drain line at a cost of \$2,239.00.
- PCO 17 – Error on the documents where after the final grading the top of the frame needed to be lowered by approximately one foot. The cost to get that done was \$2,112.00.
- PCO 19 – Additional rock removal to allow for conduit sweeps up into the switchgear room. The rock had to be mechanically removed. This was tracked on time and materials for a cost of \$12,634.00.

Architects Update – JCJ advised their only agenda item was getting the approval for the FF&E and Technology packages to go to the state.

- Paul Boniello asked how the submittals and RFIs were going. Alison DiVenere stated they are staying on top of submittals and RFIs answering within four to five days. Joe Vetro confirmed there are currently four RFIs. Joe commented that they start right away to get the close-out documents that include O&M manuals.
- Mike DelMonaco asked if the submittal for the BMS was reviewed by Phil Ross. Joe Vetro stated he would confirm that Phil reviewed it.
- Paul Boniello asked O&G to comment on the 3D coordination. Zach confirmed all the BIM drawings are signed off by the mechanical trades and were wrapped up last fall. Joe Vetro stated areas C & D at the high school were done. Areas A & B the under slab and roof are completed. They are working on the first floor across A & B and will move to the second floor after that.

Approvals

Proposed change orders

Don Kellogg made a motion to approve PCO 014 for the High School project dated 1/05/22, for added 31 site signs, in the amount of \$1,581.00. Paul Boniello seconded the motion.

Vote: 3-0-0 (Motion approved)

Don Kellogg made a motion to approve PCO 016 for the High School project dated 1/05/22, to raise footing for sewer sleeves, in the amount of \$2,239.00. Mike DelMonaco seconded the motion. **Vote: 3-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 017 for the High School project dated 1/05/22, to reset the elevation of CB416, in the amount of \$2,112.00. Paul Boniello seconded the motion.

Vote: 3-0-0 (Motion approved)

Don Kellogg made a motion to approve PCO 019 for the High School project dated 1/05/22, for RFI067, rock removal to lower footing, in the amount of \$12,634.00. 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 2/08/22 in the amount of

\$26,848.39. 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 2/08/22 in the amount of \$37,517.36. Mike DelMonaco seconded the motion.

Vote: 3-0-0 (Motion approved)

Closing Public Comment

Adjournment

Don Kellogg made a motion to adjourn at 8:26 pm. Paul Boniello seconded the motion.

Vote: 3-0-0 (Motion approved)

Received by email on 03/07/2022 @ 10:01 a.m.
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield