



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

**MEETING MINUTES**

**Tuesday, August 9, 2022, 7:30 p.m.  
Virtual meeting via Zoom**

**Members present:** Don Kellogg (Chair), Mike DelMonaco (Vice-Chair), Paul Boniello, Nick Ciminello, Maureen Clegg, Ed Sbordone (Alternate)

**Members absent:** Anthony Yorio (Alternate)

**Others Present:**

**Network Administrator:** Paul Gouveia

**New Fairfield School Administrators:** James D'Amico

**New Fairfield Fire Marshal:** Derrek Guertin

**New Fairfield BOF:** Cheryl Reedy

**Colliers Project Leaders:** Mark Schweitzer, Scott Pellman

**JCJ Architecture:** Bill Ayles, Alison DiVenere

**O&G Industries:** Joe Vetro, Chris Miljovski, Zach Rowley

**Call to order:**

Network Administrator Paul Gouveia explained the rules and procedures for virtual meetings. Chairman Don Kellogg called the meeting to order at 7:32 p.m.

**Pledge of Allegiance**

**Opening Public Comment**

None

**Approval of minutes**

Don Kellogg made a motion to approve minutes from the PBC special meeting on 7/25/2022 and the regular meeting on 7/26/22. Paul Boniello seconded the motion.

**Vote: 4-0-1 (Motion approved, Mike DelMonaco abstained)**

**OPM Update**

Mark Schweitzer provided the following updates:

- RnB Enterprises has been at CELA since 7/27 and has four boards left to install
- The bulk of the FF&E has been delivered. Some floor cushions and stools are delayed until the end of September.
- Myers will begin moving Consolidated up on Monday and the estimated move will take six days

- Colliers is researching a kitchen hood for the culinary classroom and will present findings by the end of the month.

### **CM Update**

CELA Construction update – Zach Rowley stated most of the furniture is in and showed pictures of finished classrooms. He noted the final cleaning has been done in the addition. The new front office is waiting for locking mechanisms to be delivered the week of the 22<sup>nd</sup>. The kitchen will be ready to be turned over by August 20<sup>th</sup>. They are getting ready for the final coat of asphalt in the new drop-off loop. A final walk-through with the building inspector is scheduled for August 18<sup>th</sup>.

- Mike DelMonaco asked for the status of the commissioning. Zach Rowley confirmed the commissioning is complete. Mark Schweitzer stated he would send the PBC a copy of the report.
- Mike DelMonaco stated when he was on site looking at the rooftop units, he noticed the filters were popped out. He commented that the air handlers need to be modified to prevent the filters from imploding. He requested a submittal for the air handlers. Bill Ayles stated he would send the submittal and confirm with CES if they were construction filters. Zach Rowley stated the units are currently running.
- Nick Ciminello asked for an update on the playground equipment. Mark Schweitzer stated there was no change in the delivery date and will reach out to the vendor again. Don Kellogg stated weekly calls should be made to the vendor.
- Don Kellogg asked for a punch list summary. Zach Rowley stated the punch list has about 800 items.
- Paul Boniello asked if O&G was continuing to involve the administration in walkthroughs and the punch list process. O&G and JCJ noted that administration members have been part of the process.

High School Construction update - Joe Vetro noted that O&G interns were given a tour of the site this week. He shared a few photos of the progress at the site including a 20,000gallon domestic water tank that was installed. Joe noted that the masonry continues to lag and will take another three weeks to get out of the building.

- Paul Boniello noted the mason is a month behind in every area and wanted to know what the plan is to keep the schedule on track. He stressed the importance of mitigation strategies, so the delays don't impact the other trades. O&G stated the contractor has been put on notice and they are adjusting the schedule to minimize impact. Colliers said they are watching the schedule closely.
- Don Kellogg requested Colliers set up a meeting on Friday specifically to address the mason staffing and schedule impact.

### **Architects Update**

Bill Ayles stated JCJ had been focusing on the FF&E and Technology package for the High School. He added that the furniture delivery and installation at CELA were on track to be completed on time. Lastly, he confirmed that the 90% demolition set for the Consolidated site

was sent to the PBC. They are working through comments from Mike DelMonaco. PBC members agreed to return comments to JCJ by Monday.

- Don Kellogg asked JCJ to confirm specifically what FF&E items are delayed for CELA. JCJ confirmed a few throw rugs, and a small play kitchen table is the only items being delayed. All items for the educational programming will be delivered on time.

Consolidated site update – PBC members were provided the Consolidated site drawings on Sunday night and have committed to returning comments by Monday.

## **Approvals**

### **Proposed Change Orders**

Don Kellogg made a motion to approve PCO 058 for the High School Project dated July 06, 2022, for RFI 065, ATS-3 service disconnect, in the amount of \$5,431.00. Maureen Clegg seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 062 for the High School Project dated July 22, 2022, for RFI 273 RTU curbs insulation and flashing in the amount of \$8,861.00. Nick Ciminello seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 063 for the High School Project dated July 29, 2022, for RFI 295 Roof steel beam infill in the amount of \$6,048.00. Paul Boniello seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 064 for the High School Project dated August 1, 2022, for RFI 270 added layer of gypsum at C1 partition in the amount of \$1,848.00. Maureen Clegg seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 065 for the High School Project dated August 1, 2022, for RFI 338 Furr out walls in 2C17 & 3C15 in the amount of \$4,415.00. Mike DelMonaco seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 068 for the CELA Project dated July 08, 2022, for Stanley firmware upgrade in the amount of \$9,203.00. Paul Boniello seconded the motion. **Vote: 5-0-0 (Motion approved)**

### **Purchase Order Increases**

Don Kellogg made a motion that the Permanent Building Committee approve an increase to JCJ Architecture PO 2000 0034 for the CELA project in the amount of \$787.50 for Geotechnical inspections. Maureen Clegg seconded the motion. **Vote: 5-0-0 (Motion approved)**

### **Requisitions and Invoices**

Don Kellogg made a motion that the Permanent Building Committee approve the Invoice packet for the High School project dated August 9, 2022, in the amount of \$95,613.01. Nick Ciminello seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion that the Permanent Building Committee approve the invoice packet for the Consolidated Early Learning Academy project dated August 9, 2022, in the amount of \$24,641.50. Mike DelMonaco seconded the motion. **Vote: 5-0-0 (Motion approved)**

### **Closing Public Comment**

None

### **Adjournment**

Don Kellogg made a motion to adjourn at 8:44 pm. Maureen Clegg seconded the motion. **Vote: 5-0-0 (Motion approved)**

Received by email on 09/12/2022 @ 11:32 a.m.  
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield