



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

MEETING MINUTES

**Tuesday, September 13, 2022, 7:30 p.m.
Virtual meeting via Zoom**

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

Members absent: Nick Ciminello, Anthony Yorio (Alternate)

Others Present:

Network Administrator: Paul Gouveia

New Fairfield School Administrators: James D'Amico

New Fairfield BOE: Rick Regan

New Fairfield Fire Marshal: Derrek Guertin

New Fairfield Fire Department: Mike Gill

Colliers Project Leaders: Mark Schweitzer, Scott Pellman

JCJ Architecture: Christine O'Hare, Bill Ayles, Alison DiVenere, Emily Czarnecki

O&G Industries: Joe Vetro, 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 7:33 p.m.

Pledge of Allegiance

Opening Public Comment

None

Approval of minutes

Don Kellogg made a motion to approve minutes from the PBC regular meeting on 8/23/22. Mike DelMonaco seconded the motion.

Vote: 3-0-1 (Motion approved, Paul Boniello abstained)

High School Form SCG-042 Phase 2 FF&E review and approval

Emily Czarnecki provided an update on the schedule for the High School FF&E process. She stated they would like approval from the PBC tonight to bring the final package to OSCG&R in the next two weeks. They aim to get purchase orders out before the holidays to alleviate lead time issues. Installation is planned for summer 2023. Emily presented the FF&E cost estimate for the PBC members which is currently under budget.

- Don Kellogg asked if the Technology estimate included the savings from the IT closet consolidation and reuse of existing equipment. Emily confirmed estimate included the savings from those two items. Emily clarified that wish list items will be brought to OSCG&R for approval to ensure reimbursement eligibility, but they can hold off on purchasing until final budget numbers are determined. Don requested that Colliers compile the savings from the IT closet consolidation for the PBC to have when considering the wish list items.
- Paul Boniello asked what wish list items were approved for the CELA project. Emily stated that no wish list items were purchased aside from a few items deemed necessary for special education spaces.
- Maureen Clegg asked if inflation had been considered in the cost estimate. Emily stated the numbers are real-time costs from state contractors and do account for inflation.

Don Kellogg made a motion that we hereby certify that these final plans and project manual(s) as prepared for bidding and dated 09/09/2022, and the professional cost estimate, completed in accordance with Level 3 of ASTM International Standard E1557, Standard Classification of Building Elements and Related Sitework-UNIFORMAT II for this project, dated 09/09/2022, have been reviewed and approved for this project. Paul Boniello seconded the motion.

Vote: 4-0-0 (Motion approved)

Meeting House/Consolidated Bus Loop update

Don Kellogg informed the group that the bus loop at MHHS/Cons was not working as designed. It was determined that Langan used the wrong bus template when designing the loop. Langan presented a few options to alleviate the issues. It was decided to try opening some curb lines as well as reverting to the pre-Covid parent pick-up model which requires parents to park and enter the building to sign out their student. Approximately 10% of students are being dropped off and picked up.

Mark Schweitzer informed the group that after heavy rains last week some paving and concrete issues were discovered along the parent loop and the fire tanks. The fire department confirmed the tanks have not moved and the water levels are stable. The site contractor has taken ownership of the issue and there is a plan in place for repairing the issues. Joe Vetro stated the repair will take about two weeks. Members noted the settling was between four to eight inches and asked that pictures be taken before any repair begins. Mike Gill from the NF Fire Department and PBC members discussed options for keeping the tanks in service while the repairs are made.

OPM Update

Mark Schweitzer reviewed items from the executive summary that was sent out. He stated that there are seven High School PCOs up for approval and six for the CELA project. State change order nine for CELA and one for the Pool Project have been submitted to OSCG&R. IRN evaluated the furniture at Consolidated for donation. They estimated between five and six trailers could be donated. The estimate to donate the furniture is \$40,000.00. The Hygenix PCB report for Consolidated will be available at the next meeting.

CM Update

CELA Construction update – Zach Rowley stated they are working through punch list items and are down to 106 items. Their goal is to have punch list items complete by the end of September. TCO has been issued. They need to get the as-builts compiled and submitted to the town for a Certificate of Occupancy.

- Don Kellogg asked what the town needed to issue a Certificate of Occupancy. Zach stated that they have a list from the Fire Marshal to work through. Don asked that Colliers provide the list to the PBC.
- Mike DelMonaco asked for a copy of the mechanical and electrical as-builts and the balancing report.
- Don Kellogg questioned if there was enough time to get the as-builts done before the end of the month. Zach stated any comments or revisions would be done after September 30th.
- Paul Boniello expressed a lack of confidence that O&G had a clear understanding of the requirements for obtaining a CO. He requested O&G send the PBC the list of requirements from town officials for a CO.
- Don Kellogg requested that Colliers set up a meeting with the Fire Marshal, Zoning, AHJ, O&G, and JCJ.
- Paul Boniello asked for a complete list of items required to close out the project and what percentage of those items are complete.
- Derrek Guertin stated staff needs to be trained on how to open the fire door that was installed. He noted that during a fire drill today there was no key on site and none of the staff knew how to manually open the door.

High School Construction update - Joe Vetro shared pictures of the progress at the High School site. He highlighted progress throughout the building.

- Mike DelMonaco asked to ensure any wall over 30ft had control joints.
- Don Kellogg asked if the masonry was caught up. Joe stated they have neutralized the loss from the initial staffing issues and are close to being on schedule.

Architects Update

Bill Ayles stated the focus has been working on a solution for the traffic flow at CELA. They had a long meeting with Langan to develop the best flow in the parking area. They are doing site walks to get through punch list items.

Approvals

Mark Schweitzer gave a brief description of the PCOs up for the PBC's approval. He noted that the subcommittee had reviewed them in detail during the working group session on Friday.

Proposed Change Orders

Don Kellogg made a motion to approve PCO 033 for the CELA Project dated January 11, 2022, for Foundation walls fall protection, in the amount of \$6,403.00. Paul Boniello seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 070 for the CELA Project dated July 18, 2022, for RFI 222 added soffits area E, in the amount of \$4,394.00. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

Members discussed PCO 072 (RFI 200 door pulls) at length. It was determined that this PCO will be tabled for further investigation and follow-up with the manufacturer.

Don Kellogg made a motion to approve PCO 076 for the CELA Project dated August 8, 2022, for temporary water through May 2022, in the amount of \$2,596.00. Maureen Clegg seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 078 for the CELA Project dated August 8, 2022, for relocated water line at fire tanks, in the amount of \$8,499.00. Paul Boniello seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve the fencing portion of CCD 009 COP 047 for the CELA project, in the amount of \$15,907.00 to be incorporated into CCD 009. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

Members had a lengthy discussion about PCO 051 (PR06 added power cord reels at greenhouse and fashion). PBC members agreed to table this item and discuss it further at the working group session.

Don Kellogg made a motion to approve PCO 059 for the High School Project dated July 6, 2022, for addendum 5 electrical changes, in the amount of \$29,136.00. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 060 for the High School project dated July 6, 2022, for Cost Saving VE 18 aluminum feeder in lieu of copper, in the amount of a credit of (\$150,000). Paul Boniello seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 068 for the High School Project dated August 18, 2022, for PR 07 Revisions to data closets & access controls per owner request, in the amount of \$74,616.00. Maureen Clegg seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 069 for the High School Project dated August 18, 2022, for RFI 224 extend top of masonry wall in locker room, in the amount of \$5,036.00. Paul Boniello seconded the motion.

Don amended the motion to include a mold-resistant gypsum board. Paul Boniello seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 070 for the High School Project dated August 25, 2022, for metal panel -masonry above roof, in the amount of \$11,097.00. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 072 for the High School Project dated September 12, 2022, for PR 011 provide new culinary hood in lieu of relocating existing, in the amount of \$43,991.00. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

Proposals

Don Kellogg made a motion that the Permanent Building Committee approve the requisition for Hygenix in the amount of \$20,366.00 for hazardous material testing and monitoring services for the Consolidated Early Learning Academy Project. Maureen Clegg seconded the motion.

Vote: 4-0-0 (Motion approved)

Purchase Order Increases

Don Kellogg made a motion that the Permanent Building Committee approve an increase to WB Meyer Purchase order for the CELA project in the amount of \$33,315.25, for moving services.

Paul Boniello seconded the motion. **Vote: 4-0-0 (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 September 13, 2022, in the amount of \$172,175.92. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion that the Permanent Building Committee approve the invoice packet for the High School project dated September 13, 2022, in the amount of \$69,909.09. Paul Boniello seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg thanked the members for the tremendous effort to get CELA opened on time and encouraged the team to finish strong for the High School project.

Closing Public Comment

Rick Regan commented that the traffic flow at the High School campus should be designed to accommodate the High School and Middle School being on the same schedule. This would also

include car traffic. Given the issues with traffic at the CELA site, he encouraged the team to revisit the traffic flow and plans at the High School.

James D'Amico thanked the PBC for the approval of the new culinary hood for the High School.

Mike DelMonaco requested a drawing of the traffic flow with the properly sized bus at the High School campus.

Adjournment

Don Kellogg made a motion to adjourn at 10:11 pm. Mike DelMonaco seconded the motion.

Vote: 4-0-0 (Motion approved)

Received by email on 10/24/2022 @ 10:00 a.m.
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield