



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

**MEETING MINUTES  
Tuesday, March 14, 2023, 7:30 p.m.  
Virtual meeting via Zoom**

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

**Members absent:** Paul Boniello

**Others Present:**

**New Fairfield First Selectman:** Pat DelMonaco

**Town Attorney:** Chris Smith

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

**New Fairfield Fire Marshal:** Derrek Guertin

**New Fairfield Assistant Broadcast Coordinator:** Joshua David

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

**JCJ Architecture:** Christine O'Hare, Bill Ayles, Allison DiVenere

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

**Call to order:**

Joshua David 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**

**Approval of minutes**

Don Kellogg made a motion to approve the meeting minutes from 2/28/2023. Maureen Clegg seconded the motion. **Vote: 3-0-1 (Motion approved, Nick Ciminello abstained)**

**Executive session pursuant to CGS §1-200(6)E and 1-210(b)4 for Consolidated Site Matter**

Don Kellogg made a motion to enter executive session pursuant to CGS §1-200(6)E and 1-210(b)4 for the discussion of legal matters with attendees being Christine O'Hare, Bill Ayles, Allison DiVenere, Mark Schweitzer, Scott Pellman, Attorney Chris Smith, all PBC members, First Selectman Pat DelMonaco, Joe Vetro, Zach Rowley, and James D'Amico. Maureen Clegg seconded the motion. **Vote: 4-0-0 (Motion approved)**

Members entered the executive session at 7:40 pm. Members returned from the executive session at 7:57.

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Don Kellogg made a motion to reenter the regular meeting. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

### **OPM Update**

Mark Schweitzer provided a brief update on the school projects. He noted there are two PCOs for the committee's approval tonight. Change orders eight for the High School and 14 for CELA have been submitted to the state. The High School Technology package is out to bid, with bids due back by March 28<sup>th</sup>. Zoning approved the application for the demolition and material removal at the Consolidate site on March 1<sup>st</sup>. The steel contractor at the High School has submitted a partial retainage release from 5% to 2.5%. Colliers supports that request. Many retainage release requests for CELA would be on the March application for payment if approved.

- Mike DelMonaco asked for an update on the room at CELA with a temperature control issue and balance reports on the as-builts. Mark Schweitzer stated they are still working through the temperature control issues. Zach Rowley stated a thermostat might be relocated and the commissioning report and as-builts are being worked on.

### **CM Update**

CELA Construction update – Zach Rowley provided an update on the fire tanks. A diver was on site to investigate the water leak in the fire tanks. They continue to investigate and work with the precast manufacturer on the next steps.

- Don Kellogg asked for a status on the roof leak. Zach confirmed that the roof leak, sheetrock, paint, and ceiling tiles are repaired.
- Paul Boniello asked for a status on the filters for the ABF and if the tank would be repaired over the April break. Zach confirmed the filters have been ordered. The tank will require excavation and there is no date for that yet.
- Zach confirmed the roof will be flooded one more time to test the roof leak but there is no date for that yet.
- Zach stated there are four punch list items remaining.

High School Construction update – Joe Vetro shared photos of the progress at the High School. He stated the building inspector and fire Marshal have been performing the floor inspections in areas C and D. The gym floor and painting in the dining commons are underway. Joe stated he is hopeful the switch gear will arrive in early April and will push to have it installed and running by the end of April. Joe invited all members to come for a walk-through anytime.

Members reviewed the Colliers approved retainage release requests from contractors on the CELA project. Colliers stated that subcontractors with open issues were being held back at this time.

### **Architects Update**

Christine O'Hare spoke about an item in the member's packet that provided a detailed summary of the broadcast control systems and digital video system equipment. She informed the group of the many meetings and work done to bring this item within budget. She added that the team has also met with OSCG&R to understand the next steps in getting the items associated with the video production lab out to bid and confirm reimbursement. Scott Pellman added that OSCG&R may help expedite the bidding process to mitigate procurement issues and schedule impact.

- Nick Ciminello commented on the schedule and timing of receiving the equipment. Scott Pellman stated they would like to get these items out to bid quickly.
- Maureen Clegg also asked about the timing to bid, procure, and install equipment before the end of the summer. Christine O'Hare stated it was too soon to determine the timing impact.
- Don Kellogg suggested submitting an RFP to O&G while waiting for confirmation on the bid package. Scott Pellman stated he would like to see if the state has direction before taking other steps.
- Maureen Clegg asked for clarification on the budget implications. Christine O'Hare stated the items were included in the estimates and left out of the bid documents, there was no allowance in the O&G contract.

## **Approvals**

### **Proposed Change Orders**

Don Kellogg made a motion to approve PCO 111 for the CELA Project dated November 11, 2022, for Paint Accent Walls, in the amount of \$3,591.00. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 102 for the High School Project dated February 16, 2023, for RFI 481 Fire/smoke detection – pool area, in the amount of \$17,801.00. Nick Ciminello seconded the motion. **Vote: 4-0-0 (Motion approved)**

### **Purchase Order Increases**

Don Kellogg made a motion that the Permanent Building Committee approve to increase Hearst Media Group PO-20000043 for the High School project in the amount of \$883.44. Maureen Clegg 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 High School project dated March 14, 2023, in the amount of \$62,208.28. 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 Consolidated Early Learning Academy project dated March 14, 2023, in the amount of \$19,369.11. Nick Ciminello seconded the motion. **Vote: 4-0-0 (Motion approved)**

**Closing Public Comment**

None

**Adjournment**

Don Kellogg made a motion to adjourn at 9:13 pm. Mike DelMonaco seconded the motion.

**Vote: 4-0-0 (Motion approved)**

Received by email on 3/21/2023 @ 12:30 PM  
by Tricia Quinn, Asst. Town Clerk, New Fairfield