



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

**MEETING MINUTES**

**Tuesday, April 25, 2023, 7:30 p.m.  
Virtual meeting via Zoom**

**Members present:** Don Kellogg (Chair), Mike DelMonaco (Vice-Chair), Paul Boniello, Nick Ciminello

**Members absent:** Maureen Clegg, Ed Sbordone (Alternate)

**Others Present:**

**New Fairfield Fire Marshal:** Derrek Guertin

**New Fairfield Assistant Broadcast Coordinator:** Quintin Flower

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

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

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

**Call to order:**

Quintin Flower 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**

**Approval of minutes**

Don Kellogg made a motion to approve the meeting minutes from 4/11/2023. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

**OPM Update**

Mark Schweitzer gave a brief update on the school projects. He noted there are two PCOs for the committee's approval. The next round of project reimbursement requests has been submitted to the state. POs for the High School technology package have been issued to the vendors. There will be a meeting on Friday with the town engineer and the fire department about the fire tank at CELA. Barrett Roofing has submitted a release request for the balance of their retainage. Lastly, Mark noted that the team has been meeting to figure out a parking plan for the fall. There was a brief discussion about materials to use for extra parking.

## CM Update

CELA Construction update – Zach Rowley stated there is one punch list item left for the CELA project. The fire tank was drained and inspected during the April vacation. Nothing notable was found. The tank was refilled and will be monitored.

- There was a brief discussion about the second-tier lean waiver process for the projects. PBC members asked to ensure all subcontractors were paid prior to retainage release.
- PBC asked for confirmation that end-user staff was satisfied with system training and operation. Zach confirmed that this item is reviewed with Phil every two weeks in the OAC meeting. Mark Schweitzer stated he would get confirmation from Phil that he is satisfied with the training.

High School Construction update – Joe Vetro shared pictures of the progress at the High School. He reported about 70% of new light fixtures have been turned on and temporary lights are being removed. He shared pictures of the gym bleachers being installed and noted that they are now fully installed. JCJ added that they are working on adding magnetic locks to the gates at the top of the bleachers for egress. Bill Ayles confirmed that this will allow gates to be locked when the bleachers are closed, and unlocked when the bleachers are open. PBC suggested having a building inspector walk through to identify items that may be easier to add now. Lastly, Joe spoke about significant progress made over the spring break including switch gear work at the middle school, asbestos abatement in the corridors and auditorium at the existing High School building, and installing the emergency generator.

There was a discussion of site work needing to take place over the summer at the high school site and plans for the possibility of hitting rock. O&G stated they have unit cost for rock removal in the contract and a plan for an excavator to be on-site quickly if needed.

## Architects Update

Christine O'Hare shared that all POs are issued for technology equipment. She continued by explaining they have been working on a retaining wall redesign that may save money for the project and allow access to the building for more storage. She is requesting PBC approval for the design team to move ahead with the redesign. Lastly, they are getting ready to kick off the FF&E move-in process and working closely with O&G and school officials on the schedule.

## Approvals

Don Kellogg noted that the following PCOs were not presented at the working group on Friday.

## Proposed Change Orders

Don Kellogg made a motion to approve PCO 117 for the high school project dated April 24, 2023, for PR 018 Pixellot camera infrastructure, in the amount of \$3,080.00. Nick Ciminello seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to PCO 118 for the high school project dated April 24, 2023, for NFMS CAT6 cabling and fiber between IDF's, in the amount of \$15,327.00. Paul Boniello seconded the motion. **Vote: 4-0-0 (Motion approved)**

### **Proposals**

Don Kellogg made a motion to direct O&G to include the release of retainage for Barrett Roofing in the next pay application contingent upon review by Colliers of contractual requirements. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve JCJ to proceed with the redesign of the retaining wall at the High School project with a not to exceed of \$20,000.00. 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 an increase to Phoenix Advisors PO 2000 0075 for the High School project in the amount of \$20,750.00, for bonding and financial services. Paul Boniello seconded the motion.

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

Don Kellogg made a motion that the Permanent Building Committee approve an increase Robinson & Cole PO 2000 0084 for the High School Project in the amount of \$42,349.25 for bonding and financial services. Mike DelMonaco seconded the motion.

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

Don Kellogg made a motion that the Permanent Building Committee approve US Bank for bonding and financial services for the High School project and the requisition in the amount of \$5,250.00. Nick Ciminello 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 April 25, 2023, in the amount of \$1,917,973.54. Nick Ciminello 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 April 25, 2023, in the amount of \$295,980.07. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

### **Closing Public Comment**

None

### **Adjournment**

Don Kellogg made a motion to adjourn at 9:12 pm. Mike DelMonaco seconded the motion.

**Vote: 5-0-0 (Motion approved)**

Received by email on 05/02/2023 @ 1:26 p.m.  
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield