



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

**SPECIAL MEETING MINUTES  
Tuesday, October 3, 2023, 7:30 p.m.  
Virtual meeting via Zoom**

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

**Members absent:** Maureen Clegg,

**Others Present:**

**New Fairfield Video Production Coordinator:** Quintin Flower

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

**New Fairfield Fire Marshal:** Derrek Guertin

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

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

**O&G Industries:** Joe Vetro

**Call to order:**

Quintin Flower explained the rules and procedures for virtual meetings. Chairman Don Kellogg called the meeting to order at 7:31 p.m.

**Pledge of Allegiance**

**Opening Public Comment**

None

**OPM Update**

Mark Schweitzer informed the group there are two PCOs up for approval tonight. There is a quote for the first year of licenses for the access point devices. There is a proposal from RnB for a software update on the digital signage. They are working on a third state change order for CELA. Kompan will be on-site at CELA on Monday to rebuild the rest of the tower and repairs to the play surface are delayed until warmer weather. Colliers will be discussing the camera installation with Stanley. The town engineer is still reviewing the CELA as-builts. The exhaust hoods in the science room are louder than expected. There is a request to allow the teachers to turn the fume hoods on and off.

- Mike DelMonaco questioned the noise being made by the fume hoods. There was a discussion about the design, installation, best practices, and operation of the fume hoods. This item will be discussed further at the working group meeting on Friday.

Mark continued that the overflow roof drains are working with the couplers. The demolition and abatement are continuing at the old High School.

- Nick Ciminello asked for an update on the noise on the third floor of the high school. Joe Vetro stated the fan was not bolted to the curb. The roof and fan manufacturers are still working out a solution for the vibration noise.
- There was a discussion about the playground at CELA and options to expedite the repairs.
- Paul Boniello asked if there would be project photos as part of the contract documents. Christine O'Hare stated that JCJ is scheduling professional pictures at the end of the month.

**CM Update** – Joe Vetro noted they are focusing on the punch list for High School.

- Mike DelMonaco asked for the commissioning deficiency list. Joe Vetro confirmed they only have a deficiency in the wood shop. They will be back to balance that room later in the week.
- Mike DelMonaco asked about as-built drawings. Joe Vetro confirmed they are under review with JCJ and CES.

**Architect Update** – Bill Ayles stated vendors would be in on October 10<sup>th</sup> to replace some damaged items. AV equipment will be complete in the next two weeks and training will be set up for users.

- Mike DelMonaco stated he would like to see MEP as-builts as soon as they're complete.

## **Approvals**

### **Proposals**

Don Kellogg made a motion to approve Whalley proposal 391494 and increase PO 2300 0769 for the high school project dated September 13, 2023, for licenses for the access point devices provided for the project, in the amount of \$3,049.16. Paul Boniello seconded the motion.

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

Don Kellogg made a motion to approve RnB proposal 25203 and increase PO 2300 0767 for the high school project dated September 12, 2023, for the takedown and reinstallation of the digital signage computers, in the amount of \$4,400.00. Mike DelMonaco 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 Weston & Sampson PO 2100 0702 for the CELA project in the amount of \$490.00, for additional stormwater monitoring services. Nick Ciminello seconded the motion.

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

Don Kellogg made a motion that the Permanent Building Committee approve an increase to Testcon PO 2200 0542 for the high school project for materials testing services, in the amount of \$1,630.00. Paul Boniello seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion that the Permanent Building Committee approve an increase to Meyer PO2200 0541 for the high school project for moving services, in the amount of \$2,344.00. Mike DelMonaco 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 26, 2023, in the amount of \$4,015.00. 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 High School project dated September 26, 2023, in the amount of \$3,743,156.87. Paul Boniello seconded the motion. **Vote: 4-0-0 (Motion approved)**

### **Closing Public Comment**

None

### **Adjournment**

Don Kellogg made a motion to adjourn at 8:26 pm. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

Received by email on 11/13/2023 @ 12:29 p.m.  
by Tricia Quinn, Asst. Town Clerk, New Fairfield