



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

MEETING MINUTES

**Tuesday, November 28, 2023, 7:30 p.m.
Virtual meeting via Zoom**

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

Members absent:

Others Present:

New Fairfield Administrator: James D'Amico

New Fairfield Video Production Coordinator: Quintin Flower

New Fairfield Fire Marshal: Derrek Guertin

Colliers Project Leaders: Scott Pellman, Mark Schweitzer

JCJ Architecture: Bill Ayles, Christine O'Hare

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

Don Kellogg made a motion to amend the agenda and add item 5A PBC 2024 Calendar. Mike DelMonaco seconded the motion. **Vote: 5-0-0 (Motion approved)**

Approval of minutes

Don Kellogg made a motion to approve the minutes from 11/14/2023. Maureen Clegg seconded the motion. **Vote: 5-0-0 (Motion approved)**

Announcements

Don Kellogg announced that David Zeh was sworn in as a new PBC member and thanked him for joining the committee.

PBC 2024 Calendar

Don Kellogg made a motion to approve the PBC 2024 calendar for regular meetings. Nick Ciminello seconded the motion. **Vote: 5-0-0 (Motion approved)**

OPM Update

Mark Schweitzer informed the group about one PCO not being reviewed in the working group meeting. Mark explained the PCO is an owner's request to change out the main office door hardware from a storeroom function to a classroom function. There are an additional eight PCOs up for approval. Mark continued stating that the state approved the most recent reimbursement request. The estimates for the demolition of Consolidated should be received this week. There is a PCO to add VFDs to the exhaust hoods that are too loud. The fire marshal is scheduled to inspect the propane smell in all three classrooms. The pool RTU is now on the existing BMS, so it is not running 24/7. The electrician has ordered a permanent breaker. Mark described how Norcom has encountered some overages in their work and will need an increase on their proposal. Digital signage will be installed next week. The vault has been removed and the retaining wall is being installed.

- Don Kellogg asked if the unsuitable soil would be an issue with the retaining wall or the frost wall for the corridor. Joe Vetro stated the unsuitable soil was not a problem for the retaining wall.
- Mike DelMonaco asked if there was a proposal for adding cooling to the shop. Mark stated they are making some revisions.
- Mike DelMonaco asked if the open items on the commissioning report would be addressed during Christmas break. Joe Vetro stated that yes, the items would be addressed while the school is closed.

CM Update

High School Construction update – Joe Vetro stated site work and concrete work has started at the Middle School.

CELA – Mark Schweitzer stated that the colder temperatures have prevented playground repairs.

Architects Update

Christine O'Hare provided a brief update on the JCJ work. The last FF&E punch list items are being addressed. AV broadcasting is 95% complete.

Approvals

Proposed Change Orders

Don Kellogg made a motion to approve PCO 169 for the High School Project dated November 8, 2023, for PR 039 additional clock in reception 2d37, in the amount of \$459.00. Maureen Clegg seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 170 for the High School Project dated November 9, 2023, for PR 036 additional light fixtures, in the amount of \$3,957.00. Mike DelMonaco seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 173 for the High School Project dated November 14, 2023, for Aluminum entrance allowances, in a credit in the amount of (\$9,130.00). Nick Ciminello seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion to PCO 174 for the High School Project dated November 15, 2023, for Middle school pool locker room temporary enclosure allowance, in a credit in the amount of (\$1,015.00). Maureen Clegg seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion to PCO 175 for the High School Project dated November 15, 2023, for Electrical changes for glass washers, in the amount of \$5,549.00. Mike DelMonaco seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion to PCO 176 for the High School Project dated November 15, 2023, for Sliding rack in instrumental room, in the amount of \$1,540.00. Nick Ciminello seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion to PCO 177 for the High School Project dated November 27, 2023, for ASI 13 door relocation, in the amount of \$2,278.00. Maureen Clegg seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion to PCO 179 for the High School Project dated November 28, 2023, for PR 038 door hardware at opening 2d37, in the amount of \$1,286.00. Nick Ciminello seconded the motion. **Vote: 5-0-0 (Motion approved)**

Proposals

Don Kellogg made a motion to approve Norcom Proposal dated October 25, 2023 to increase to PO 2300 0725 for the High School Project, for additional scope of work to relocate emergency communications equipment, in the amount of \$6,017.00. Maureen Clegg seconded the motion. **Vote: 5-0-0 (Motion approved)**

Purchase Order Increases

Don Kellogg made a motion that the Permanent Building Committee Permanent Building Committee approve an increase to Weston & Sampson PO 2100 0702 for the CELA project in the amount of \$330.00, for additional stormwater monitoring services. Mike DelMonaco seconded the motion. **Vote: 3-0-0 (Motion approved)**

Closing Public Comment

Tom Perkins suggested the PBC negotiate a reduction in the cost of the fans and VFDs if they were installed improperly or if the equipment was faulty.

Adjournment

Don Kellogg made a motion to adjourn at 8:19 p.m. Maureen Clegg seconded the motion.

Vote: 5-0-0 (Motion approved)

Received by email on 01/09/2024 @ 1:34 p.m.
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield