



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

**MEETING MINUTES**

**Tuesday, December 12, 2023, 7:30 p.m.  
Virtual meeting via Zoom**

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

**Members absent:** Nick Ciminello

**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**

Thomas Perkins spoke against renovating the beach house for four-season use.

**Approval of minutes**

Pended to the next regular meeting.

**OPM Update**

Mark Schweitzer informed the group there are two change order proposals up for approval. The Town has received the most recent reimbursement request and is preparing to submit the next one. Change order 11 for the High School and change order six for the pool will be submitted to the state this week. The work on the pool RTU is complete. The digital signage will be up and running soon in the High School. O&G and Colliers are vetting a change order from AAIS for additional work. Mark described a lengthy process of investigating and troubleshooting the propane issue at the High School. He informed the group that the pipes would be conditioned to help retain the mercaptan smell.

- David Zeh asked about the conditioning process. Scott Pellman and Mark Schwartz explained that a higher concentration of mercaptan will be piped through the building to help develop a coating inside the pipes.
- Maureen Clegg asked Colliers to expand on the purpose of the temporary tanks. Scott Pellman explained there were inconsistent readings from a few different companies trying to determine the issue. Temporary tanks were brought in so the kitchen could get back up and running and testing could continue on the existing tanks.

Scott and Don both thanked the fire marshal for his help with the issue.

### **CM Update**

High School Construction update – Joe Vetro confirmed all the concrete work was completed at the middle school parking lot area. The remaining punch list items will be completed over Christmas break.

- Mike DelMonaco asked if the commissioning agent would be back during the break to address the deficiencies. Joe confirmed the commissioning agent will be back during the break.
- Mike DelMonaco asked for an update on the fume hood. Joe stated the school was fine with setting the fume hood at 12” and Mark is working with the school to get a temporary VFD.
- Mike DelMonaco asked if there are documents to get pricing for the shop cooling. Joe stated JCJ would issue them in the next couple of days.

### **Architects Update**

Christine O’Hare provided a brief update on the JCJ work. They are working through some furniture items and wire management issues. They will be having a larger AV meeting with consultants and staff to answer questions about the equipment.

### **Approvals**

#### **Proposals**

Don Kellogg made a motion to approve Comnet Change Request 2 dated November 2, 2023, and increase to PO 2300 0777 for the High School Project, for additional scope of work for ethernet over fiber optic extender for camera control, in the amount not to exceed \$1,659.75. Maureen Clegg seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve Comnet Change Request 3 dated December 4, 2023, and increase to PO 2300 0777 for the High School Project, for additional scope of work for Gym JBT boxes, in the amount not to exceed \$9,679.00. 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 December 12, 2023, in the amount of \$430,919.96. David Zeh seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion that the Permanent Building Committee approve the Permanent Building Committee approve the invoice packet for the High School project dated December 12, 2023, in the amount of \$583,634.54. Maureen Clegg seconded the motion.

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

### **Closing Public Comment**

### **Adjournment**

Don Kellogg made a motion to adjourn at 8:18 p.m. Mike DelMonaco seconded the motion.

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

Received by email on 1/23/2023@ 1:15 p.m.  
by Tricia Quinn, Asst. Town Clerk, New Fairfield