



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

**MEETING MINUTES**

**Tuesday, January 23, 2024, 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:** David Zeh

**Others Present:**

**First Selectman:** Melissa Lindsey

**Director of Technology:** Paul Gouveia

**New Fairfield Fire Marshal:** Derreck Guertin

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

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

**O&G Industries:** Joe Vetro

**Call to order:**

Paul Gouveia explained the rules and procedures for virtual meetings. Chairman Don Kellogg called the meeting to order at 7:37 p.m.

**Pledge of Allegiance**

**Opening Public Comment**

**Approval of minutes**

Don Kellogg made a motion to approve the minutes from 1/9/2024. Maureen Clegg seconded the motion. **Vote: 4-0-0 (Motion approved)**

**OPM Update**

Mark Schweitzer informed the group that there are six PCOs up for approval. A favorable proposal for PCO 190 was received late today and can be reviewed later in the meeting. State change order 12 will be circulated for signatures and then sent to the state. The invoice packet includes PO increases for Weston & Sampson and Hygenix. The demolition packet for the old Consolidated site is in the committee's folder for review. Colliers will be looking for approval from PBC and BOE at the next regular meeting so it can be brought to the state. Lastly, the propane in the kitchens at the HS is working as expected. Colliers continue to work closely with Mitchell and the Fire Marshall to get the Science rooms up and running. Derreck Guertin added that test results from January showed one of the tables above the minimum levels and one came back below the minimum levels. That is why the science labs remain offline.

- Don Kellogg asked for a status on the VFD for the fans. Mark stated that the hood fans were discussed at the OAC meeting today. The acoustical consultant was on site last week to take readings and noted the fans might be out of alignment. The manufacturer will be called back to review the issue. Mark confirmed that the temporary VFD will be ready if needed.
- Nick Ciminello asked if anyone had considered the location of the exhaust hood and the skylight. Bill Ayles from JCJ said he expects the report from the acoustical engineer soon and confirmed that they did take measurements.

### **CM Update**

High School Construction update – Joe Vetro provided several updates on the work at the middle school.

- Mike DelMonaco asked if the boilers got commissioned. Joe stated they have not been commissioned. They were working through an issue with one of the boilers and will be back next week.
- Mike DelMonaco asked if there was pricing for shop cooling yet. Joe stated they are still working on final pricing and gave an approximate price of \$45,000.00.

### **Architects Update**

Christine O’Hare stated the FF&E is complete. Bill is working on a few remaining warranty items. Bill is working closely with O&G on the middle school lobby. The team is still working to finish installing the AV equipment. Once the installation is complete the training will begin. Christine confirmed with Bill that close out documents and final warranty information will be provided to the owner through the project site.

### **Approvals**

#### **Proposed Change Orders**

Don Kellogg made a motion to approve PCO 188 for the High School Project dated January 17, 2024, for Fire Protection allowance deduct, in the amount of a credit of \$(4,246.00). Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 183 for the High School Project dated December 27, 2023, for RFI 749 Pumphouse wet well manway, in the amount of \$2,054.00. Nick Ciminello seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 191 for the High School Project dated January 17, 2024, for pool locker room fire protection allowance deduct, in the amount of a credit of \$(472.00). Nick Ciminello seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 192 for the High School Project dated January 18, 2024, for PR 041 added site signage, in the amount of \$2,318.00. Maureen Clegg seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 193 for the High School Project dated January 18, 2024, for credit for book theft protection system, in the amount of a credit of \$(19,280.00). Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 194 for the High School Project dated January 18, 2024, for site lighting circuitry relocation, in the amount of \$2,648.00. Nick Ciminello seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 195 for the High School Project dated January 18, 2024, for RFI 791 Middle School Connector Heat, in the amount of \$9,004.00. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 190 for the High School Project dated January 17, 2024, for loading dock door jam in the amount of \$2,566.00. Nick Ciminello seconded the motion. **Vote: 4-0-0 (Motion approved)**

### **Proposals**

Don Kellogg made a motion to approve Pennoni (Hygenix) proposal dated December 11, 2023 in the amount of \$3,112.80 for the purchase and setup of mercaptan sampling equipment to be turned over to the town at the end of the project. Maureen Clegg seconded the motion.

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

### **Purchase Order Increases**

Don Kellogg made a motion 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: 4-0-0 (Motion approved)**

Don Kellogg made a motion Permanent Building Committee approve an increase to Hygenix (Pennoni) PO 2100 0568 for the high school project for hazardous material testing and monitoring services, in the amount of \$55,503.30. 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 Consolidated Early Learning Academy project dated January 23, 2024, in the amount of \$1,353.62. 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 January 23, 2024, in the amount of \$812,684.94. Maureen Clegg seconded the motion. **Vote: 4-0-0 (Motion approved)**

## **Closing Public Comment**

### **Adjournment**

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

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

Received by email on 02/15/2024 @ 8:30 a.m.  
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield