



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

**MEETING MINUTES**

**Tuesday, March 12, 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, Rory Langguth (Alternate), Mark Havira (Alternate)

**Others Present:**

**NF Fire Marshal:** Derreck Guertin

**NF Video Production Coordinator:** Quintin Flower

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

**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**

**Approval of minutes**

Don Kellogg made a motion to approve the minutes from 2/27/2024. Maureen Clegg seconded the motion. **Vote: 4-0-0 (Motion approved)**

**OPM Update**

Mark Schweitzer informed the group that two PCOs are up for approval. There is a proposal from Chris Keyser Consulting LLC to test the mercaptan odorant level in the propane at the High School. There are two PO increases, Weston and Sampson for CELA stormwater management and JCJ for the hourly Geotech inspection at the High School. The science room exhaust hood proposal requests that they be switched from automatic control on the BMS to manual control for the teachers. The school has asked for access to the baseball and softball fields for maintenance and emergency purposes, so they anticipate another batch of unsuitable soil from providing access. The consolidated demo plan completion review will be on Thursday afternoon. A grievance from the teacher's union was received with five items. O&G is completing responses for each item, which will be provided to PBC members upon completion.

- Mike DelMonaco asked if the room balance relied on the fume hoods exhausting to maintain proper airflow for the labs. Don Kellogg noted this issue was discussed at a working group meeting, where he requested a memo from CES stating this was against their standard practice and warning the school that providing teachers with this capability potentially increases the risk.
- Nick Ciminello asked if the acoustical engineer report was received. Mark stated it had not been received yet.

### **CM Update**

Joe Vetro stated that the roof installation was completed today. The AVB is ongoing. The electrical rough-in started today. The sheet rocker and mason will be back next week. Since the roof is complete, HVAC can install the last few units.

- Mike DelMonaco asked for the status of the commissioning report. Joe Vetro stated he would ask about the report's status.

### **Architects Update**

Christine O'Hare stated they are in good shape for the PCR review on Thursday for the demolition and abatement of the Consolidated site. They are working on minor FF&E issues at the High School and with the AV vendors and school to address the last questions about the equipment.

### **Approvals**

#### **Proposed Change Orders**

Don Kellogg made a motion to approve PCO 208 for the High School Project, dated March 8, 2024, for RFI 802 Anchoring of columns at middle school, in the amount of \$1,439.00. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 209 for the High School Project, dated March 12, 2024, for RFI 800 Middle School masonry changes in the amount of \$76,832.00. Nick Ciminello seconded the motion. **Vote: 4-0-0 (Motion approved)**

#### **Proposals**

Don Kellogg made a motion to approve Chris Keyser Consulting LLC's proposal dated March 7, 2024, and requisition in the amount of \$800.00 for independent propane sampling. Maureen Clegg seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve O&G Industries proposal dated December 8, 2023, and increase PO 2200 0525 in the amount of \$41,641.00 for additional preconstruction services for the CELA Project Consolidated Demolition Package. 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 \$330.00 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 JCJ Architecture PO 2000 0033 for the High School project in the amount of \$1,912.50 for hourly geotechnical services. Maureen Clegg 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 March 12, 2024, in the amount of \$30,231.72. Mike DeMonaco 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 March 12, 2024, in the amount of \$353,178.60. Nick Ciminello seconded the motion. **Vote: 4-0-0 (Motion approved)**

### **Closing Public Comment**

### **Adjournment**

Don Kellogg motioned to adjourn at 8:07 p.m. Maureen Clegg seconded the motion.

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

Received by email on 03/21/2024 @ 12:57 p.m.  
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield