



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

**MEETING MINUTES  
Tuesday, May 14, 2024, 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, Rory Langguth (Alternate), Havira (Alternate)

**Others Present:**

**NF Selectman:** Thomas Perkins

**NF Administrator:** James D'Amico

**NF BOE:** Amy Johnson

**NF Video Production Coordinator:** Quintin Flower

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

**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**

**Approval of minutes**

Don Kellogg made a motion to approve the meeting minutes from 4/23/24. Maureen Clegg seconded the motion. **Vote: 4-0-0 (Motion approved)**

**Town Facilities Inspection Update**

Don Kellogg stated the town facilities were inspected on April 30, May 1<sup>st</sup>, and May 3<sup>rd</sup>. Summary sheets are being prepared and will be discussed and approved at the next meeting.

**OPM Update**

Mark Schweitzer advised that three PCOs are ready for approval. Colliers gave the town the next reimbursement request for the High School and CELA projects. Mark continued that the manual disconnect for the Science room exhaust hoods was presented to the AHJ. Mark reported that more

unsuitable soils were encountered, leaving about \$2,000.00 in the unsuitable soil allowance. There is one PO increase for Weston and Sampson for stormwater monitoring at CELA. A specialized consultant was on-site at the high school to test the propane. On-site testing done on Friday showed adequate mercaptan readings. Vapor samples were taken from room 302, the Kitchen, and the two underground storage tanks. Those samples will be sent to a lab for additional testing.

- Don Kellogg asked the source of the samples. Mark confirmed the source was the temporary tanks.
- Mike DelMonaco asked for clarification on what tanks were sampled. Scott Pellman clarified that the tank testing will determine the next steps for how to treat the tanks.

Scott Pellman added that the High School and Consolidated projects are about 88% billed to the state. He advised the state no longer reimburses once a project reaches 90% completion. Scott added they are waiting for a final letter from the state to proceed with putting the Consolidated demolition package out to bid.

- Don Kellogg asked Mark if the AHJ accepted the proposed fume hood solution. Mark said AHJ still needed to review the proposal and get back to them.
- Mike DelMonaco stated he thought a toggle switch would be put in. Mark Schweitzer said it would either be a toggle or a keyed switch.
- Mike DelMonaco and Joe Vetro discussed the failed faucet and if the manufacturer would require them back.
- Mike DelMonaco asked if the commissioning report was available. Joe Vetro stated that he and Mark were both following up to get the report.

### **CM Update**

Joe Vetro shared that the mason will be finished next week, window installation is complete, and sheetrock started last week. The painting is scheduled for next week. Sidewalk installation is almost complete. The processed road base will be brought in at the end of next week. Joe shared several photos of the work at the middle school.

- Mike DelMonaco asked if any of the sidewalks were steep enough to require a railing. Joe stated that the stairs would have a railing, and the rest of the walkway didn't.

### **Architects Update**

Christine O'Hare shared that the AV consultant was on site to commission all the AV equipment and that training had begun. The commissioning and training for the broadcast equipment will be done separately. She said they are working with Phil Ross on FF&E warranty items.

### **Approvals**

#### **Proposed Change Orders**

Don Kellogg made a motion to approve PCO 217 for the High School Project, dated April 29, 2024, for unsuitable soil in the center north parking lot, in the amount of \$8,095.00. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 218 for the High School Project dated May 28, 2024, for PR 044, add a speaker for the facility office, in the amount of \$1,871.00. Maureen Clegg seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 221 for the High School Project dated May 8, 2024, for additional press feeds & AV changes, in the amount of \$4,897.00. 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 \$660.00 for additional stormwater monitoring 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 May 14, 2024, in the amount of \$8,538.13. Mike DelMonaco 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 May 14, 2024, in the amount of \$607,366.78. Maureen Clegg seconded the motion. **Vote: 4-0-0 (Motion approved)**

### **Closing Public Comment**

### **Adjournment**

Don Kellogg motioned to adjourn at 8:01 p.m. Maureen Clegg seconded the motion.

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

**Submitted by:** Naomi Magoon