



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

**MEETING MINUTES**

**Tuesday, November 14, 2023, 7:30 p.m.  
Virtual meeting via Zoom**

**Members present:** Don Kellogg (Chair), Mike DelMonaco (Vice-chair), Maureen Clegg

**Members absent:** Paul Boniello, Nick Ciminello, Ed Sbordone (Alternate)

**Others Present:**

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

**New Fairfield BOE:** Amy Johnson

**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 7:32 p.m.

**Pledge of Allegiance**

**Opening Public Comment**

**Approval of minutes**

Don Kellogg made a motion to approve the minutes from 10/3/23, 10/10/23, and 10/24/23.

Maureen Clegg seconded the motion. **Vote: 3-0-0 (Motion approved)**

**Announcements**

Don Kellogg announced that Paul Boniello is stepping down from his role on the PBC. Don thanked Paul for his time and expertise on the school projects.

**OPM Update**

Mark Schweitzer informed the group there are two PCOs and two proposals up for approval tonight. When high school change order 11 and pool change order six are received back from the town they will be submitted to the state for review. The CELA playground repair has been delayed due to their availability and weather conditions. There are retainage reductions for two subcontractors on the pay application and several more looking for reductions. These will be

taken on a case-by-case basis. Mark stated the team was on-site during election day to test the propane smell. The team will go back next Wednesday to do another test.

- Mike DelMonaco asked for clarification on the propane odor issue. Joe Vetro confirmed that running the propane was providing the expected result for odor detection. There is only one more classroom that will require running bunsen burners to be able to detect the Mercaptan odor.

Mark concluded by stating the commissioning report and final roof inspection report were included in this week's packet.

- Maureen Clegg asked for an update on the zero-clearance shower issue. Mark stated that JCJ is working on a solution for it. Bill Ayles added he will be meeting with Phil Ross to discuss options this week.

### **CM Update**

High School Construction update – Joe Vetro stated the roofing material inspection was done this past week. Excavation and foundation at the middle school's north wall began last week.

- Mike DelMonaco asked for an update on the fume hood noise investigation. Joe Vetro stated CES has suggested different options to reduce fan speed that will address the vibration noise. VFD and ductwork change pricing will be in by the end of the week.
- Mike DelMonaco asked for an update on the as-builts. Joe Vetro stated they are still under review. Joe stated he would send them to Mike to review now.
- Mike DelMonaco asked for an update on adding cooling to the shop. Joe Vetro stated they will tap into an existing condensing unit.

CELA – Joe Vetro stated there are some warranty issues with the lighting that will be fixed next week.

- Don Kellogg asked for a status on the high school demolition. Mark Schweitzer stated the vault on the south side of the academic wing will be taken down tomorrow. Roof steel in the auditorium is being left up for now to provide support for the precast panel for the elevator.

Scott Pellman informed the group that the demolition and site restoration plan for Consolidated is being prepared for the PBC to review.

### **Architects Update**

Christine O'Hare provided a brief update on the JCJ work. The FF&E punch list is almost complete. The AV broadcasting room is 98% installed. Comnet is scheduling training with the staff on that equipment. The sound systems in the auditorium, gym, and dining commons are complete. Training for the administration will be scheduled. They have also been working through issues at the middle school as they come up.

## **Approvals**

### **Proposed Change Orders**

Don Kellogg made a motion to approve PCO 148 for the High School Project dated July 31, 2023, for water truck delivery (7/15/23), in the amount of \$2,823.00. Mike DelMonaco seconded the motion. **Vote: 3-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 172 for the High School Project dated November 10, 2023, for RFI 716 grading and drainage clarifications, in the amount of \$13,345.00. Maureen Clegg seconded the motion. **Vote: 3-0-0 (Motion approved)**

### **Proposals**

Don Kellogg made a motion to approve Securitas proposal 426406-18 and increase PO for the high school project dated July 24, 2023, for Sonitrol system reconfiguration, in the amount of \$6,028.59. Mike DelMonaco seconded the motion. **Vote: 3-0-0 (Motion approved)**

Don Kellogg made a motion to approve Red Thread Proposal 844259 and increase PO 2300 0650 for the High School Project dated October 13, 2023, for power strips for the engineering lab, in the amount of \$889.44. Maureen Clegg seconded the motion.

**Vote: 3-0-0 (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)**

### **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 November 14, 2023, in the amount of \$4,903.67. Maureen Clegg seconded the motion. **Vote: 3-0-0 (Motion approved)**

Don Kellogg made a motion that the Permanent Building Committee approve the invoice packet for the High School project dated November 14, 2023, in the amount of \$1,489,970.74. Mike DelMonaco seconded the motion. **Vote: 3-0-0 (Motion approved)**

### **Closing Public Comment**

None

### **Adjournment**

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

**Vote: 3-0-0 (Motion approved)**