



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

MEETING MINUTES

**Tuesday, June 25, 2024, 7:30 p.m.
Virtual meeting via Zoom**

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

Members absent: Nick Ciminello, David Zeh, Rory Langguth (Alternate), Mark Havira (Alternate)

Others Present:

NF First Selectman: Melissa Lindsey

NF Video Production Coordinator: Eric M.

Colliers Project Leaders: Scott Pellman, Mark Schweitzer

JCJ Architecture: Christine O'Hare, Bill Ayles

O&G Industries: Joe Vetro

Call to order:

The video production coordinator explained the rules and procedures for virtual meetings. Chair Don Kellogg called the meeting to order at 7:31 p.m.

Pledge of Allegiance

Opening Public Comment

Approval of minutes

This item was pended to the next regular meeting.

Town Facility Assessment Update

Don Kellogg stated the assessments were completed by Maureen Clegg and himself. The assessments were distributed to the PBC members for review. Don added that he would like to establish a cohesive database of town facilities with the ages of all the systems. The assessments will be done again in December. Don ended by saying the assessments will be sent to the first selectman.

OPM Update

Mark Schweitzer said they have been working on the High School budget block. Reimbursement requests for all three projects have been submitted to the state. There are no PCOs tonight. Mark noted

they received an email from the school asking to move the East Lake crosswalk to the exit drive of the campus. The request will need to go through the design process and then brought to zoning for approval of the relocation. The science room exhaust hoods were discussed at today's OAC meetings where the new fire marshal was in attendance. The proposal request will be issued this week. JCJ will provide qualifications and conditions for the manual operation. Once completed it will be sent to the fire marshal, building official, and PBC for review. There is one PO increase for Weston and Sampson for storm water monitoring at CELA. Mitchell was on site today to pump out one of the underground propane storage tanks. They will return tomorrow to pump out the second tank. The propane supplier will be on site Thursday to fill the tanks. Mitchell will be back on Friday to do a safety check with the propane in the tanks. There will be a meeting with the propane consultant on Tuesday to review the next steps. The design professionals, AV broadcast contactors, and teachers all met to discuss the AV equipment.

- Don Kellogg asked if the procedures for use of the cut off switch for the fume hoods would be incorporated into the O&M documents. Don requested posting on the walls in the labs and in the O&M manual. Mark acknowledged the request.
- Maureen Clegg asked if the school has all the AV equipment they need, and just changes are needed to meet the teachers' requirements. Mark confirmed that was correct.
- Don Kellogg asked if all the programing is included in their costs already. Mark confirmed that was correct.
- Mike DelMonaco asked for the final commissioning report. Joe Vetro stated that he spoke with the commissioning agent. Mark Schweitzer stated that the commissioning agent is still monitoring a couple items and is holding on to the report. Joe reported that everything is currently working well. One of the issues had been a bad circulator pump that is being replaced and is a warranty item. Mike DelMonaco stated the final report should be issued.

CM Update

Joe Vetro shared that the binder asphalt was put down today. The concrete walks are complete. The parking lot base is all installed. The concrete curb is scheduled to be installed on Friday. The finish asphalt will go in about two weeks from now. Landscaping will be held off until the middle of August. The interior corridor work is now complete. The gym floor repair in the main high school will be starting tomorrow.

- Maureen Clegg asked Joe about the flooring in the corridor. Joe confirmed that the flooring was not done, and he is holding off the painter's final coat until a decision is made on the flooring.

Architects Update

Christine O'Hare shared that Emily would do a site walk for FF&E that includes a meeting with Paul Gouveia to discuss wire management and a review of repaired furniture. She is hopeful that a final FF&E report will be issued after this walk through.

- Maureen Clegg asked if anything was happening at CELA over the summer. Mark and Christine confirmed that the playground repairs will take place this summer.

Approvals

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 \$670.00, 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 June 25, 2024, in the amount of \$40,670.00. 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 June 25, 2024, in the amount of \$8,413.50. Mike DelMonaco seconded the motion. **Vote: 3-0-0 (Motion approved)**

- The invoice for Mitchell Oil was originally sent to the BOE. When Colliers received it, they tried to determine the origin of the charges. Since Mitchell is a town vendor and the invoice is a year old, they determined the invoice should be paid. They will continue to investigate if it is a project cost or a subcontractor cost.

Closing Public Comment

Adjournment

Don Kellogg motioned to adjourn at 7:53 p.m. Maureen Clegg seconded the motion.

Vote: 3-0-0 (Motion approved)

Submitted by: Naomi Magoon

Received by email on 07/29/2024 @ 8:30 a.m.
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield