



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

**MEETING MINUTES  
Tuesday, July 23, 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), Mark Havira (Alternate)

**Others Present:**

**NF Video Production Coordinator:** Quintin Flowers

**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**

Approval of minutes was pended to the next regular meeting.

**OPM Update**

Mark Schweitzer stated the working group met on Friday to review three proposals up for approval tonight. The flooring contractor is requesting a 50% deposit on the work. This will be added to the approvals portion of the meeting. Colliers met with town officials last week to discuss the East Lake crosswalk. The application will be brought to zoning during the August meeting. The science room exhaust hoods were discussed at the OAC meeting where the fire marshal and building officials agreed with the plan. They requested that signage be attached to the proposal. The propane purge is scheduled for tomorrow morning. The double stench propane will be in the science labs and kitchen tomorrow. They are setting up a schedule to pickle the rest of the pipes. CommNet has been on site since last Thursday doing functional testing. They are setting up a schedule for teacher training. They have traced the bill for the #2 heating oil back to boiler start up and functional testing last summer. Lastly, Mark noted they are setting up a meeting with Kompan to review the playground at CELA.

- Don Kellogg asked what the plan is for consuming propane. Mark stated it will be the bunsen burners, ovens, and stove tops to get the fuel moving through the pipes. Don recommended they take a reading immediately after the purge and one or two days later to determine frequency of burning the fuel.

### **CM Update**

Joe Vetro stated the outstanding items are line striping on the parking lot and landscaping.

- Mike DelMonaco asked if the toggle switches on the fume hoods were installed. Joe stated the change order is up for approval at this meeting.
- Mike DelMonaco asked for the commissioning final report. Joe stated he should have the report within the week.

Joe stated that the electrician will be on site to fix one of the light poles in the new parking lot and install the heater in the girl's locker room.

### **Architects Update**

Christin O'Hare stated CommNet has been out making sure everything is up and running in the TV studio. Langan has been closing out punch list items and will be back in the spring for final items. They will be following up with James that all FF&E items are closed.

- Maureen Clegg asked if all technology was up and running in the auditorium. Christine stated CommNet is working on a connection to the broadcast studio, otherwise everything is up and running.

### **Approvals**

#### **Proposed Change Orders**

Don Kellogg made a motion to approve PCO 223 for the High School Project dated June 24, 2024, for PR 023 bleacher gate hardware mounting plates, in the amount of \$1,973.00. Maureen Clegg seconded the motion. **Vote: 4-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 224 for the High School Project dated July 19, 2024, for PR 048 lab hood switch controls, contingent upon fire marshal signoff, in the amount of \$11,182.00. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

- It was mentioned that the cost of the signage was not included.
- Mike DelMonaco asked if the toggle switch will also silence the flow alarm that would go off when the fan is off. Christine O'Hare stated she will verify that.

Don Kellogg made a motion to approve the middle school flooring proposals dated May 4, 2024, and July 6, 2024, requisition and 50% deposit for the High School Project for Carpets to You, in the amount of \$46,228.00. Maureen Clegg seconded the motion.

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

- Members noted the flooring was never included in the construction documents. Christine O'Hare stated this will be added to the E&O log.

- Don Kellogg noted that 50% deposit is not typical. Mark stated that this is the school's flooring vendor, and the request is part of school arrangement with the vendor.

### **Proposals**

Don Kellogg made a motion that the Permanent Building Committee approve an increase to Colliers Project Leaders PO 2000 0042 for the CELA project in the amount of \$75,000.00, for ongoing project management services. David Zeh seconded the motion.

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

- Colliers noted this for the Consolidated demolition only and does not include bus lot construction.

### **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 July 23, 2024, in the amount of \$3,662.75. David Zeh 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 July 23, 2024, in the amount of \$421,137.99. Mike DelMonaco seconded the motion. **Vote: 4-0-0 (Motion approved)**

### **Closing Public Comment**

### **Adjournment**

Don Kellogg motioned to adjourn at 8:09 p.m. Maureen Clegg seconded the motion.

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

**Submitted by:** Naomi Magoon

Received by email on 08/26/2024 @ 12:33 p.m.  
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield