



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

**MEETING MINUTES**

**Tuesday, September 10, 2024, 7:30 p.m.  
Virtual meeting via Zoom**

**Members present:** Don Kellogg (Chair), Mike DelMonaco (Vice-chair), Maureen Clegg, Nick Ciminello, David Zeh, Michael Coates (Alternate)

**Members absent:** Rory Langguth (Alternate), Mark Havira (Alternate)

**Others Present:**

**NF Selectman:** Thomas Perkins

**NF Superintendent of Schools:** Dr. Ken Craw

**NFHS Principal:** James D'Amico

**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**

Don Kellogg welcomed Michael Coates to the PBC as an alternate member.

**Opening Public Comment**

**Approval of minutes**

Don Kellogg made a motion to approve the meeting minutes from 8/27/2024. David Zeh seconded the motion. **Vote: 5-0-0 (Motion approved)**

**OPM Update**

Mark Schweitzer provided these updates:

- PCO 226 is up for approval for the final balance for unsuitable soils in the North parking lot
- PCO 227 for the town's storage boxes near the pool entrance, shared cost with Richards
- North parking lot is done, school is using it
- Demolition on at the old Consolidated sight will begin shortly

- East Lake crosswalk plans have been reviewed by the town engineer. Colliers will schedule a meeting to discuss.
- Propane at the High School: There is a plan in place to set up the High School kitchens with a temporary propane feed.
  - Don Kellogg asked Mark if the roofing contractor will be involved in the roofing portion of the installation, so the roof remains under warranty. Mark confirmed that the roofing contractor will be involved.
  - Mike DelMonaco asked what will prevent odor fade with the new temporary line. Mark Schweitzer stated they are still working on the plan. Don Kellogg added there is concern that low pressure in the school system is causing a negative pressure at the outlets during the initial opening of the valves. Members briefly discussed the system pressure for the science labs.
  - Nick Ciminello asked if we had received analysis on the shavings taken from the system a couple of weeks ago. Mark stated the shavings were sent to a lab in Texas and they have not received any updates.
  - Nick Ciminello asked why the pressure in our system would differ from that of any other system. Don Kellogg requested that Amtec be included in the next PBC call to provide a clear explanation of the issues occurring with the propane system.
  - Maureen Clegg asked how quickly the temporary propane can be installed for the kitchen and culinary spaces. Mark Schweitzer stated it would take about a week and a half upon approval.
  - Don Kellogg asked for an update on the CELA playground. Mark informed the group that meeting will be held with Kompan and Langan to determine the path forward.

### **CM Update**

Joe Vetro stated the landscaper has finished the seeding and tree planting at the High School. The fencing at the Consolidated demolition site will be installed at the end of next week. Once completed, the abatement contractor will begin their work inside the building. Site work is on hold until the DEP permit is received.

- Mike DelMonaco asked if the fume hoods at the high school are working. Joe stated that the switches were installed but the sensor on the fume hood is being triggered. He is still working on the issue.
- Mike DelMonaco asked for an update on the water heater. Joe confirmed that they performed an inspection of the water heater. Joe reported that the unit is not causing any discoloration of the water. Water samples have been taken and results should be back Friday.
- Mike DelMonaco asked for the commissioning final report. Joe confirmed that he and Mark are working to get the report finalized and signed.

### **Architects Update**

Christin O'Hare stated they are working on the East Lake crosswalk and planning to have a meeting soon to determine next steps.

- Don Kellogg asked if all the AV and broadcast equipment is up and running. Christine confirmed they are still working on some reprogramming to allow some additional functionality in the dining commons.
- David Zeh asked if there would be warning lights for the crosswalk. Christine O'Hare confirmed there are several speed reducing features as part of the design.
- Nick Ciminello asked when the report for the alternate bus lot sites would be ready. Scott Pellman stated they are hoping to have the report soon.

## **Approvals**

### **Proposals**

Don Kellogg made a motion to approve the Hygenix proposal dated January 16, 2024, and increase PO 2300 0527 in the amount of \$94,098.00 for revised project monitoring of Consolidated School. Maureen Clegg seconded the motion.

**Vote: 5-0-0 (Motion approved)**

### **Proposed Change Orders**

Don Kellogg made a motion to approve PCO 226 for the High School Project dated September 6, 2024, for unsuitable soil balance – north parking area, in the amount of \$6,484.00. David Zeh seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion to approve PCO 227 for the High School Project dated September 6, 2024, for set owner outdoor storage boxes, in the amount of \$2,362.00. David Zeh seconded the motion. **Vote: 5-0-0 (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. David Zeh seconded the motion.

**Vote: 5-0-0 (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 September 10, 2024, in the amount of \$1,549.48. Nick Ciminello seconded the motion. **Vote: 5-0-0 (Motion approved)**

Don Kellogg made a motion that the Permanent Building Committee approve the invoice packet for the High School project dated September 10, 2024, in the amount of \$1,200.00. David Zeh seconded the motion. **Vote: 5-0-0 (Motion approved)**

## **Closing Public Comment**

Selectman Thomas Perkins stated that no town funds should be used to fix the propane issue at the high school.

**Adjournment**

Don Kellogg motioned to adjourn at 8:05 p.m. Maureen Clegg seconded the motion.

**Vote: 5-0-0 (Motion approved)**

**Submitted by:** Naomi Magoon

Received by email on 09/23/2024 @ 2:45 p.m.  
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield