

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

**MINUTES
Regular Meeting
Tuesday, January 14, 2020
New Fairfield Community Room
33 Route 37 North
New Fairfield, CT**

Members Present: Mike Del Monaco (Vice Chair), Ann Brown, Don Kellogg, Ed Sbordone (Alternate)

Members Absent: George Martignetti (Chair), Dominic Ricci (Alternate)

Others Present: Anthony Yorio (Alternate Member Designate), Rich Sanzo (BOE Director of Business and Operations), Pat Cosentino (Superintendent of Schools), Phil Ross (BOE Director of Buildings and Grounds), Charles Warrington (Director of Project Management, Colliers Int'l. Project Leaders), Scott Pellman (Senior Project Manager, Colliers Int'l. Project Leaders), Peter Bachmann (Principal, JCJ Architecture)

Call to order

A quorum being present, and in the absence of Chairperson Martignetti, Vice Chairperson Del Monaco called the meeting to order at 7:31 p.m.

Committee Appointment

Mr. Del Monaco introduced alternate member designate Anthony Yorio.

Opening Public Comment and Participation

None.

Correspondence and Announcements

None.

Approval of Minutes

Ms. Brown moved that the minutes of the Committee's special meeting of December 23, 2019 be approved as circulated; Mr. Kellogg seconded. The motion was carried unanimously (3-0-0).

Old Business

• **School Projects Contracts**

Dr. Sanzo reported that the legal review of contracts for JCJ Architecture and Colliers Project Leaders is ongoing. He anticipates that the review will be completed in time for the PBC to consider approval of the contracts at the next meeting.

- **Town Buildings Inspections**

Mr. Kellogg reported that, as Mr. Martignetti had performed inspections of some buildings, he has contacted him via email requesting the report from his inspections. Mr. Del Monaco confirmed that he had also performed some inspections, and had sent his findings to Mr. Martignetti. Mr. Kellogg has also emailed Lloyd Decker, Department of Public Works Building Manager, to ask how long the remaining inspections would take. He awaits responses from both Mr. Martignetti and Mr. Decker, and hopes to report observations and recommendations to the committee at the next meeting.

New Business

- **School Projects**

Dr. Sanzo advised the committee that a project kickoff meeting with CT's Office of School Construction Grants & Review (OSCG&R) is scheduled for January 29, 2020. Although the town's school projects are on the state's priority list, he suggested that it would be very valuable for members of the PBC to participate.

Mr. Pellman distributed the following documents to the committee:

- Draft Design and Bid Project Schedule
- Draft Milestone Schedule (incorporating input from JCJ)
- Updated Project Budgets

Mr. Pellman emphasized that the timely engagement of a commissioning agent and a construction manager are critical to successful schedule realization. Colliers recommend the following timetable for these engagements:

- Commissioning Agent

Advertise qualifications/proposal	January 30, 2020
RFQ/RFP due	February 21, 2020
Shortlist	February 25, 2020
Notify Shortlist	February 26, 2020
Interviews	March 10, 2020 (backup March 24, 2020)
- Construction Manager

Advertise qualifications	February 13, 2020
RFQ due	March 4, 2020
Shortlist	March 10, 2020
Notify Shortlist/Issue RFP	March 11, 2020
RFP due	April 7, 2020
Interviews	April 14, 2020

This schedule is predicated upon a review of the Commissioning Agent RFQ/RFP and a discussion of the project delivery method at the PBC's January 28, 2020 meeting, and a review of the Construction Manager RFQ at the PBC's February 11, 2020 meeting. The committee was amenable to this schedule.

Mr. Pellman said that Colliers will assist the town in drafting the notices for both project participants, to be advertised on the town's website, the CT Department of Administrative Services, and the *Town Tribune*. Mr. Pellman observed that the Construction Manager RFQ should be established in two stages, schematic phase and design development phase. He advised that structuring this process should be finalized at the next PBC meeting.

Mr. Warrington emphasized the distinction between the construction and FF&E budget (hard costs) and the total budget. Project architect and OPM are obliged to manage the projects within hard cost parameters. He reminded the committee that Colliers will monitor all line item expenditures in real time, in order to facilitate reconciliations with the town's finances and mandatory reporting to the state.

Mr. Bachmann reported that JCJ will establish a schedule of programmatic presentations and meetings with project stakeholders, including students, faculty, staff, the public, public authorities, food service providers, and utility providers. He emphasized that all such meetings will be subject to PBC approval. The proposed meeting schedule is February to March 2020.

- **Videotaping PBC Meetings**

Mr. Del Monaco moved that future meetings of the PBC should be videotaped; Ms. Brown seconded. The motion was carried unanimously (3-0-0).

Other New Business

- **Meeting Schedule Change**

Dr. Sanzo requested that the April 14, 2020 meeting be rescheduled to April 7, 2020 in order to accommodate the school district's spring vacation. Mr. Del Monaco moved that the first meeting in April be changed from April 14 to April 7; Mr. Kellogg seconded. The motion was unanimously approved (3-0-0).

- Mr. Del Monaco reported that Mr. Martignetti had resigned from the committee. He stated that he will serve as chairperson pro tem at the January 28, 2020 meeting. He invited nominations for new committee members and a new committee chair to be sent to the First Selectman.

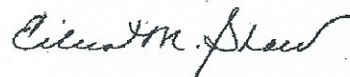
Closing Public Comment

None.

Adjournment

Mr. Del Monaco moved to adjourn the meeting at 8:35 p.m.; Mr. Kellogg seconded. The motion was carried unanimously (3-0-0).

Respectfully submitted,



Eileen M. Shaw
Recording Secretary

Received for Record

JAN 15 2020

at 4:35 p.m. and recorded by



Pamela J. Dohan, Town Clerk, New Fairfield, CT