

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

MINUTES

**Regular Meeting
Tuesday, February 25, 2020 at 7:30 p.m.
New Fairfield Community Room
33 Route 37 North
New Fairfield, CT**

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

Members Absent: George Martignetti, Anthony Yorio (Alternate)

Others Present: Tony Iadarola (Town Engineer), Christine O'Hare (Project Manager, JCJ Architecture), Scott Pellman (Senior Project Manager, Colliers Int'l. Project Leaders), Rich Sanzo (BOE Director of Business and Operations), Pat Del Monaco (First Selectman/ex-officio), Rick Regan (BOE Member)

Call to order

A quorum being present, Vice Chairperson Del Monaco called the meeting to order at 7:30 p.m.

Opening Public Comment and Participation

None.

Correspondence and Announcements

Mr. Del Monaco announced that George Martignetti had rejoined the PBC.

Approval of Minutes

Mr. Del Monaco made a motion that the minutes of the Committee's regular meeting of February 11, 2020 be approved as circulated; Ms. Brown seconded. The motion was approved unanimously (4-0-0).

High School and CELA/MHHS Building Projects

- **Architect Update** – Ms. O'Hare presented JCJ's initial milestone schedule for the schematic design phase for both projects. She stated that initial programming meetings with staff and faculty for both projects had been concluded. JCJ has developed draft design programs for both projects based upon District educational specifications as refined by input from the programming meetings. They have delivered the draft programs to Dr. Sanzo for review by District administration and the Board of Education. JCJ anticipates that program diagrams (positioning and shape of the buildings in two dimensions), including a schedule of programming space requirements, will be available for PBC review prior to the Committee's March 10th meeting.

Ms. O'Hare noted that facilities/site programming/MEP systems meetings would occur in

early March, and that site surveys for both sites should be concluded by the end of the first week in March. She said that a design of site plans and MEP systems would be available prior to the March 24th meeting of the Committee.

Dr. Sanzo emphasized that PBC members were welcome to attend these meetings, and should contact him if interested. He also noted that a “kick-off” meeting for planning, zoning, building, health and water officials will take place in the third week of March (date to be determined). PBC members are welcome.

Ms. O’Hare stated that JCJ’s intention was to deliver a schematic design package to the PBC by the April 14, 2020 meeting, in order to deliver to the estimator by April 17, 2020.

- **OPM Update** – Mr. Pellman confirmed that Colliers will integrate JCJ’s milestone schedule into their own master milestone schedule. He also said that Colliers will circulate JCJ’s schematic design documents electronically to PBC members prior to meetings in a format that will provide for Committee comments and suggestions. Colliers will always make one hard copy of said documents available at PBC meetings.

Messrs. Pellman and Sbordone reported that Town financial architecture is in place to facilitate synchronization with Colliers’ electronic financial tracking system.

Mr. Pellman and Dr. Sanzo reported a successful meeting with OSCG&R Director Kosta Diamantis on February 21st, and said that Director Diamantis is, overall, supportive of the projects. Dr. Sanzo reported that Mr. Diamantis has suggested the potential necessity for additional non-priority grant applications for central BOE office space and ADA/code upgrades to school server and lockers space. Dr. Sanzo observed that this may be advantageous for the Town, as the space associated with the BOE central office would not count toward the space standard for the High School or CELA. Such non-priority grant applications may be submitted at any time, and would not be submitted (if at all) prior to schematic design estimates. Dr. Sanzo also observed that submitting the additional grant applications could facilitate overall optimization of state reimbursement for the projects. Mr. Pellman stated that all submitted grant proposals would be considered by the state as one integral project.

- **Commissioning Agent** – Mr. Pellman distributed a summary of Commissioning Agent RFQ/RFP’s. He stated that, ideally, a Commissioning Agent should be engaged by the end of March. The consensus of PBC members was that they would short list no more than two firms at the March 10th meeting, with a view to either scheduling interviews with those firms or making a final selection by March 24th.
- **Construction Delivery Method** – Pursuant to publication of Construction Manager RFQ (February 13, 2020), and preparatory to RFP issuance, the Committee resumed discussion of CM delivery method. Dr. Sanzo reported that when the subject of delivery method was broached with OSCG&R Director Diamantis, the Director was supportive of the Committee’s predisposition for a CM plus fee delivery method, while emphasizing that the final decision was entirely the Committee’s. Mr. Kellogg made a motion that the Committee accept a CM as constructor plus a fee delivery method (CM w/fee) for both projects. Ms. Brown seconded the motion. The motion was approved unanimously (4-0-0).

Mr. Pellman reported that two of the proposing CM firms had requested a relaxation of the minimum requirement for completed middle and high school projects, where the firms had experience in non-school projects of similar size and complexity. The Committee was not amenable to relaxing this requirement.

- **OPM Contracts** – Dr. Sanzo reported that the legal and risk management review of the contracts for Colliers Project Leaders has been concluded. Mr. Del Monaco moved that the Owner’s Project Manager contracts with Colliers be approved, and that he be designated as PBC executor. Mr. Kellogg seconded. The motion was approved unanimously (4-0-0).
- **Approval of Requisitions** – Dr. Sanzo presented project requisition proposals based upon expected project expenditures, to wit:

- Cohen & Wolf legal services for High School Project, for \$5000;
Cohen & Wolf legal services for CELA Project, for \$5000

Mr. Del Monaco made a motion that the PBC approve the proposed requisitions; Mr. Boniello seconded. The Committee approved unanimously (4-0-0).

- Hearst CT Media Group services for High School Project, for \$1000;
Hearst CT Media Group services for CELA Project, for \$1000

Mr. Del Monaco made a motion that the PBC approve the proposed requisitions; Mr. Boniello seconded. The Committee approved unanimously (4-0-0).

- Colliers Project Leaders OPM services for High School Project, for \$975,937;
Colliers Project Leaders OPM services for CELA Project, for \$467,361

Mr. Del Monaco made a motion that the PBC approve the proposed requisitions; Mr. Kellogg seconded. The Committee approved unanimously (4-0-0).

- **Approval of Invoices** – Mr. Pellman distributed an invoice package for the High School Project:

New High School Project Invoices

Company	Invoice #	Date	Amount
Colliers	5009	1/31/2019	\$5,821.85
CT Media Group	Architect Ad	10/8/2019	\$159.29
CT Media Group	OPM Ad	11/15/2019	\$159.53
Cohen & Wolf	75840	11/8/2019	\$901.25

Total \$7,041.92

Mr. Del Monaco made a motion to approve the invoices in the High School invoice packet; Mr. Kellogg seconded. The motion was approved unanimously (4-0-0).

Mr. Pellman distributed an invoice package for the CELA Project:

CELA/MHHS Project Invoices

Company	Invoice #	Date	Amount
Colliers	5010	1/31/2019	\$3,496.90
CT Media Group	Architect Ad	10/8/2019	\$159.28
CT Media Group	OPM Ad	11/15/2019	\$159.52
Cohen & Wolf	75840	11/8/2019	\$901.25
Total			\$4,716.95

Mr. Del Monaco made a motion to approve the invoices in the CELA invoice packet; Mr. Kellogg seconded. The motion was approved unanimously (4-0-0).

Dr. Sanzo noted that, going forward, Colliers will distribute invoice packages prior to the Committee's second meeting every month.

Potential Purchase of 78 Gillotti Road

Mr. Del Monaco made a motion that Committee members enter an executive session to discuss this item, and invite Dr. Cosentino, Dr. Sanzo, and Ms. Del Monaco to join them. Ms. Brown seconded the motion. The motion was approved unanimously (4-0-0). The aforementioned individuals entered executive session at 8:29 p.m. Mr. Del Monaco made a motion that the aforementioned individuals exit executive session at 8:40 p.m. Mr. Kellogg seconded the motion. The motion was approved unanimously (4-0-0).

Town Buildings Inspections

Mr. Kellogg reported that he had completed town building inspections. His results must be amalgamated with those of Mr. Martignetti. A final report will be submitted to the Board of Selectmen.

Election of Chairperson

Mr. Del Monaco made a motion to table this item until the March 10th meeting of the Committee; Mr. Kellogg seconded. The motion was carried unanimously (4-0-0).

Closing Public Comment

BOE Member Rick Regan spoke to the issue of vehicular traffic circulation if the new High School and the Middle School go on the same schedule, given the high proportion of car traffic relative to bus

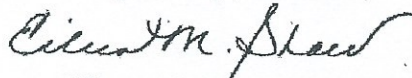
traffic. Ms. O'Hare stated that traffic circulation will be taken into consideration during the schematic design phase. Mr. Regan offered documentation of prior BOE traffic studies should it be of value to JCJ when the firm does its own traffic study. Dr. Sanzo stated that, although a decision regarding the school schedules has not been finalized, the potential for one schedule has been codified in the educational specifications to ensure that it is a design consideration.

Ms. Monica Thiel, 66 Gillotti Road, spoke to issues of traffic congestion and speed, noise, litter, invasive lighting and student trespass that she and other neighbors of the High School experience. She voiced concern that these issues will be exacerbated if the new High School is sited closer to Gillotti Road, and will be compounded by additional view blockages.

Adjournment

Mr. Del Monaco made a motion to adjourn the meeting at 8:48 p.m.; Ms. Brown seconded. The motion was carried unanimously (4-0-0).

Respectfully submitted,



Eileen M. Shaw
Recording Secretary

Received for Record MAR 02 2020

at 4 h 49 m P and recorded by PJ Dohan

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