

**Permanent Building Committee**  
**Tuesday, October 29, 2019**  
**7:00 pm**  
**Community Room at 33 Route 37**  
**MINUTES**

**Call to Order**

A special meeting of the Permanent Building Committee was held on Tuesday, October 29, 2019 at 7:00 p.m. at the Community Room at 33 Route 37. The meeting was called to order at 7:01pm by Michael Del Monaco. Members in attendance: Ann Brown, Michael Del Monaco, Don Kellogg, Andre Lisee (Alternate), George Martignetti, Olga Nanocchio, and Ed Sbordone (Alternate). Dominic Ricci (Alternate) was not in attendance.

Guests- BOE Director of Business and Operations Dr. Rich Sanzo, First Selectman Pat Del Monaco, Superintendent of Schools Dr. Pat Cosentino, BOE Director of Buildings and Grounds Phil Ross, BOE member Rick Regan and Chuck Warrington (Colliers)

Michael Del Monaco welcomed Ann Brown as a full voting member to the Permanent Building Committee and thanked former Chairman Pete Viola for all his hard work and commitment to the PBC.

**Appointments**-None

**Public Comment**-None

**Approval of Minutes- October 8, 2019**

**MOTION:** Michael Del Monaco made a motion to approve the minutes of the October 8, 2019 regular meeting as presented. George Martignetti seconded the motion.

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

**Election of Chairman**

Olga Nanocchio nominated George Martignetti to serve as Chairman of the PBC. Don Kellogg seconded the motion. **Vote: 5-0-0 (Motion approved)**

There were no other nominations and George Martignetti was unanimously elected chairman of the PBC.

**Location and Time of future meetings**

Michael Del Monaco made a motion to change the time for future meetings to 7:30 pm and to hold them in the Community Room at 33 Route 37. George Martignetti seconded the motion. **Vote: 5-0-0 (Motion approved).**

### **School Projects**

George Martignetti spoke of the RFQ's (Request for qualifications) and spoke of a grading system in order to narrow down the firms. Main points of grading include experience, past performance, OSCGR experience (Office of School Construction Grants and Review) and the ability to proceed with two projects at once. It was noted that it is preferred that the same architect be used for both projects but each project must remain separate.

Members of the committee as well as Director of Business and Operations Dr. Rich Sanzo gave suggestions of firms. Members of the committee were asked to review the interested firms and bring opinions to the special meeting to be held on November 6<sup>th</sup>.

Chuck Warrington (Colliers) spoke of information that should be included in the RFP (Request for Proposal). He spoke of traffic studies, geotechnical information, budgets. There was a brief discussion of seasonal restrictions, hazmat, budgets and Furniture, Fixtures and Equipment (FFE). He recommended that an independent estimator for schematic designs.

Superintendent of Schools Dr. Pat Cosentino asked the committee to consider the possibility of constructing a pathway between MHHS/Consolidated Early Learning Academy and the Middle School/High School campus. There was also a discussion of the possibility of putting Administrative offices in either the High School or Middle School. The total square footage for these offices would be approximately 3,000 to 4,000 square feet and would house approximately 10-12 employees.

### **Review of RFQ/RFP for OPM**

Dr. Sanzo provided the committee with a first draft of the Request for Qualifications and Request for Proposal for the OPM (Owner's Representative Services). Members of the committee reviewed the draft and gave some suggestions for changes. There was a discussion of the appropriate number of days that the OPM should be on site. It was suggested that 2 ½ days per week would be an optimal amount. The committee also discussed budgets and scheduling.

### **Town Buildings Inspections and discussion**

George Martignetti noted that he will follow up with Lloyd Decker concerning the availability of dates for the Town Building Inspections and will report back to the committee.

### **New Business**

It was decided to hold a special meeting of the PBC on Wednesday, November 6<sup>th</sup> at 7:30 pm in the Town Hall Annex Conference Room.

### **Adjournment:**

**MOTION:** George Martignetti made a motion to adjourn at 9:16 p.m. Seconded by Michael Del Monaco- **All in favor**

