

**Permanent Building Committee Revised Meeting Minutes**

**New Fairfield, CT 06812**

**Tuesday, August 13, 2019**

**7:00 PM**

**Commissioners Present:**

Peter Viola

Ed Sbordone

George Martignetti

Olga Nanocchio

Andre Lisee

**Commissioners Absent:**

Mike Delmonaco

**Guests Present:**

Rick Regan- BOE

Marc Sklenka- Managing Director - Colliers

Chuck Warrington- Project Director - Colliers

Scott Pellman- Senior Project Manager - Colliers

Kris Hall- First Selectman

Dr. Richard Sanzo

**Call to Order:**

7:00 PM

**Public Comment:**

None

**Andre Lisee has been elevated to full voting member for this meeting.**

**Peter Viola made a motion to approve the meeting minutes from July 23, 2019. Seconded by Andre Lisee. All in favor. Vote 5-0-0.**

**Update on School project-**

Dr. Richard Sanzo stated that tours for the New Fairfield Public Schools were still open, including an upcoming tour on August 21, 2019 at 6 pm at Consolidated. Final resolutions for bonds are in the process to be approved.

**Colliers- Project Leaders**

Marc Sklenka had stated that Colliers augments New Fairfield's staff to represent New Fairfield exclusively, as they are not contractor reps, they are strictly owners representatives.

When a contractor submits a change order; it will go to Colliers who will navigate through the design team, then ultimately us (ownership/client). Field Items and or conflicts will be tracked. These items will be compiled onto a log. This log will correlate to potential impacts or costs. This will be shared regularly with client,

via Collins proprietary software. This software is “live”, providing a client dashboard as well.

The document portal will be available for clients to access all meeting minutes, schedules, specifications and any additional project information. Several intensive design reviews are conducted of any found issues and then forwarded to the design team for further inspection, including but not limited to VE or “value engineering”.

Financial management of Colliers includes the review of invoices, requisitions, and changes, ensuring the delivery of the items stated on the invoices. Every invoice is tracked based on the focus of the project budget. Monthly financial reports are additionally generated.

The construction manager’s schedule is also monitored and posted as well, indicating day to day procedures. Consistency is also monitored, ensuring everything is running in a timely manner. Milestone schedules are also incorporated into the project, including a detailed analysis of day to day and week to week progress. These schedules are constantly evolving as a working fluid document to inform everyone about short term changes and processes in the

project. The schedules are regularly monitored to ensure they match the application of payments. All of these procedures tie into quality control.

Colliers job is to carefully analyze the overall total project budget.

PLA is a project labor agreement, indicating 100% union relation on the designated project. Costs are usually raised by 10%, and there are typically less bids and competition. PLA requires all contractors, unionized/non-union to enter into a union contract agreement.

Any major project consists of building construction costs (bricks, wood), related construction work (site work, landscaping, parking, utilities), furniture and fixtures, fees and expenses (consultants, legal, surveys), and contingency. Contractors are responsible for the building construction and escalation. Architects are responsible for the design and can be additionally contracted for the design of interior features (chairs, tables). These additional fees, expenses, and contingencies are not covered by Colliers representatives. Colliers ensures that no part of the budget is overspent. Contingencies are subjective. Typically 5% of the constructive contingency is taken along with another 5% as the owners contingency.

The RFQ is tailored to give a detailed analysis of environmental and architectural factors, and Colliers job is to ensure that the analysis is as in depth as possible.

They are modified specifically for clients. The RFQ is then submitted to the town attorney for further review. Once reviewed, the RFP is then attached to the shortlist of the RFQs once received back from the town attorney.

\$50,000 is the legal baseline budget for legal fees. \$5,000 or \$10,000 can additionally be included to cover contracts.

Timeline-

The process of architect selection is about 2 to 3 months in duration.

Building committee and BOE approval is required along with approval from the state, with a duration of about 2 months. The anticipated deadline is Fall 2023.

**Peter Viola made a motion to adjourn the meeting at 8:32. All in favor. 5-0-0.**

**Revisions made by George Martignetti on August 27, 2019.**

Received for Record AUG 29 2019  
at 10 <sup>h</sup> 38 <sup>m</sup> <sup>A</sup> and recorded by  
*[Signature]* - ATC  
-mela J. Dohan, Town Clerk, New Fairfield, CT