

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

**MINUTES**

**Special Meeting  
Thursday, December 5, 2019 at 5:00 p.m.  
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:** Rich Sanzo (BOE Director of Business and Operations), Phil Ross (BOE Director of Buildings and Grounds), Pat Cosentino (Superintendent of Schools)

**Call to order**

A quorum being present, and in the absence of Chairperson Martignetti, Vice Chairperson Del Monaco called the meeting to order at 5:00 p.m. Mr. Del Monaco moved that Mr. Sbordone be elevated to the status of regular member for the duration of the meeting. Mr. Kellogg seconded. The motion was carried unanimously (3-0-0).

**Opening Public Comment and Participation**

None.

**Correspondence and Announcements**

None.

**Approval of Minutes**

Mr. Del Monaco moved that the minutes of the Committee's regular meeting of November 26, 2019 be approved as circulated; Ms. Brown seconded. The motion was carried unanimously (4-0-0).

**Old Business**

• **Town Buildings Inspections**

Mr. Del Monaco reported that public building inspections by him and Mr. Martignetti are ongoing. He anticipates that inspections will be completed by the second week in January 2020. He and Mr. Martignetti will report their observations and recommendations to the Committee at its January 14, 2020 meeting, in order to facilitate the determination of the 2020 maintenance and planned capital expenditure budgets scheduled to take place during the second half of January.

- **School Projects**

- **Consolidated Early Learning Academy 8-24 referral** – Mr. Sanzo reported that the town's Planning Commission, at its November 30, 2019 meeting, had voted unanimously to render a positive 8.24 referral to the Board of Selectman for the proposed CELA.
- **Architect Interview Questions** – The Committee discussed sample architect interview questions that had been suggested by Colliers Project Leaders. Members recognized the importance of eliciting information from all proposing firms on the following interview topics:
  - balancing community accessibility and site safety and security during construction;
  - ability of proposing firms to meet design schedule, particularly if awarded both projects;
  - engagement of school faculty/staff in design process;
  - reconciling school staff design wishes with budget constraints;
  - assessment of project challenges and unique site elements;
  - consistency of architectural/engineering leadership throughout project duration;
  - incorporation of the unique learning/developmental characteristics of young children in the CELA design;
  - resolution of recent project errors/omissions, and strategies for avoiding similar problems in the future;
  - corporate vision for modern educational project design.

Mr. Sanzo agreed to distill the foregoing issues into a more streamlined series of interview questions which he will disseminate to Committee members prior to the interviews.

The short-listed firms (Friar Associates Inc., JCJ Architecture, QA&M Architecture, and the SLAM Collaborative) will be interviewed at the Committee's December 10, 2019 meeting. The interview format will consist of a 40-minute presentation followed by a 15-minute question and answer period. Interviews will take place in alphabetical order, and will be conducted in an executive session, to forestall competing firms being present at one another's interviews.

- **OPM RFQ's Review** – The Committee discussed the relative qualifications for proposing OPM firms. Consensus was that two of the proposing firms, Colliers Project Leaders and the Morganti Group, possess the minimum requisite qualifications. Mr. Kellogg moved that Colliers Project Leaders and the Morganti Group be invited for interview; Mr. Sbordone seconded. The motion was unanimously carried (4-0-0).

The two firms will be interviewed at the Committee's December 17, 2019 meeting. The interview format will consist of a 40-minute presentation followed by a 15-minute question and answer period. Interviews will take place in alphabetical order, and will be conducted in an executive session, to forestall competing firms being present at one another's interviews.

- **Review of available site/floor and M/E/P plans** – Mr. Ross reported that proposing architectural firms have undertaken only limited consultation of available school plans thus far. He noted that only floor plans have been digitized to date; utility and M/E/P plans are available in hard copy. Existing plans for Meeting House Hill School are more accurate than those for the other schools. Mr. Ross suggested that once the Committee has issued a notice of award for architectural services, the awarded firm be invited to access all available plans. Notwithstanding that access, given the age and inconsistent accuracy of existing plans, it will be imperative that the awarded firm field verify all dimensions and existing conditions (floor plan drawings, existing M/E/P systems, and site/civil/utility drawings).
- **Office of School Construction Grants and Review update** – Mr. Sanzo reported that the CT Department of Administrative Services OSCGR has advised the town that the state reimbursement rate for both projects has been increased by approximately .5% over original forecasts, to 38.22% for CELA and 28.22% for the new high school.

**New Business**

None.

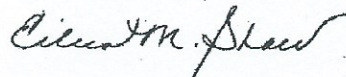
**Closing Public Comment**

None.

**Adjournment**

Mr. Del Monaco moved to adjourn the meeting at 5:44 p.m.; Ms. Brown seconded. The motion was carried unanimously (4-0-0).

Respectfully submitted,



Eileen M. Shaw  
Recording Secretary

**DEC 09 2019**

Received for Record

at 4 h 13 m P M and recorded by



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