

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

**MINUTES
Special Meeting
Tuesday, March 18, 2020 at 7:30 p.m.**

Venue/Meeting Access:

Web: <https://us04web.zoom.us/j/132611066>
Dial In: (929) 205-6099 Meeting ID: 132611066#

Members Present: George Martignetti (Chair), Paul Boniello, Ann Brown (joining at 7:39 p.m.), Mike Del Monaco, Donald Kellogg

Members Absent: Ed Sbordone (Alternate), Anthony Yorio (Alternate)

Others Present: Christine O'Hare (Project Manager, JCJ Architecture), Peter Bachmann (Principal, JCJ Architecture), Charles Warrington (Director of Project Management, Colliers Int'l. Project Leaders), Scott Pellman (Senior Project Manager, Colliers Int'l. Project Leaders), Mark Schweitzer (Colliers), Phil Ross (BOE Director of Buildings and Grounds)

Call to order

A quorum being present, Chairperson Martignetti called the meeting to order at 7:33 p.m.

Pledge of Allegiance

Opening Public Comment and Participation

None.

Short List Construction Management (CM) Firms

The Committee considered the qualifications for the nine firms submitting qualifications for the position of Construction Manager.

Mr. Martignetti moved that the following four firms be interviewed:

- Downes Construction Company, New Britain, CT
- Fusco Corporation, Glastonbury, CT
- Gilbane Corporation, Glastonbury CT
- O&G Industries, Torrington CT

Mr. Kellogg seconded. The motion was approved unanimously (**5-0-0**).

Finalize CM RFP

The Committee discussed the RFP that had been proposed by Colliers.

Mr. Boniello suggested emendations for building information modeling and critical path management.

Mr. Kellogg moved that the RFP proposed by Colliers, as amended by Mr. Boniello's suggestions, be approved. Mr. Martignetti seconded. The motion was approved unanimously (5-0-0).

Colliers' proposed schedule for CM is:

- RFP Issue Date: March 19, 2020
- Site Visit for Proposers: To be determined
- Written Proposals and Fee Proposals Due: April 2, 2020
- Interviews: April 7, 2020

Commissioning Agent (Cx) Selection

The Committee entered executive session in order to interview firms proposing for Commissioning Agent (Innovative Engineering Services, LLC, and Sustainable Engineering Solutions), to wit: Mr. Martignetti moved that the Committee enter executive session, inviting Mses. O'Hare and Shaw, and Mssrs. Warrington, Pellman, Bachmann, Schweitzer and Ross, at 8:08 p.m.

The Committee exited executive session, to wit: Mr. Martignetti moved that the Committee exit executive session at 9:45 p.m. Mr. Del Monaco seconded. The motion was approved unanimously (5-0-0).

Mr. Martignetti moved that the final decision regarding the selection of Cx be tabled until the regular meeting on March 24 2020; Mr. Kellogg seconded. The motion was approved unanimously (5-0-0).

School Building Projects Requisitions and Invoices

- Mr. Pellman presented **project requisition proposals** based upon expected project expenditures, to wit:

- High School Project
Standard & Poor's bond rating services \$ 10, 312.50

Mr. Martignetti made a motion that the PBC approve the proposed requisition; Mr. Del Monaco seconded. The Committee approved unanimously (5-0-0).

- CELA Project
Standard & Poor's bond rating services \$ 6,187.50

Mr. Martignetti made a motion that the PBC approve the proposed requisition; Mr. Boniello seconded. The Committee approved unanimously (5-0-0).

- Mr. Pellman presented **project invoices**, to wit:

– High School Project

Company	Invoice #	Date	Amount
Colliers	5413	2/29/20	\$7,942.60
S&P	11388557	3/13/2020	\$10,312.50
Total			\$18,255.10

Mr. Martignetti moved that the High School invoice packet be approved; Ms. Brown seconded. The motion was approved unanimously **(5-0-0)**.

- Mr. Pellman presented **project invoices**, to wit:

– CELA/MHHS Project Invoices

Company	Invoice #	Date	Amount
Colliers	5414	2/29/20	\$7,249.71
S&P	11388557	3/13/2020	\$6,187.50
Total			\$13,437.21

Mr. Martignetti moved that the CELA invoice packet be approved; Mr. Del Monaco seconded. The motion was approved unanimously **(5-0-0)**.

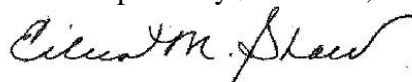
Closing Public Comment

None.

Adjournment

Mr. Martignetti moved to adjourn the meeting at 10:00 p.m.; Mr. Del Monaco seconded. The motion was carried unanimously **(5-0-0)**.

Respectfully submitted,



Eileen M. Shaw
Recording Secretary

Received by Email on 3/23/2020 @ 2:28 pm
by Pamela J. Dohan, Town Clerk, New Fairfield