

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

**MINUTES**

**Regular Meeting**

**Tuesday, March 10, 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, Donald Kellogg, George Martignetti, Ed Sbordone (Alternate), Anthony Yorio (Alternate)

**Members Absent:** None.

**Others Present:** Christine O'Hare (Project Manager, JCJ Architecture), Peter Bachmann (Principal, JCJ Architecture), Jeffrey Elliott (Project Architect, JCJ Architecture), James LaPosta (Design Principal, JCJ Architecture), Charles Warrington (Director of Project Management, Colliers Int'l. Project Leaders), Rich Sanzo (BOE Director of Business and Operations), Pat Del Monaco (First Selectman/ex-officio), Rick Regan (BOE Member), Antonio Iadarola (Town Engineer), Phil Ross (BOE Director of Buildings and Grounds)

**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**

None.

**Election of Chairperson**

Vice Chair Del Monaco nominated Mr. George Martignetti for Chair of the PBC, and moved that his nomination be approved; Ms. Brown seconded the motion. The motion was approved unanimously (5-0-0). Mr. Martignetti took the chair for the remainder of the meeting.

**Approval of Minutes**

Mr. Martignetti moved that the minutes of the Committee's regular meeting of February 25, 2020 be approved as circulated; Mr. Del Monaco seconded the motion. The motion was approved unanimously (5-0-0).

**High School and CELA/MHHS Building Projects**

- **Architect Update** – Ms. O'Hare presented JCJ's up-to-date milestone schedule for the schematic design phase for both projects.

Mr. LaPosta delineated JCJ's program diagrams and programming space requirements for the CELA project. He stated that the guiding principles that inform the design are: blending school culture; connection to play/the outdoors; and breakout opportunities. These principles will be continually referenced as design proceeds. He presented a summary of JCJ's site analysis, site survey (including utilities, property lines, topography, parking), and existing program spaces.

Mr. LaPosta further presented a three-dimensional diagram of the existing building that will facilitate an initial code evaluation, serve as the basis for estimating documents, provide precise areas for square footage takeoffs, and show adjacencies of various spaces. He anticipates that a list of exact spaces will be available for the Committee's next regular meeting. He stressed that design goals include: safe and direct access to outdoor play; identification of potential shared spaces; reduction of travel time to special spaces; retention of existing play fields and spaces to the greatest degree possible; enhanced vehicular circulation; expanded parking; and development of connections to the outdoors.

Mr. Martignetti emphasized the importance of school security as a consideration in the building's design. Ms. O'Hare stated JCJ intends to have monthly meetings with the Safety and Security Committee during the design process.

Mr. Elliott delivered a similar presentation for the new High School. He said that the guiding principles informing the design for the High School project are building community, fostering collaboration, and putting learning on display. He displayed a preliminary graphic program, together with potential adjacencies, but stated that room-by-room detail is contingent upon site finalization. He presented four potential site diagrams for the new construction, and delineated the relative merits and disadvantages for each.

- **OPM Update** – Mr. Warrington stressed that April 17, 2020 is a key milestone date insofar as schematic design documents should be completed by that date, in order to commence design estimates shortly thereafter. He said that it is critical that a construction management firm be engaged by that date so that their schematic design estimates can be reconciled with JCJ's.
- **Commissioning Agent Short List** – The Committee completed its review of a bid summary of proposing Commissioning Agent firms that had been prepared by Colliers. Mr. Martignetti made a motion that the Committee interview two firms: Innovative Engineering Services, LLC, and Sustainable Engineering Solutions. Mr. Dell Monaco seconded the motion. The motion was approved unanimously (5-0-0).
- **Construction Manager Short List** – Short listing construction management firms was tabled until the next meeting.
- **Construction Manager RFP** – Approval of the draft RFP that had been circulated by Colliers was tabled until the next meeting.

- **Special Meeting Proposed** – Mr. Martignetti moved that a special meeting of the Committee be held on Wednesday, March 18, 2020, at 7:30 p.m. in order to take action on the following items:

- Short list firms for Construction Manager (CM)
- Finalize CM RFP
- Conduct interviews for Commissioning Agent (Innovative Engineering Services, LLC, and Sustainable Engineering Solutions)

Mr. Boniello seconded the motion. The motion was approved unanimously (5-0-0).

Colliers' proposed revised schedule for CM is:

- Short List: March 18, 2020
- 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

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

New High School Project Invoices

Company	Invoice #	Date	Amount
JCJ	2	2/29/20	\$95,483.26
<b>Total</b>			<b>\$95,483.26</b>

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

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

CELA/MHHS Project Invoices

Company	Invoice #	Date	Amount
JCJ	2	2/29/20	\$40,932.81
<b>Total</b>			<b>\$40,932.81</b>

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

**Closing Public Comment**

Mr. Rick Regan, BOE Member, requested that designs for both projects have the potential to accommodate future enrollment expansion, prior to their approval.

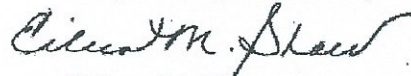
Ms. Claudia Thiel, 68 Gillotti Road, addressed the Committee. She inquired why the site that had been proposed for the new high school by QA&M Architecture during the 2019 public hearings, prior to the public referendum on the topic, been altered to the current proposed site recommendations by JCJ Architecture. She stated that most of the current proposed sites for the new school will be very close to her property, some within 35' of her property line. She further stated that the currently proposed sites would be problematic for her and other Gillotti Road residents due to the problems articulated at the February 25<sup>th</sup> meeting.

Ms. Monika Thiel, 66 Gillotti Road, addressed the Committee. She inquired why the Committee was not considering razing the existing High School, and erecting a new High School on the present site. She suggested that not doing so would eliminate current synergies with the existing Middle School. She stated that this was a contradiction with the proposed new CELA, which purports to enhance synergies between Consolidated and Meeting Hill House schools. She asked why the Town is not considering rebuilding on the original High School footprint, and exploring pedagogical options such as split sessions with the Middle School during construction. Ms. Thiel asked the Committee to consider objections that she raised at the February 25<sup>th</sup> meeting.

**Adjournment**

Mr. Martignetti moved to adjourn the meeting at 9:38 p.m.; Mr. Del Monaco seconded. The motion was carried unanimously (5-0-0).

Respectfully submitted,



Eileen M. Shaw  
Recording Secretary

MAR 12 2020

Received for Record

at 4:59 p.m. and recorded by



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