

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

**MINUTES
Regular Meeting
Tuesday, May 26, 2020**

Virtual Venue/Meeting Access:

Web: <https://zoom.us/j/99866269418>

Dial-In: 929-205-6099 Meeting ID: 998 6626 9418 #

Members Present: George Martignetti (Chair), Paul Boniello, Ann Brown, Mike Del Monaco, Donald Kellogg, Ed Sbordone (Alternate), Anthony Yorio (Alternate)

Members Absent: None

Others Present:

New Fairfield Public Schools Administrators: Dr. Pat Cosentino, James D’Amico, Phil Ross, Dr. Richard Sanzo

New Fairfield Fire Department: Michael Gill

BOF Members: Wes Marsh

BOE Members: Rick Regan

Colliers Project Leaders: Scott Pellman, Mark Schweitzer, Charles Warrington

JCJ Architecture: Peter Bachmann, Lauren Braren, Jeff Elliott, Christine O’Hare

Langan: Katy Gagnon, Michael Hunton

O&G Industries: David Cravanzola

Call to order

A quorum being present, Chairperson Martignetti called the meeting to order at 7:31 p.m.

Pledge of Allegiance

Opening Public Comment: None

Correspondence and Announcements: None

Approval of Minutes:

Mr. Martignetti moved that the minutes of the regular meeting of May 12, 2020 be approved as circulated; Mr. Kellogg seconded. The motion was approved unanimously (**5-0-0**).

High School and CELA/MHHS Building Projects

- **Architect Update**

Ms. O’Hare provided an update on milestones for both projects. JCJ has received CELA estimates from both JCJ’s independent estimator and Construction Manager O&G. JCJ and Colliers will conduct a reconciliation process for the two estimates preparatory to presenting the SD package to the PBC on June 9th. JCJ has delivered the preliminary SD package for the High School to both estimators. Estimates will be developed, and subjected to the same

reconciliation process. High School SD package delivery to the PBC is expected to occur on June 30th.

Mr. Del Monaco asked how he and other PBC members could submit sizable (i.e. too large for email) comments on the SD packages to the working team. Mr. Warrington said that Colliers will enable Committee members to upload comments to the Colliers SharePoint file folder. He will email the Committee instructions for uploading to the platform. JCJ is developing responses to Committee comments received thus far on the CELA SD package.

Ms. O'Hare stated that JCJ's recent focus for both projects has been the site questions posed by the PBC at their last meeting. She said that a meeting with JCJ's MEP engineering consultant will take place in the first week of June in order to address several of these issues.

CELA

Ms. O'Hare said that some architectural adjustments to the CELA plans were necessary to provide required access around the building. JCJ is considering two alternative site plans, and invited Committee comments on each. Ms. O'Hare also said that, at this point in SD, JCJ would typically be conducting its own real time traffic studies. Covid-19 related school closures have precluded current studies, and JCJ is relying upon former traffic studies and commentary from school administrators and Town officials.

Lauren Braren (JCJ) presented a revised floor plan that accommodates necessary perimeter access for fire apparatus and mechanical vehicles in the northeast quadrant of the building. She said that the adjustments would have no negative impact upon programmatic requirements. In response to a question from Mr. Yorrio regarding dialog with the Fire Department, Ms. Braren, Ms. O'Hare and Mr. Michael Gill of the NFVFD said that they have been communicating. Mr. Gill emphasized the need for fire apparatus access throughout the entire site. Ms. O'Hare said that JCJ will schedule a meeting with the Fire Department to discuss access for both campuses in greater detail. Dr. Sanzo also noted that the School Safety and Security Committee also intends to involve the Fire Department in their meetings.

Katy Gagnon and Michael Hunton (Langan) presented two options for updated site development plans, both including parking, bus drop-off, vehicular circulation (including maintenance and fire vehicle access), pedestrian circulation, access to play areas, and site security. Feature summaries of the two options are:

	Option A	Option B
Parking	200 spaces	200 spaces
Bus Parking	Regatta layout	Parallel layout
Parent Drop-off, Queuing, Campus vehicle capacity	Separate drop-off locations; 45 car capacity	One primary drop-off location; 58 car capacity
Pedestrian circulation	No need to cross bus drive aisle.	Crosses bus drive aisle; uses speed tables.
Play area	Linear design	Terraced design

Mr. Boniello and Mr. Yorrio observed that Option A appears safer for pedestrian circulation (no necessity to cross bus lane), and less prone to vehicular congestion and traffic flow interruption. Mr. Boniello also asked whether Option B would necessitate more crossing guards than Option A. Dr. Sanzo responded that the number of crossing guards would

remain the same notwithstanding the option selected; only the location of the guards would differ. Mr. Kellogg asked if the proposed vehicular circulation for Option B had been examined by radius turning software; Ms. O'Hare responded that it had. Both Dr. Sanzo and Mr. Kellogg emphasized the need for additional traffic flow data before the design can be finalized, and questioned whether staged pick-up/drop-off would be possible. Mr. Del Monaco asked whether security video of drop-off/pick-up is available; Dr. Sanzo said that security video is not retained for long periods.

High School

Ms. Gagnon presented an updated site plan for the High School, highlighting vehicular circulation, the bus loop, dual parent drop-off locations, improved queuing capacity, and optimized parking lot geometry.

Pursuant to a question regarding the size of the island between the bus and parent traffic loops, Mr. Yorio observed that the island could serve as a student "wait zone" for crossing the bus lane at the main entrance. He also suggested a similar island "wait zone" at CELA might address the student crossing situation there. Ms. Gagnon replied that, as the width of the median islands was the same in both designs, that solution is feasible.

Mr. Yorio also asked whether adequate buffer zones remained between the drive aisle and neighboring properties. Ms. Gagnon said that the buffer zones were approximately 50' wide, and the design maintains much of the existing landscaping, which should also contribute to visual buffering. Mr. Hunton commented that existing landscaping would be augmented by additional evergreen trees, and most of the existing stone walls would be retained.

Mr. Hunton presented an updated pedestrian circulation diagram. He observed that the central plaza would serve as a connective hub, both aesthetically and functionally, with pedestrian thoroughfares. JCJ's design plan for the plaza is characterized by durability, ease of maintenance, and flexibility of use. Pursuant to the discussion regarding loading and refuse collection that took place at the last meeting, Ms. O'Hare outlined two alternative options under consideration: 1) relocating the loading area to the rear of the Middle School, which would necessitate a new larger elevator, and 2) lightening the delivery load at the Middle School by shifting a large portion to the new High School. Mr. Yorio asked JCJ to consider a loading ramp and delivery portico at the rear of the Middle School, which would address the grade difference and obviate the need for a larger elevator.

Mr. Del Monaco asked that all future design diagrams include a scale.

- **OPM Update**

Mr. Pellman reported that Colliers' recent focus has been reviewing the CELA drawing package, and consolidating PBC comments on the package. The process included review from architectural, MEP engineering, and commissioning perspectives. CELA reconciliation will be completed by June 5th, and the reconciled SD package will be presented to the PBC on June 9th, with a view toward PBC approval on June 23rd.

Review of High School drawings has just commenced. Mr. Pellman invited PBC comments, which will be included in the review process. The SD estimating process will ensue, and reconciliation will conclude before presentation to the Committee at a special meeting on June 30th, with a view toward PBC approval on July 14th.

Mr. Pellman said that Colliers has an SD meeting with the CT OSCG&R on June 24th.

Mr. Del Monaco asked whether an estimate provision would be made for improved ventilation capacity at CELA, as the cost impact could be considerable. Mr. Pellman said that three MEP options will be priced during the SD phase, and any supra-code options can be discussed when the basic pricings are available.

After resolution of minor issues, CM contracts with O&G Industries had been reviewed by the Town's attorney. Mr. Pellman proposed that the PBC approve the contracts so that they can be forwarded to the First Selectman for execution.

Mr. Martignetti moved that the Permanent Building Committee authorize the signing of the Consolidated Early Learning Academy Construction Manager contract with O&G Industries. Mr. Del Monaco seconded. As the roll call was about to commence, Mr. Kellogg asked that the resolved issues be delineated for the Committee. Mr. Warrington responded that O&G had some minor questions regarding payment scheduling, submission of requisitions, the architect's hold harmless provision in the A201 contract, and pre-construction completion dates. Mr. Kellogg stated he had no further questions, and voting could proceed. The motion was approved by a vote of **(4-0-1)**, with Mr. Boniello abstaining.

Mr. Martignetti moved that the Permanent Building Committee authorize the signing of the New Fairfield High School Construction Manager contract with O&G Industries. Mr. Del Monaco 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:

- CELA Project

Mr. Martignetti made a motion that the Permanent Building Committee approve a requisition for US Bank dated 5/12/2020 in the amount of \$1,968.75 for bond acceptance, administration and fees associated with the Consolidated Early Learning Academy project. Mr. Kellogg seconded the motion. The motion was approved unanimously **(5-0-0)**.

- High School Project

Mr. Martignetti made a motion that the Permanent Building Committee approve a requisition for US Bank dated 5/12/2020 in the amount of \$3,281.25 for bond acceptance, administration and fees associated with the High School project. Mr. Kellogg seconded the motion. The motion was approved unanimously **(5-0-0)**.

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

- CELA Project

INVOICES					
Accnt #	Company	Invoice No.	Date	Amount	Amount approved
750.05	Colliers Project Leaders - base Fee	6059	4/30/2020	\$ 8,944.50	\$ 8,944.50
	US Bank	5723341	4/27/2020	\$ 5,250.00	\$ 1,968.75

Total: \$ 10,913.25

Mr. Martignetti moved that the Permanent Building Committee approve the invoice packet for the Consolidated Early Learning Academy project dated 5-26-2020 in the amount of \$10,913.25. Mr. Kellogg seconded. The motion was approved unanimously (5-0-0).

– High School Project

INVOICES					
Accnt #	Company	Invoice No.	Date	Amount	Amount approved
750.05	Colliers Project Leaders - base Fee	6058	4/30/2020	\$ 14,438.85	\$ 14,430.00
	Colliers Project Leaders - Reimb	6058	4/30/2020	\$ 14,438.85	\$ 8.85
	US Bank	5723341	4/27/2020	\$ 5,250.00	\$ 3,281.25

Total: \$ 17,720.10

Mr. Martignetti moved that the Permanent Building Committee approve the invoice packet for the High School project dated 5-12-2020 in the amount of \$17,720.10. Mr. Kellogg seconded. The motion was approved unanimously (5-0-0).

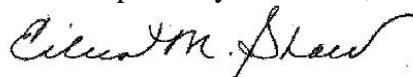
Closing Public Comment

Mr. Regan, Board of Education member, thanked Langan representatives for their updated traffic circulation illustrations for both projects. He stated that he remains concerned that queuing problems and traffic congestion may result from the proposed dual drop-off sites at the High School/Middle School campus.

Adjournment

Mr. Martignetti moved to adjourn the meeting at 9:35 p.m. Mr. Boniello seconded. The motion was approved unanimously (5-0-0).

Respectfully submitted,



Eileen M. Shaw
Recording Secretary

Received by Email on 6/2/2020 @ 12:15 pm
by Pamela J. Dohan, Town Clerk, New Fairfield