



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

MINUTES

Tuesday, August 25th, 2020

Virtual Venue/Meeting Access:

Web: <https://zoom.us/j/95958324266>

Dial-In: 929-205-6099 Meeting ID: 959 5832 4266

Members Present: George Martignetti (Chair), Mike DelMonaco (Vice Chair), Paul Boniello, Ann Brown, Ed Sbordone (Alternate)

Members Absent: Donald Kellogg, Anthony Yorio (Alternate)

Others Present:

New Fairfield Public Schools Administrators: Dr. Richard Sanzo, James D'Amico

New Fairfield Fire Department – Mike Gill

BOE Members: Rick Regan

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

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

Langan: Katy Gagnon

O&G Industries: Lorel Purcell

Call to order

Director of Business Operations Dr. Richard Sanzo explained the rules and procedures for virtual meetings.

Chairperson George Martignetti called the meeting to order at 7:39 p.m.

Pledge of Allegiance

Opening Public Comment: None

Correspondence and Announcements: None

Approval of Minutes – Regular Meeting August 11th, 2020 – George Martignetti made a motion to approve the minutes from the regular meeting August 11th, 2020. Mike DelMonaco seconded the motion. **Vote 4-0-0 (Motion approved)**

High School and CELA/MHHS Building Projects

- **OPM update**

- Scott Pellman from Colliers Project Leaders indicated PBC members should have received a link to a building committee packet that included both updated macro and milestone schedules, JCJ HS presentation, and a 50% progress check set for CELA.
- Mike DelMonaco advised the PBC did not receive the packet prior to the meeting.
- George Martignetti confirmed the email was not distributed to the entire PBC.
- Scott Pellman continued with update and stated CELA is well into the DD phase and the HS overall design schedule has stayed the same. He continued review of CELA schedule highlighting the following dates:
 - Drawings due to be completed mid September
 - Initial schematic design review Friday 8/28 at 1:00pm with the state of CT
 - CELA drawings to be completed Friday September 11
 - Starting estimating process in distribution to the PBC September 14th
 - CELA DD page flip to be scheduled week of September 21st
 - Estimates to be completed by October 2nd
 - Full reconciliation meeting October 7th
 - Initial report from the DD estimate October 13th
 - In depth review with PBC October 27th
 - Looking to approve and move to CD (Construction Documents) November 3rd
- Scott Pellman continued with the HS schedule highlighting the following dates:
 - HS project 50% check set by mid September
 - 100% DD documents by October 30th
 - Start estimates November 2nd
 - DD estimates by November 19th
 - Reconciliation meeting November 24th
 - Present to the PBC on December 8th
 - Looking to approve and move to CD (Construction Documents) December 23rd
- Mike DelMonaco requested the PBC review the DD documents before the estimates begin to ensure VE items are incorporated.
- Charles Warrington recommended a concurrent review to not hold up the estimating process.

- Mike DelMonaco reiterated he would like a day to review drawings. He expressed concern about the HS cafeteria and how big its going to be height wise.
 - Christine O'Hare JCJ stated they have a few pages specific to the cafeteria to present. She shared that JCJ plans to give updates every two weeks at PBC meetings on the progress for both projects.
 - Paul Boniello stressed the importance that the PBC needs to know what VE items are being considered and incorporated to reduce cost as the projects move through the DD phase.
 - Christine O'Hare suggested moving to the presentation to show JCJ is moving in the direction of incorporating all the accepted VE items from the VE lists that were distributed at the last PBC meeting.
 - Scott Pellman advised that an RFP was issued to secure environmental services for both projects. He is expecting ten companies to submit proposals on September 2nd. Colliers will present them to the PBC at the September 8th meeting.
 - Mike DelMonaco asked if the PBC voted to approve the RFP and questioned the specifics of the RFP.
 - Scott Pellman clarified the RFP was for testing building materials in existing buildings.
 - George Martignetti advised given the schedule and the scope he did not think the PBC need to vote on the environmental portion.
 - Ann Brown asked if the value of the contract was known?
 - Scott Pellman advised the initial values of the work for the testing and reporting phase will be about \$15,000 to \$20,000 for each project.
 - Scott continued stating when JCJ signed their contract reimbursable expenses were excluded. He is currently working with Christine and Peter to submit G-802 documents which is an amendment to the professional services. Since the PBC did not receive the packet Scott suggested reviewing at the next meeting
 - George Martignetti requested a central location for all documents to be stored and shared.
 - Scott confirmed he is working with Chuck to set up a central location for documents and a folder structure that makes sense to everyone.
- **Architecture update**
 - Christine O'Hare advised they have 2 presentations, one for CELA and on for the HS. She noted the CELA project is further along than the HS. She advised they will focus on architectural, landscape, and elevation items which incorporated some of the VE items. She further advised they have met with the administrators from CELA and the HS to gather an implement their input.
 - Mike DelMonaco stated he need to see an airflow diagram because he has concerns about air change rates.

*Christine O'Hare followed up later in the meeting and confirmed the airflow diagram can be found on M501 in the packet.

- Katy Gagnon from Langan presented the CELA site plan update.
 - They have gone with the parallel drop off scenario as the preferred concept plan.
 - They are still working on maximizing onsite parking numbers.
 - They have updated the plan with input from Mike Gill and the fire department.
 - The play area has a significant reduction in retaining walls. They are managing the grade change throughout the play area with graded out slopes vs. structured retaining walls. There is a 3-tiered approach where the top tier will be for painted games, a middle tier and a lower tier with various play equipment that is still in the development phase.
 - They have simplified the material choices and eliminated site furnishings and the trellis.
 - They have removed the decorative bollards at the front of the school.
 - The whole play area is universally accessible. They are not exceeding 5% slope anywhere except for the stairs where a ramp is also provided.
- Lauren Braren from JCJ presented the architecture update for CELA
 - Lauren stated they have increased the square footage of the faculty lounge to accommodate the increase in faculty.
 - The psychologist office was moved.
 - There were a few slight adjustments to the main office based on comments from the administration.
 - One of the first-grade classrooms was eliminated as part of the VE exercise, for a total of seven first grade classrooms.
 - Lauren reviewed the process that allowed them to reduce the store front by 4,000 sq ft. across the exterior of the building.
- Mike Delmonaco asked if the windows in the exterior corridor would be operable or fixed? Dr. Rich Sanzo stated he does not think there would be a need for those windows to be operable pending other information.
- Jeff Elliott from JCJ provided the HS update.
 - Jeff advised that through revisiting some program elements, putting pieces of the building together a little tighter, and the value engineering effort they are on target with 143,00 gross sq ft.
 - Some of the program areas that were impacted:
 - Dressing areas for performing arts
 - Ensemble room
 - Black box theater
 - Auditorium seat reduction from 500 seats to 450

- Classroom efficiencies
 - Dining commons – 4,177 sq ft, 239 seats, 2 story height of 30ft
- Christine O’Hare stated they hope to have a site plan update for the HS at the next meeting and they will continue to think about cost savings as they further develop the site while also meeting the requirements for code, zoning, and fire.
- **CM update**
 - Lorel Purcell from O&G commented she did not have anything to add at this time.
- **Action Items**
 - **Approval of Invoices:**
 - George Martignetti stated there two architect reimbursables and two requisitions to vote on. Scott and George agreed to defer approval until the next meeting since the committee members did not receive the packet.

Other Business: None

Closing Public Comment: None

Adjournment

George Martignetti made a motion to adjourn at 9:08 pm. Paul Boniello seconded the motion.

Vote 4-0-0 (Motion approved)

Received by Email on 9/2/2020 @ 5:31 pm
by Pamela J. Dohan, Town Clerk, New Fairfield