



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

**MINUTES**

**Tuesday, September 8<sup>th</sup>, 2020**

**Virtual Venue/Meeting Access:**

**Web: <https://zoom.us/j/98622844245>**

**Dial-In: 929-205-6099 Meeting ID: 986 2284 4245**

**Members Present:** George Martignetti (Chair), Mike DelMonaco (Vice Chair), Paul Boniello, Ann Brown, Don Kellogg, Ed Sbordone (Alternate), Anthony Yorio (Alternate)

**Members Absent:**

**Others Present:**

**New Fairfield Public Schools Administrators:** Dr. Pat Cosentino, Dr. Richard Sanzo, James D'Amico, Phil Ross, Leonard Costagliola

**BOE Members:** Rick Regan

**BOF Members:** Wes Marsh

**Colliers Project Leaders:** Charles Warrington, Scott Pellman

**JCJ Architecture:** Christine O'Hare, Peter Bachmann

**O&G Industries:** Lorel Purcell, David Cravanzola

**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 7:31 p.m.

**Pledge of Allegiance**

**Opening Public Comment:** None

**Correspondence and Announcements:** George Martinetti advised there will be a special meeting held on Tuesday, September 15<sup>th</sup> at 7:30pm.

**Approval of Minutes – Regular Meeting August 25<sup>th</sup>, 2020** – George Martignetti made a motion to approve the minutes from the regular meeting on August 25<sup>th</sup>, 2020. Mike DelMonaco seconded the motion. **Vote 4-0-1 (Motion approved; Don Kellogg abstained)**

## High School and CELA/MHHS Building Projects

- **OPM update**

Scott Pellman from Colliers Project Leaders provided an overview of the environmental consultant RFP process.

- Mr. Pellman explained this type of service is unique because the scope is unknown until a consultant is hired to review both schools, test for suspect materials, put together a report, and then present to the committee. Because environmental studies are a step by step process and the cost is not completely known until the end, the RFPs and proposals are structured very specifically with many unit costs. This provides solidly bid unit costs to review when the scope of work is determined.
- As part of the RFP process nine different consultants were walked through both schools. A tenth consultant provided a proposal who is familiar with the schools and has been doing the asbestos management reports for a long time.
- They have included up to four meetings at two hours each with Colliers, PBC, and the architect.
- Once the consultants send out the samples for analysis, they will develop a report. The report includes:
  - o Estimated cost to remove the materials.
  - o Specific labor rates for senior and junior inspectors.
  - o Best way to approach PCBs.
  - o 20 hours for bid service, management meetings, and walk throughs.
  - o Abatement monitoring – anytime environments are being removed from a building a licensed hygienist must be on board.
  - o Base fee which includes 90 days of monitoring. It is to be billed hourly for actual time expended.
- They will only test what is required. Once the environmental consultant provides a report PCBs will be discussed and a best approach determined.
- The report will be reviewed with the PBC.
- Don Kellogg asked if there was anything that specifically designates coordination with the design team? Scott Pellman clarified there is language within the body of the RFP and within the final agreement.
- George Martignetti asked if an SMP (Soil Management Plan) was added into the contract? Scott Pellman stated an SMP and Regulatory Approvals was added.
- Scott Pellman suggested that a sub-committee be formed for a deeper dive in the proposals and firms. He suggested looking at look at the firms that have done a lot of school projects and know how to coordinate with office school, construction grants, and review.
- Mr. Pellman noted that all the proposal's packages from all of the firms are posted in the shared drive for the PBCs review.
- Don Kellogg asked why some cells were highlighted in yellow? Scott Pellman clarified there were a few firms that made math errors or anomalies.

- Mike DelMonaco asked what kind of drawings were part of the RFP and did it show the parts of the high school that are going to be renovated? Scott Pellman responded yes.
  - Mike DelMonaco asked if an environmental assessment was ever done in either of the schools? Scott Pellman responded that there is an asbestos management plan in place for known materials, but a larger study of other materials has not been done.
  - Mike DelMonaco asked if PCBs had to be removed prior to the demolition of the building? Scott Pellman responded that typically yes, you remove the PCBs from the building, then demolish.
  - Scott Pellman advised that there were two G802 documents to be reviewed for action later in the meeting. These were needed because when the contract was signed reimbursable expenses were excluded. These amendments would allow for \$15,000 in reimbursable expenses for the CELA project and \$20,000 for the high school project.
  - Chuck Warrington advised he was contacted by attorney Dave Grogan about why the a GMP delivery method is not being used. Mr. Pellman and Mr. Warrington outlined the differences between GMP and cost with a fee method for the PBC members.
  - Lorel Purcell from O&G stated that when they do a GMP they would be carrying a contingency, right now they do not have that. Right now, there's just an owner's contingency.
  - George Martignetti stated to have a vote at the next meeting to give PBC members time to review each method.
  - Lorel Purcell said a GMP would be another document that would need to be prepared in conjunction with awarding the contracts. She also pointed out that the CMC 134 was successful at Naugatuck High School if anyone wanted to review that for reference.
  - Scott Pellman noted that there would be a working group meeting next Tuesday if anyone from the PBC wanted to join.
- **Architecture update**
    - Christine O'Hare from JCJ architecture advised they had over 10 hours of meetings with different high school staff. They met with each of the different departments to show them the plans that were presented to the PBC at the last meeting. They received direction to make some minor changes but nothing that would require large plan changes. They will have refined plans with some changes to present at the next PBC meeting based on what they heard at those meetings.
    - Christine O'Hare continued that the CELA project was producing the final estimate package, which is due at the end of this week. The set will be ready this weekend so the estimate can start first thing Monday morning. Next steps for the CELA project include putting together presentations that would include exterior and interior views, model images, and three-dimensional images.

- Christine O'Hare noted that last week they kicked off the regulatory zoning and wetlands process with Evan White the ZEO from the town. She stated the meeting focused on the zoning process. They learned that
  - o Meeting House Hill will need a special permit which will require two meetings.
  - o Consolidated and Meeting House Hill will have to be submitted as two different sites to wetlands and zoning.
  - o Consolidated will be submitted to wetlands in early October and be heard at the October 20<sup>th</sup> meeting.
  - o The planning and zoning package for both Consolidated and Meeting House Hill will be submitted on October 28<sup>th</sup>, received on November 4<sup>th</sup>, and then heard on December 2<sup>nd</sup>.
  - o The zoning and wetlands process for the High School will follow by about a month.
  - o The high school will require a variance to build a school on the residential properties that were purchased, which will require a public hearing, posting signs, and mailing out letter. They will start some community outreach in the next couple months for that process. Christine will have solid dates for the high school zoning and wetlands process at the next meeting.
- Mike DelMonaco stated the airflow diagram that was provided was not an SD quality diagram. It did not show any of the rooms. Mike continued he needs to review an airflow diagram before the estimate set goes out. He needs to see all the calculations used to come up with all the airflows. He would also like a discussion on how to handle provisions for additional airflow when necessary such as during a pandemic. Christine O'Hare stated she would get a response to Mike.
- Mike DelMonaco stated he would like to consider using polished concrete in high traffic areas to provide cost savings on vinyl tile and maintenance on the floors.
- Mike DelMonaco asked when the updated data sheets would be provided to the PBC? Christine O'Hare stated they would be posted to the shared drive by Monday.
- Mike DelMonaco asked that the PBC be emailed when new documents were posted to the shared site.
- Mike DelMonaco asked if there would be provisions in place to restrict access to the big stairs in the cafeteria when there was something going on in the auditorium? Dr. Rich Sanzo stated he would continue to work with James and the High School team to determine how the building will work operationally in the evening.
- Paul Boniello asked if there is a record of decisions and changes made as the projects progress? Christine O'Hare responded that meeting minutes from February are available and will be posted to the shared site. She continued that the room data sheets provide a good summary of everything that is happening in one specific stage. She will work with Rich and James on a formal process for written feedback from each of the departments.

- Ed Sbordone asked if the state will require BOE sign off? Christine O'Hare briefly describe the local review process and that the BOE would be asked to sign an EDL 42 form.
  - Chuck Warrington noted that at a future meeting they would review the documents that they will be asking the committee to sign as well as explain the local review process.
- **CM update**
    - Lorel Purcell stated they are anticipating receiving the DD document set for CELA on Monday and starting the estimate.
    - Their next target will be coming up with two preconstruction schedules for each project to outline permitting processes and target meetings. These schedules will go all the way up to the start of construction.
- **Action items**
    - **Approval of G802 amendments:**
      - George Martignetti made a motion to approve JCJs G802 amendment to the professional services agreement dated 8/21/2020 in the amount of \$15,000 for the reimbursable expenses associated with the Consolidated Early Learning Academy project. Mike DelMonaco seconded the motion.  
**Vote 5-0-0 (Motion approved)**
      - George Martignetti made a motion to approve JCJs G802 amendment to the professional services agreement dated 8/21/2020 in the amount of \$20,000 for the reimbursable expenses associated with the New Fairfield High School project. Mike DelMonaco seconded the motion.  
**Vote 5-0-0 (Motion approved)**
    - **Approval of JCJ Requisitions:**
      - George Martignetti made a motion that the PBC approve a requisition for JCJ dated 8/25/2020 in the amount of \$15,000 for the reimbursable expenses associated with the Consolidated Early Learning Academy project. Mike DelMonaco seconded the motion.  
**Vote 5-0-0 (Motion approved)**
      - George Martignetti made a motion that the PBC approve a requisition for JCJ date 8/25/2020 in the amount of \$20,000 for the reimbursable expenses associated with the New Fairfield High School project. Boniello seconded the motion.  
**Vote 5-0-0 (Motion approved)**

- George Martignetti made a motion that the PBC approve a requisition for O&G Industries dated 9/8/2020 in the amount of \$38,855.00 for preconstruction services associated with the Consolidated Early Learning Academy project schematic design phase. Mike DelMonaco seconded the motion. **Vote 5-0-0 (Motion approved)**
- George Martignetti made a motion that the PBC approve a requisition for O&G Industries dated 9/8/2020 in the amount of \$38,855.00 for preconstruction services associated with the New Fairfield High School project schematic design phase. Paul Boniello seconded the motion. **Vote 5-0-0 (Motion approved)**
- **Approval of invoices:**
  - George Martignetti made a motion that the PBC approve the invoice packet for the Consolidated Early Learning Academy project dated 9/8/2020 in the amount of \$134,231.35. Ann Brown seconded the motion. **Vote 5-0-0 (Motion approved)**
  - George Martignetti made a motion that the PBC approve the invoice packet for the High School project dated 9/8/2020 in the amount of \$240,071.45. Ann Brown seconded the motion. **Vote 5-0-0 (Motion approved)**
- **Environmental Consultant selection subcommittee:** George Martignetti stated he will email committee members to see who is interested and who can attend. The first two members to respond will join the subcommittee.

**Other Business:** None

**Closing Public Comment:** None

### **Adjournment**

George Martignetti made a motion to adjourn at 8:54pm. Paul Boniello seconded the motion. **Vote 5-0-0 (Motion approved)**