

TOWN OF SHERMAN
SCHOOL BUILDING COMMITTEE

MINUTES

REGULAR MEETING
MONDAY, SEPTEMBER 22, 2025
12:00 PM
VIA ZOOM

Presentation Link: <https://youtu.be/BmBWMLdv7E>

CALL TO ORDER AND ROLL CALL

The school building committee (SBC) meeting was called to order by committee chair Kerry Merkel at 12:05 PM.

⇒ **PRESENT**

For the committee:	Kerry Merkel (Chair), Jim Best, Christian Dacunha, Carrie DePuy, Dave Febbraio, Tim Laughlin (BOE member),
BOS & Treasurer:	Don Lowe (First Selectman), Andrea Maloney (Treasurer)
SHERMAN SCHOOL:	N/A
Antinozzi Assoc.:	Michael LoSasso (Principal Architect)
CSG:	Sam D'Agostino (Project Manager)
Newfield:	Mike D'Angelo (Project Executive), John Flis (Project Executive), Richard Breitenbach Jr. (Project Manager)

⇒ **ADDITIONS & MODIFICATIONS TO THE AGENDA**

None at this time.

⇒ **PUBLIC COMMENT**

None at this time.

⇒ **APPROVAL OF MINUTES**

K. Merkel advised the following distributed minutes needed to be approved by the committee:

August 18, 2025

K. Merkel **made a motion** to approve the aforementioned minutes.

Seconded by: C. Dacunha

Vote For: All in Favor

M. LoSasso and D. Lowe joined at 12:08 PM.

⇒ **APPROVAL OF CURRENT BILLS**

⇒ Current Bill Summary

The first invoice is for the owner's project manager, CSG, for bills dated September 8, 2025 in the amount of \$8,034.01 for the Sherman School portion and \$48.50 for the Central Administrative Space portion.

T. Laughlin **made a motion** to approve the invoice for CSG.

Seconded by: D. Lowe

Vote For: All in Favor

The second invoice, dated August 31, 2025, is for Antinozzi Associates with the Sherman School portion of \$26,991.04 and the Central Administrative Space portion is \$116.56.

C. Dacunha **made a motion** to approve the invoice for Antinozzi Associates.

Seconded by: J. Best

Vote For: All in Favor

The third invoice is for Newfield Construction for pre-construction services including bid work with the Sherman School portion in the amount of \$15,960.00 and the Central Administrative Space portion in the amount of \$840.00.

K. Merkel **made a motion** to approve the Newfield pre-construction service invoice dated 8-31-2025.

Seconded by: D. Lowe

Vote For: All in Favor

The fourth invoice is also for Newfield Construction for construction services including hazmat and demo work (through their sub-contractor Bestech) with the Sherman School portion in the amount of \$1,587.28. T. Laughlin requested M. LoSasso describe the process by which construction invoices are verified/certified via the CA contract. Per M. LoSasso, they receive a pencil (draft) copy of the document from the construction manager (CM) which includes a schedule of values which breaks down each of the work activities associated with the work being performed for the full project in addition to recent work completed. Antinozzi does a walk-through of the site on a weekly basis for evaluation of the progress of the work that is being done and equate that back to the billing they receive. If they have questions about percentages billed, they confer with the construction manager for the purposes of adjustments. This provides a set of checks and balances before the bill is submitted for processing. J. Best asked for

clarification on the invoice numbering schema which was clarified by S. D'Agostino and M. D'Angelo.

J. Best **made a motion** to approve the Newfield construction invoice as read.

Seconded by: D. Lowe

Vote For: All in Favor

The last invoice, dated June 26, 2025, is for Shipman and Goodwin for legal services in the amount of \$2,002.00.

T. Laughlin **made a motion** to approve the invoice for Shipman and Goodwin.

Seconded by: C. Dacunha

Vote For: All in Favor

⇒ **NEW BUSINESS**

⇒ **CONSTRUCTION PROGRESS UPDATE (NEWFIELD)**

J. Flis advised they are heavily into the contracting phase with the trades – executing on the contracts and collecting bonds/insurances to mobilize the trades on site. They are also fine-tuning logistics with the school with respect to fencing and signage. Bestech is still on site conducting select demo in the renovation areas. They have received Bestech's revised demolition plan and Bestech's structural engineer conducted a site walkthrough today. Newfield will not proceed with that work until they are satisfied with Bestech's demolition and safety plan.

In addition, Newfield has a new construction superintendent on site who will go through a more detailed baseline scheduling process and the boiler is connected and should go online on Friday. Upcoming work will focus on coordinating various trades for select demolition in the renovation areas and assisting with final separation for the large demolition. K. Merkel inquired about the timeframe for receipt of the final demolition and safety plan. J. Flis advised it will depend on when the engineer reports are received and evaluated by Newfield.

⇒ **VALUE ENGINEERING DESIGN MODIFICATIONS PROGRESS UPDATE (ANTINOZZI)**

M. LoSasso stated Antinozzi Associates has been working over the course of the last two weeks on updating the drawings and coordinating with their consultants. The goal is to have the consultants' feedback in by the end of September. The majority is centered on electrical revisions (e.g., lighting, lighting bollards). Per M. LoSasso he has checked in independently with each lead consultant and does not see an issue with the deadline at this time. The documents will then be provided to Newfield to confirm pricing with the trades with the expectation that the design changes will yield the projected \$2M in value engineering cost savings.

He cautioned that the dowelling of the slab (which had been anticipated) is still an item for concern, however, they are still evaluating the documents to find additional savings.

⇒ DISCUSSION OF NEXT STEPS TO FINALIZE PROJECT BUDGET & STATE SUBMISSIONS

T. Laughlin advised that CSG has been working in the background to help organize the budget formats. In addition to the budget tracking documents there will be a global budget update that reflects the taxpayer authorization from the most recent referendum in addition to all of the other items associated with the project from that point. The only outstanding cost after confirmations is for special inspections as it is not contractually defined. Thus, there will need to be budget work. He went on to add that the school is working on both the FFNE (furniture, fixtures and equipment) and technology packages to ensure they are aligned correctly and there is no duplication.

Per T. Laughlin, the goal is to lock down the entirety of the budget, now that the construction budget is defined, by the end of the month so the budget can be submitted as part of the 1049R. As part of that process, they will need to update the ineligible worksheet (e.g., bonding costs, legal fees, pro rata share of pavement, etc.). S. D'Agostino said once this part of the process is complete and submitted with the 1049R, it is possible to start submitting payment requests to the state for work that has already been completed. The average turnaround time for reimbursement is approximately one month.

⇒ DISCUSSION & POSSIBLE ACTION TO RE-ISSUE RFP/Q #5 FOR INDEPENDENT MATERIALS TESTING AND SPECIAL INSPECTION SERVICES

T. Laughlin shared that they have received only one response from a firm in Danbury to the initial issuance of RFP #5. The committee needs to determine if it wishes to reissue the RFP to elicit more bids to try and secure the most advantageous price. M. LoSasso explained that the requirement for special inspections is dictated by the building code for specific assemblies (e.g., structural steel, concrete, masonry, etc.). Special inspections take place throughout installation to ensure quality and the special inspections company maintains these records, which are also distributed to the town as well as members of the design and construction teams. His recommendation is to reissue the RFP along with the construction schedule with a request for bidders to provide their estimate costs (hourly rates per type of inspection and total sum). J. Flis emphasized that the town's building inspector needs to have a good confidence level in the selected firm.

T. Laughlin **made a motion** to reissue RFP/Q #5 for special inspection services including a revised construction schedule and requesting an estimated lump sum payment.

Seconded by: K. Merkel

Vote For: All in Favor

COMMITTEE COMMENTS

None at this time.

⇒ **FUTURE MEETINGS**

K. Merkel advised the committee may need to schedule a special meeting to address the updates to the ineligible costs and budget. In addition, they are waiting to hear back from legal on the relationship with van Zelm and the CSG contract amendment.

ADJOURNMENT

K. Merkel adjourned the meeting at 12:38 PM.

**Abbreviations used above:*

CSG LLC – Construction Solutions Group, LLC