



## NAUGATUCK VALLEY HEALTH DISTRICT

98 Bank Street, Seymour, CT

### SPECIAL HYBRID BOARD OF DIRECTORS MEETING

Tuesday, December 16, 2025

#### MINUTES

**BOARD MEMBERS PRESENT:** John Zikaras, Chairman, Barbara Lombardi, Rosalie Averill, Jean Jones, Adam Bronko, Justin Rompre, Linda Mascolo, Marietta Sabetta, Barbara Dlugos, and Jan Mizeski

**BOARD MEMBERS ABSENT:** Thomas Carney, Tom Clifford, and Rita Pelaggi

**STAFF PRESENT:** Jessica Kristy, Director of Health and Carissa Caserta, Assistant Director of Community Health Services

**RECORDING SECRETARY:** Jessica Kristy

#### I. Call to Order and Pledge of Allegiance

John Zikaras, Chairman, called the meeting to order at 7:00p.m. The Pledge of Allegiance was recited.

#### II. Committee Reports

##### a. Facilities Committee:

###### i. Presentation, discussion, and action regarding ID3A, an Oak Point Studio, Naugatuck Valley Health District Architectural/Engineering Services Phase II: Design Development, Contract Documents, Bidding & Negotiation, and Construction Administration Proposal dated 12/15/2025.

Director Jess Kristy provided a detailed presentation overview of the ID3A proposal for Phase II of the NVHD renovations at 98 Bank Street in Seymour. Phase II will encompass Design Development (DD), Furniture, Fixtures, & Equipment (FF&E) Selection, Construction Documentation, Bidding & Negotiation, Construction Administration, Project Closeout and Consultant Coordination throughout the design process.

**Proposed Fee:** The base fee is 8% of construction cost of \$5,538,839 minus the Schematic Design (SD) Phase, which was presented as \$350,538.

- It does not include additional services, furniture, or reimbursable costs, which could bring the grand total to \$465,988.00.
- It does not include an estimated \$18,445.00 for Environmental Construction Administration, which it is recommended to be contracted directly with the owner (NVHD).

The scope of services and fee schedule was reviewed. Supporting documentation from each consultant listed below was also reviewed.

- ID3A, Architect
- Van Zelm Engineers, Mechanical, Electrical, and Plumbing (MEP) Engineer
- GNCB Consulting Engineers, P.C., Structural Engineer and Historical Consultant
- Macchi Engineers, LLC, Civil Engineer
- Fuss & O'Neill, Environmental Engineer
- Milestone Construction Services, LLC, Cost Estimator

The “Optional Additional Scope” items were discussed and will be removed from the proposal.

Questions and requests for further clarification regarding the Proposed Fees and Scope of Services will be conveyed to ID3A by Director Kristy.

**ii. Project budget & financing discussion and possible action**

Director Kristy provided an update on potential grant and loan funding sources.

**2026-24**

**ACTION TAKEN:** Motion made by Barbara Lombardi, that Director Jessica Kristy be empowered to get documentation from USDA and ION Bank for the Board to consider then properly make a decision, seconded by Justin Rompre.

Discussion: Clarified that the motion was for the USDA and ION Bank Loan Applications.

All Ayes.

**2026-25**

**ACTION TAKEN:** Motion amended by Barbara Lombardi to specify Director Jessica Kristy be empowered to apply for both the ION Bank Construction Loan and USDA Community Facilities Direct Loan in the amount of \$5 million each so that the Board of Directors can properly decide which contract to enter. Seconded by Justin Rompre. All Ayes.

**III. Adjournment**

**2026-26** **ACTION TAKEN:** Motion made by Rosalie Averill to adjourn the meeting at 8:36 p.m., seconded by Linda Mascolo. All Ayes.

Minutes respectfully prepared and submitted by Jessica Kristy, Director of Health.  
Subject to revisions at the next full Board of Director Meeting.