



CROMWELL MIDDLE SCHOOL

BUILDING PROJECT

Meeting: CMS Building Committee
Date: Thursday, January 25, 2024
Time: 7:00 p.m.
Place: Via Zoom

SPECIAL MEETING MINUTES

[YouTube Link](#)

I. Call to Order

The meeting was called to order by Rosanna Glynn, Chair at 7:01 pm.

II. Roll Call

CMS Building Committee

Present: Rosanna Glynn, Chair, Shannon Hughes-Brown, Vice Chair, Matt Blanchette, Ken Cleveland, Ken Jackson, Blaise Messinger, John Post , Alternate: Jessica Lamb

Absent: Heather Jacobs

Administration - Claudio Bazzano

Board of Education Members - Absent

Board of Finance Members - Absent

Town Council Members - Absent

Town Representatives - Absent

Arcadis, Perkins Eastman and Other Company's Representatives - Jack Butkus, Emily Sifuentes, Tom DiMauro, Joe Culotta (7:18 pm), Dan Brisson, Chris Archer, Brian Grant

III. Approve Agenda

Motion to Approve the Special Meeting Agenda made by Ken Jackson seconded by Ken Cleveland. Vote: Unanimous.

IV. Approval of Minutes from [January 3, 2024 meeting](#)

Motion to Approve the Minutes from January 3, 2024 meeting made by Matt Blanchette, seconded by Ken Jackson. Vote: Unanimous.

V. **Public Comments** - None

VI. **Chairperson's Update**

Rosanna Glynn said we are still waiting for the bids to come in. A request from the Town Manager change to the previously agreed to purchasing process and go forward plan, Jack Butkus will explain in his report.

VII. **Communications Sub-Committee Report**

Shannon Hughes-Brown said the Ground Breaking Ceremony is scheduled for Wednesday, February 21st, from 4:30 pm - 5:00 pm, with a snow date of February 28th. Invitations will be sent out after tonight's meeting to Town staff, CPS staff, and elected officials. The public is welcome to attend. Students will also be in attendance, Notifications will be given to Mr. Kiss, for the CMS Student News, and the local papers. A volunteer has offered to take pictures. We presented to the Town Council, and we will present to the BOE next week. We were also asked to attend and present at the Town Expo on March 7th from 5:30 pm - 6:45 pm.

VIII. **Design Sub-Committee Report**

Blaise Messinger said there is no update as they have not met. Joe Culotta said they still have to schedule the graphics meeting.

VIV. **Perkins Eastman Update Report**

Joe Culotta said they issued the Statement of Special Inspections to Arcadis this afternoon. They heard from OSTA that they had one more comment and the reviewer will forward and elevate it to the next level, which will take at least another week to two weeks.

X. **Newfield Update Report**

- A. Bids review and recommendations with possible action to approve Newfield's recommendations

Tom DiMauro reported the progress of the bids and bid review. They have received all the bids, they are just about complete, only one or two more packages need to be scoped.

Hopefully, by the next meeting, they will have the bid letter. A sub committee will review the 26 applications. Currently, we are about \$4M under budget, until alternates are selected and the risk is only about \$90,000. Jack Butkus said for next week's meeting, add an Executive Session (if needed).

Discussion was had regarding the amphitheater.

Motion to approve Alternate 1, Amphitheater made by Shannon Hughes-Brown, seconded by Ken Jackson. Vote: Unanimous.

Motion to approve Alternate 2, Baseball Field Irrigation made by Matt Blanchette seconded by John Post. Vote: Unanimous.

Motion to approve Alternate 3, Sod at Softball Field made by Ken Jackson seconded by John Post. Vote: Unanimous.

Alternate 4 was eliminated, which was for Aluminum Feeders, we are now getting Copper Feeders.

Motion to approve Alternate 5, Brick at Main Street made by John Post seconded by Ken Cleveland. Vote: Unanimous.

Motion to approve Alternate 6, Sod at Multipurpose Field made by Ken Jackson, seconded by Matt Blanchette. Vote: Unanimous.

Alternates: 7 Lenel S2 Access Control, 8 Napco GEMC Intrusion Detection, and 9 Milestone Xprotect Video are already accepted, because the Town has preferred vendors.

In regards to Alternates; 10, 11 & 12, discussion was had regarding the options. We would like to defer yet move quickly to the Town staff and Planning & Zoning regarding the fencing options with a recommendation preference of Alternate 11.

XI. [Arcadis Update Report](#)

- A. Review overall financial status
- B. [Review invoices with possible action to approve](#)

Jack Butkus presented the Committee his report. For the State Change Order #1, our intent is that on a monthly basis, we will be compiling all change orders. PO #9 for the CM line and Owner's Contingency line for windows have been increased. Jack also reviewed the invoices received. On the process change, someone delayed a payment. We are looking for a meeting next week so that everyone is aware of the process and resolve any issues.

Motion to Approve the Six Invoices as Presented by Arcadis with the Invoice Date of January 25, 2024, for the Vendors; Perkins Eastman, TriState Materials Testing Lab, Newfield Construction and Arcadis, for a Total of \$87,775.46 made by Ken Jackson, seconded by Matt Blanchette. Vote: Unanimous.

XII. **Comments, Updates and Announcements from Board Members and Admins**

Matt Blanchette asked to see the document regarding the total package so that he can also forward to the Board of Finance.

Jack Butkus said they provided a ½ person (Ron Rickey) in the field and they provided an alternate to have him there full time. Jack said he could put together a presentation for the next agenda if the Committee would like to compare half time vs. full time basis. It would be about \$300,000 more for him to be there full time.

Ken Cleveland thanked Newfield Construction and Perkins Eastman for being under budget.

XIII. **Adjournment**

Rosanna Glynn, Chair declared adjournment of the special meeting of the CMS Building Project Committee at 8:24 pm.

Public Session of the committee meeting ended at 8:24 pm.

Respectfully submitted,

Lisa Hicks
CMS Building Committee Recording Clerk