



CROMWELL MIDDLE SCHOOL

BUILDING PROJECT

Meeting: CMS Building Committee
Date: Wednesday, September 27, 2023
Time: 7:00 p.m.
Place: Cromwell High School Library Media Center

REGULAR MEETING MINUTES

[YouTube Link](#)

I. Call to Order

The meeting was called to order by Rosanna Glynn, Chair at 7:04 p.m.

II. Roll Call

CMS Building Committee

Present: Rosanna Glynn, Chair, Shannon Hughes-Brown, Vice Chair, Matt Blanchette, Ken Cleveland, Ken Jackson, Blaise Messinger, Alternates: Heather Jacobs, Jessica Lamb

Absent: John Post

Administration - Dr. Macri, Ann Cocchiola, Lynne McKenney

Board of Education Members - Celina Kelleher, Kathryn Russ, Laurie Cantwell, Kelly Franklin, Jennifer Lamberson, Alan Schumann, Matt Zabrowski

Absent: Dipti Post, Kelly Cloutier

Town Representatives - Paula Luna

Perkins Eastman, Arcadis and Other Representatives

Jack Butkus, Tom DiMauro, Joe Culotta

III. Approve Agenda

Motion to approve the Agenda made by Ken Jackson, seconded by Matt Blanchette. Vote: Unanimous.

IV. Approval of Minutes from [September 14, 2023 meeting](#)

Motion to approve the Minutes from September 14, 2023 made by Ken Cleveland, seconded by Ken Jackson. Vote: Unanimous.

V. Public Comments - None

VI. Chairperson's Update

Rosann Glynn said the main purpose of this meeting is to go over the Phase 2 documentation. Prebid Conformance Review (PCR) will be on Friday, which will allow us to go to bid for the main construction portion of the project. After the last meeting, there was concern raised from the BOE about the decision to have non-operable windows, which we will discuss. Lastly, we will have a conversation regarding the CMS logo.

VII. Joint Meeting with the Cromwell Board of Education - Topics

A. Approval of Special Joint Minutes from [June 27, 2023 meeting](#)

Edit to be made under New Business, for clarification purposes, on Page 2 change sentence to read; "The total cost is about \$450,000 for the bid."

Motion to approve the Special Joint Minutes from June 27, 2023 with the above edit made by Shannon Hughes-Brown, seconded by Ken Jackson. Vote: Unanimous.

Motion to approve the motion made on June 27, 2023 under New Business, Item A. Newfield to present material on the Cromwell Middle School Project, Phase 1, with the option to procure approval in order to submit to OSCGR made by Alan Schumann, seconded by Kathryn Russ. Abstain: Matt Zabroski, Kelly Franklin, Jennifer Lamberson, Laurie Cantwell. Motion Carries.

B. Review Phase 2 documentation with possible action to approve (BoE approval would be required here as well)

Joe Culotta reviewed the overall site plan with an aerial and exterior view, 1st floor plan, 2nd floor plan and Central Office. Tom DiMauro said we are in the process of getting this through Planning & Zoning, the construction entrance will be off Geer Street via Herbert Porter Road and just north of the Boy Scout Lodge. This will be in place until the summer of 2025. They will also carry an allowance to repair the road if necessary. In the documents, it will state no deliveries between the hours of 7:00 a.m. and 8:00 a.m. and also between 2:00 p.m. and 3:00 p.m.

Matt Blanchette questioned the exit from the auditorium on Page L401.2, Joe Culotta will check. Shannon Hughes-Brown asked in the AIA document, (Supplementary Instruction to Bidders), Article 9, Fair Employment Practices, she would like to remove the practices of gender pronoun and she is happy to provide language if needed, also dates listed are incorrect. Jack Butkus said after the bidding is reviewed, they can make addendums, and all forms are amenable. The scope of the addendum can be very broad depending on the needs of the project. Jack Butkus said to catalog edits and they will update.

Motion to move the vote for Item B. Review of Phase 2 documentation with possible action to approve until after Item C. Review inoperable windows decision with possible action on value management option discussion was made by Matt Zabroski, seconded by Laurie Cantwel. Vote: Unanimous.

C. Review inoperable windows decision with possible action on value management option (CMSBC only)

Jessica Lamb said that John Post reached out to CES Engineering Services, who is contracted through Perkins. The pros for operable windows; an abundant source of fresh air, users can control ventilation. The cons: outdoor air is unfiltered, so pollen, smoke and fumes can enter the building, outdoor temperature/humidity can adversely affect the building comfort, windows open can make the unit work harder and use more energy. We would recommend a sensor on each window so the building automation system can turn off corresponding fan unit to conserve energy. Windows accidentally left open can potentially have pipes to freeze. The cost of the value engineering efforts is about \$150,000. We could also incur additional design costs and we would also have to put sensors on each opening, which is not factored in. The window opening would only be a 4" awning style. Rosanna Glynn said she is worried

about taxing the system, costs, allergens, and sensors that can fail. Ken Cleveland and Ken Jackson both highly agreed to not have operable windows, we have great technology today and operable windows wreaks havoc on mechanical systems and creates a lot more problems. Letting unfiltered air into your facility can also bring mold in from the outside. Celina Kelleher said at one point the operable windows were in the plans, and questioned Jack Butkus if it is now to late to have them. At WIS, we had an issue and we pondered whether to close school due to stagnant air. Jack Butkus said in the past 20 years anything that he has done have been inoperable windows and technology has come so far. Kelly Franklin questioned why isn't safety part of this conversation, as the windows could be a secondary form of escape. Rosanna Glynn said that we have the sprinkler system and if we have an intruder, it is more dangerous for students to leave the building. Matt Zabrowski asked if the windows do not open, are the science rooms going to have ventilation and the gymnasium hard to cool. Is there anything designed separately to move air into those areas? Jack Butkus said no, the Ed Specs did not show that as part of the curriculum and it was not a design requirement. Turning off the ac in a gym is not good and could cause the wood to buckle. Further discussion was had. Jack Butkus said we should make the decision within the next two weeks. Rosanna Glynn asked if we should have an executive session next week and it will be discussed further offline.

Motion to approve the documents presented by Newfield to go out to bid for Phase 2 for the CMS and C/O project made by the Board of Education in order to submit to OSCGR for review made by Alan Schumann, seconded by Matt Zabroski. Vote: Unanimous.

Motion to approve the documents presented by Newfield to go out to bid for Phase 2 for the CMS and C/O project made by the CMS Building Committee in order to submit to OSCGR for review made by Matt Blanchette, seconded by Ken Jackson. Vote: Unanimous.

- D. Review new logo option with possible action to approve plan (BoE approval required here as well)

Rosanna Glynn said she would like to have a discussion to refresh and update or rebrand a new logo. We would like to have student involvement and let them put their mark on it, the con would be to update the gear and uniforms. Another option would be to use the logo but remove the claw marks. Regarding the logo, Ann Cocchiola said they worked with the PTO a few years back to have a contest, and it was voted on by the school body. The logo is embedded in the culture, the students and staff love it, and she does not understand why it has to be rebranded. Kathryn Russ said the logo is a part of the students, we are taking away the building but we should keep the logo as it represents CMS. It is disappointing to have a new logo and she feels strongly that we should not change the logo. Ken Cleveland asked if they could have a secondary logo based on the original. No action will be taken.

VIII. Communications Sub-Committee Report

Shannon Hughes-Brown said their meeting was canceled. We will launch our "Be Aware" section in our Newsletter in October and Ms. Cocchiola will add to her weekly Newsletter.

IX. Design Sub-Committee Report

Heather Jacobs said she did reach out Ms. Sayles, she said the millwork was sufficient and wanted to touch base about instrument storage and sink. Joe Culotta said it will be discussed as part of FF & E.

X. Perkins Eastman Update Report

- A. Review status of PCR documentation
- B. Review timeline and one/three month look ahead

Joe Culotta said they updated the schedule, the anticipated construction start date will now be January 15th. The PCR will be on Friday. We are waiting on the Town for the Plan Review Record. Jack Butkus said we have the responses from the third party reviewer and we are still waiting on the State Traffic

Review. We do have time in the interim, but all other supporting documents they have in hand and will be presented on Friday.

[Presentation](#)

XI. Newfield Update Report

A. Review pre-construction efforts completed

Tom DiMauro said a new road will be presented to Planning & Zoning on October 3rd. Tom DiMaruo reviewed a more detailed schedule, we are also waiting for a Code Mod that needs to be signed off on and it will then be sent to the State. If they get approval from Planning and Zoning, they will be on site mid-October for tree removal. Jessica Lamb asked if any updates/changes in the plans could be sent to the Communications Sub-Committee so they can let the public know. A question was brought up about the Cross Country course and if the October construction will impede, it will be looked into.

[Pre-Construction Schedule](#)

[Site Logistics](#)

XII. Arcadis Update Report

A. Review overall financial status

B. Review any invoices submitted with possible action to approve

Jack Butkus said he did not have an update as there are no invoices to process.

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

XIII. Adjournment

The meeting was adjourned at 9:24 p.m.

Respectfully submitted,

Lisa Hicks
Recording Clerk