



CROMWELL MIDDLE SCHOOL

BUILDING PROJECT

Meeting: CMS Building Committee
Date: Wednesday, October 11, 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 7:00 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, John Post. Alternates: Heather Jacobs, Jessica Lamb (Arrived at 7:29 p.m.)

Administration - Lynne McKenney

Board of Education Members - Celina Kelleher, Alan Schumann

Town Representatives - Absent

Perkins Eastman, Arcadis and Other Representatives

Jack Butkus, Tom DiMauro, Joe Culotta, Joe Costa

III. Approve Agenda

Motion to approve the Agenda made by Ken Jackson, seconded by Blaise Messinger. Vote: (6) Yes. Abstention: John Post. Motion Carries.

IV. Approval of Minutes from [September 27, 2023](#) meeting

Motion to approve the Minutes from September 27, 2023 made by Ken Jackson, seconded by Ken Cleveland. Vote: (6) Yes. Abstention: John Post. Motion Carries.

V. Public Comments - None

VI. Chairperson's Update

Rosanna Glynn gave an update on the discussion with the BOE regarding the windows. We are looking for an estimate for windows to open fully on the first floor, with a sensor, and a ventilation cut off system for the windows (a redundancy system). Is there hardware that exists to supplement that design? Joe Culotta will check the size of the windows and factor all expenses into the estimate. Rosanna Glynn also said they had a meeting with various members of the Town, BoE and Newfield for a discussion about the construction site entrance. At the P & Z meeting, concerns were raised about using the access road off of Geer Street. We will be going back next Tuesday for a final approval from P & Z. After discussion, we will use Herbert Porter Road to just beyond the boy scout ldoege(about 700 ft.). The Town wants a 5ft wide cement sidewalk to be constructed for pedestrians. The permanent concrete sidewalk will be ADA compliant, on the right side near the fields and there will be signage. The estimated cost will be around \$50,000.

VII. Joint Meeting with BoE Topics - No Topics

Motion to delete agenda item VII. Joint Meeting with BoE Topics made by Shannon Hughes-Brown, seconded by Matt Blanchette. Vote: Unanimous.

VIII. Communications Sub-Committee Report

Shannon Hughes-Brown said this past week we added our CMSBC Newsletter to the CMS Newsletter and we will update accordingly regarding the construction. On social media we launched our "Be Aware" graphic. October 25th is our next meeting and we will discuss the ground breaking.

IX. Design Sub-Committee Report

Heather Jacobs said she talked with Mr. Penney regarding the x-country meets, but because of the construction delays, it will not interfere. She also gave Perkins the CMS Soar information for design elements.

X. Perkins Eastman Update Report

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

Joe Culotta said the PCR meeting went well, we still need to get local official signatures, he added specification updates, drawing updates and other items, which have all been addressed. Items still not received; Plumbing Fixture Modification: pending OSBI approval, OSTA approval and Planning & Zoning: Conditional of Approval. The schedule is about two weeks delay from 1/2/24. Jessica Lamb said she just came from the Town Council meeting and the sidewalk may now be on the left side. Jack Butkus will follow up with Stuart Popper. A future meeting for the Building Theme for Interior Graphis - TBD. Next steps OGA Approval to go to Bid and Issue for Bid - TBD.

XI. Newfield Update Report

- A. Review pre-construction efforts completed

Tom DiMauro said he did not have an update.

XII. Arcadis Update Report

- A. Review overall financial status
- B. Review any invoices submitted with possible action to approve

Jack Butkus said the Office of Grant Administration has changed the process of documentation for payment requests. They are asking for a summary of invoices and checks, or other payment records, this will be an additional burden for the Town to produce. There was not an official approval for the Soil Management Plan, it was done via email, and Jack Butkus requested an official vote.

Motion to affirm the email approval of the Soil Management Plan for \$6,380.00 to Perkins made by Ken Jackson, seconded by Ken Cleveland. Vote: Unanimous.

Motion to approve the total amount billed of \$59,875.47 which consists of invoices from Arcadis and two invoices from Newfield Construction made by Ken Jackson, seconded by Blaise Messinger. Vote: Unanimous.

XIII. Comments, Updates and Announcements from Board Members and Admins - None

XIV. Adjournment

The meeting was adjourned at 7:43 p.m.

Respectfully submitted,

Lisa Hicks
Recording Clerk