



CROMWELL MIDDLE SCHOOL BUILDING PROJECT

Meeting: CMS Building Committee
Date: Wednesday October 25, 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 7:02 p.m.

II. Roll Call

CMS Building Committee

Present: Rosanna Glynn, Chair, Shannon Hughes-Brown, Vice Chair, Matt Blanchette, Ken Cleveland, John Post. Alternates: Heather Jacobs, Jessica Lamb

Absent: Ken Jackson, Blaise Messinger

Administration - Enza Macri, Claudio Bazzano

Board of Education Members - Absent

Town Representatives - Mayor Fortenbach (left at 7:04)

Perkins Eastman, Arcadis and Other Representatives

Jack Butkus, Tom DiMauro, Joe Culotta

III. Approve Agenda

Motion to approve the Agenda made by Matt Blanchette, seconded by John Post. Vote: Unanimous.

IV. Approval of Minutes from [October 11, 2023 meeting](#)

One edit on Chairperson Update, there was a typo, it should read boy scout lodge.

Motion to approve the Minutes from October 11, 2023 made by Matt Blanchette, seconded by Shannon Hughes-Brown. Vote: Unanimous

V. Public Comments - None

VI. Chairperson's Update

Rosanna Glynn said the sidewalk will now be on the west side (left side) because the Town did not want pedestrian traffic to cross the construction entrance to the site. We did go to Planning and Zoning and we received a green light.

VII. Communications Sub-Committee Report

Shannon Hughes-Brown said they had launched their "Be Aware" campaign, which will be posted to social media and it will be added in the CMS Newsletter. The committee also discussed plans for the groundbreaking and they are working on the logistics. The target date will be in March. They reached out to Dr. Macri about documenting the progress on the site and potential options for a camera feed to take a picture everyday. Mr. Messinger has also offered to take a picture everyday and we could have a student to work with Mr. Kiss or Mr. McGough as a project. Dr. Macri said we can have our IT Department meet with Jack Butkus to take a time lapse picture each day and work out the logistics.

VIII. Design Sub-Committee Report

Heather Jacobs said she did not have an update.

IX. Perkins Eastman Update Report

- A. Possible review of window redesign proposal
- B. Discuss rain garden fencing alternatives
- C. Review timeline and one/three month look ahead

Joe Culotta asked that the review of the window redesign proposal be tabled to the next meeting and add review of the sidewalk proposal.

Motion to table Item A. Possible review of window redesign proposal made by Shannon Hughes-Brown, seconded by Matt Blanchette. Vote: Unanimous.

Motion to add Item D. Review of the sidewalk proposal made by Shannon Hughes-Brown, seconded by Matt Blanchette. Vote: Unanimous.

Joe Culotta said that they are waiting for the sidewalk proposal to be approved. The breakdown of the \$13,750 was between Richter & Cegan, SLR, Perkins Eastman and a 10% markup for the consultants. Matt Blanchette questioned the lack of curbing. Joe Culotta said there is a 3ft wide strip of grass, they will be teeing off of Geer Street and it will be flush with the rest of the road. Richter & Cegan should have the site plans complete on November 3rd and then they will go to Newfield Construction for quotes, which should take a few days. The trees should start coming down on either Monday or Tuesday and the abutting neighbors have been notified. Rosanna Glynn said there are numerous rain gardens that they have seen at other schools that have no fence or the fencing is wood split rails. What requirements are driving the need for a chain linked fence? Joe Culotta said the requirement comes from the Connecticut School Construction Standards Guidelines - Section 7050, which requires the rain garden (bio retention) be fenced to prevent "accidental entry." Joe Culotta will check with SLR on the depth of water from a 100 year storm and check to see if the American timber rail could be an option. Tom DiMauro said this could be added into the first addendum, we do not want to hold up the approval. Joe Culotta said we received all the signatures from the local officials. Jack Butkus talked with the reviewer from the State today; hopefully, we should have the letter to allow us to bid within two weeks. The start of construction is currently projected to be January 23rd. The design team for Interior Graphics will meet next week.

Motion to approve the estimate for the design work for the sidewalk in the amount of \$13,750 made by Matt Blanchette, seconded by Shannon Hughes-Brown. Vote: Unanimous.

X. Newfield Update Report

A. Review pre-construction efforts completed

Tom DiMauro said for the Phase II, preconstruction schedule we are still waiting for OSTA approval. Right now, the mobilization date is January 23rd but that might actually be February 1st. We are ready to go to bid and we are finishing up the bid packages. For the Phase 1 update, we are going to mobilize on October 30th, we are coordinating with Claudio Bazzano and the Town regarding any activities. Taking down the trees will take about three weeks and we will then start the concrete walk.

XI. [Arcadis Update Report](#)

A. Review overall financial status

B. [Review any invoices submitted with possible action to approve](#)

Jack Butkus said the Change Order Committee has approved Change Order 1, which is a zero dollar change to the Phase 1 work. Jack Butkus said he would like a green light to post a request for proposal. Jack Butkus said in regards to the Request for Qualifications and Proposals, he is looking for the Committee's approval to post.

Motion to approve the Net Zero Change Order for the construction entrance revisions made by Matt Blanchette, seconded by Ken Cleveland. Vote: Unanimous.

Motion to approve the total amount billed of \$22,330.47 as amended, which consists of an updated invoice from Perkins Eastman for September 2023 services made by Ken Cleveland, seconded by Shannon Hughes-Brown. Vote: Unanimous.

Motion to approve the Request for Qualifications and Proposals to be posted by Arcadis made by John Post, seconded by Ken Cleveland. Vote: Unanimous.

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

Shannon Hughes-Brown said she would like to recognize Ken Cleveland, who received an award for his work in recognition of his achievements from the Connecticut Construction Industry Designer of the Year finalist. A round of applause was given by all.

XIII. Adjournment

The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Lisa Hicks
Recording Clerk