



CROMWELL MIDDLE SCHOOL

BUILDING PROJECT

Meeting: CMS Building Committee
Date: Wednesday November 29, 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 7:03 p.m.

II. Roll Call

CMS Building Committee

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

Absent: Matt Blanchette

Administration - Enza Macri, Claudio Bazzano

Board of Education Members - Celina Kelleher

Town Representatives - None

Perkins Eastman, Arcadis and Other Representatives

Jack Butkus, Dan Brisson, Joe Culotta

III. Approve Agenda

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

IV. Approval of Minutes from [November 8, 2023 meeting](#)

Motion to approve the Minutes from November 8, 2023 made by John Post, seconded by Blaise Messinger. Vote: (5) Yes. Abstain: Shannon Hughes-Brown. Motion Carries.

V. Approval of Minutes from [November 20, 2023 meeting](#)

Motion to approve the Minutes from November 20, 2023 made by Ken Jackson, seconded by John Post. Vote: Unanimous.

VI. Public Comments - An email request was received to be added to the distribution list.

VII. Chairperson's Update

Rosanna Glynn said the sidewalk project is completed. We have to approve the 2024 Committee meeting dates. Discussion was had to change the August 21st meeting date to August 28th and to delete the September 3rd meeting date. In regards to the next meeting, scheduled for December 13th, the Committee would like to meet virtually at 7:00 p.m., a Zoom invitation will be sent to all.

A. [Review 2024 meeting dates](#) with possible action to approve

Motion to approve the 2024 meeting dates with the edit of changing the August 21st meeting to August 28th and delete the September 3rd meeting made by Ken Jackson, seconded by John Post. Vote: Unanimous.

VIII. Communications Sub-Committee Report

Shannon Hughes-Brown said they spoke at the last ECS/WIS PTO meeting and gave an update on the project. We are scheduled to present an overview of the project to the Town Council on December 13th, which is the same date as our meeting. We will submit a written report to the Town Council for the December 13th meeting and ask to present at their January meeting. In regards to capturing the build process, Jack Butkus did reach out to his contact and was provided information on installing a security camera, which was an expensive option. Blaise Messinger will coordinate with Steve Van Bochoven, the IT Department and Mr. Kiss to upload pictures. We will provide an update to the Board of Education in January and at a future CMS PTO meeting.

IX. Design Sub-Committee Report

Heather Jacobs said at their last meeting, they reviewed the interior wall graphics for the; cafeteria, main street, breakout spaces and the library media center. The sub-committee provided some feedback and will meet again on Monday to review changes made. The updated interior wall graphics will be presented to the Committee at a future meeting for additional feedback.

X. Perkins Eastman Update Report

A. Fence update for the bio-retention basin

Joe Culotta said he did not have an update. Jack Butkus said he talked with Stuart Popper in regards to the approved single rail notched American Timber Rail guard fence. Jack Butkus will submit a letter on behalf of the Committee regarding the single rail notched American Timber Rail guard fence for the State Reviewer's record, Stuart Popper (Town of Cromwell), and Richter and Cegan (landscape architect).

XI. Newfield Update Report

- A. Review construction efforts
- B. Schedule review

Dan Brisson said they will be installing the stop signs and line striping on Geer Street and then Phase 1 will be complete. The trailer will be on site the week of December 18, 2023. Eversource will be putting in the poles for temporary power within the next month. Switch Gears are ordered and Newfield is waiting for a delivery date. They are looking at February 15, 2024 for mobilization. The end date is tentatively August 15, 2025. The pre-bid walkthrough will be December 5, 2023 and the bids are due December 21, 2023.

XII. [Arcadis Update Report](#)

- A. Review overall financial status
- B. [Review any invoices with possible action to approve](#)
- C. Recommend award from testing lab proposals with possible action to approve

Jack Butkus reviewed the Bid/Change Order Committee approval process and said after his additional review, he recommends the Committee to affirm Tri-State and their PO for \$75,000 as the materials testing service.

Motion to approve Tri-State Materials Testing Lab for \$75,000 as the materials testing service made by Ken Jackson, seconded by Blaise Messinger. Vote: Unanimous.

Motion to approve PCO #3 for Herbert Porter Road Permanent Concrete Sidewalk in the amount of \$96,167.68 made by Ken Jackson, seconded by John Post. Vote: Unanimous.

Motion to approve Change Order #1, for PCO #1, #2, & #3 in the amount of \$112,224.81 made by Ken Jackson, seconded by Ken Cleveland. Vote: Unanimous.

Motion to approve the total amount billed of \$386,504.63, which consists of one invoice from Perkins Eastman, one invoice from Arcadis and two invoices from Newfield for November 2023 services made by Ken Jackson, seconded by Ken Cleveland. Vote: Unanimous.

Motion to approve the PO for Tri State Materials Testing Lab in the amount of \$75,000 made by Ken Jackson, seconded by Ken Cleveland. Vote: Unanimous.

Motion to approve the PO increase for Change Order #1 for PCO #1, #2, & #3 in the amount of \$112,224.81 for Newfield Construction made by Ken Jackson, seconded by Ken Cleveland. Vote: Unanimous.

Motion to go into Executive Session for the purpose of Window ASR and discussion at 8:02 p.m. with the invite of Dr. Macri, Celina Kelleher, Claudio Bazzano, Newfield & Perkins made by John Post, seconded by Ken Jackson. Vote: Unanimous.

XIII. Executive Session: Window ASR and discussion

The Executive Session ended at 8:16 p.m.

XIV. Possible Action to Approve Window Plan, no discussion

Motion to approve Perkins Eastman Purchase Order for \$25,000 for the document revisions outlined in the letter dated November 28, 2023 made by John Post, seconded by Ken Jackson. Vote: (5) Yes. Abstain: Shannon Hughes-Brown. Motion Carries.

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

XVI. Adjournment

The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Lisa Hicks
Recording Clerk