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JoAnn Doyle  
TOWN CLERK  
CROMWELL, CT

# CROMWELL MIDDLE SCHOOL

## BUILDING PROJECT

**Meeting:** CMS Building Committee  
**Date:** Wednesday, November 30, 2022  
**Time:** 7:00 p.m.  
**Place:** Cromwell High School Library Media Center

### REGULAR MEETING MINUTES

<https://www.youtube.com/channel/UCqpKruXEFcurFBsTLHt3Zkw>

#### 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 (7:04 p.m.), Ken Cleveland (7:08 p.m.), Ken Jackson, Blaise Messinger, John Post. Alternates: Heather Jacobs, Jessica Lamb

Administration - Dr. Macri, Ms. St. John

Board of Education Members - Absent

Board of Finance Members - Absent

Town Council Members - Paula Luna

Town Representatives - Absent

Arcadis, Perkins Eastman and Other Representatives - Joe Costa, Joe Culotta, Mike Berger, Lauren Giamundo, Jack Butkus, Eric Gebrian

#### III. Approval of Agenda

Motion to Approve the Agenda made by Ken Jackson, seconded by Blaise Messinger. Vote: Unanimous.

#### IV. Approval of Minutes from November 16, 2022 Meeting

Motion to Approve the Minutes and Motions - November 16, 2022 made by Ken Jackson, seconded by John Post. Abstain: Shannon Hughes Brown, Matt Blanchette, Blaise Messinger. Motion carries.

**V. Public Comments - None**

**VI. Chairperson's Update**

Rosanna said if we have inclement weather on a meeting night, and if we have time to plan, the meeting will be via Zoom through the account of Jack Butkus - we will notify the town and post our social media platforms. If the weather takes a turn for the worse, Rosanna will cancel. We did have a meeting with OSCGR on Monday morning and we had the opportunity to meet the new director. Our grant proposal is complete and Rosanna thanked all who were involved for their work.

**VII. Communications Sub-Committee Report**

Shannon said they met this evening and are continuing to stay the course with the monthly newsletters; the December one will go out next week. Once we get more formalized, we will be prepared to support the community forums.

**VIII. Design Sub-Committee Report**

Heather said today we had a last minute meeting with Perkins Eastman and administration to discuss sizing, layout and adjacencies for CMS office area and Central Office. The updates will be addressed during Perkins Eastman presentation.

**IX. Perkins Eastman Update Report**

- a. Review design (sketches) - next iterations
- b. Status on Interviews / data gathering
- c. Review timeline and one/three month look ahead

Mike Berger said they had a good update meeting and noted changes made to the layout in the presentation such as: PE support space flip, music/choral space acoustically isolated and locker room accessibility from inside the gym. The proposed plan is now in BIM (3D Plan). We are looking at the topography, the landscape drops about 6ft and we are looking at potential ramps/stairs in the corridors to help mitigate. At this point, there is no teacher workroom with a copier, they will try to test fit a space. A request was made to move the Superintendent's office for confidentiality and an extra conference room for about three people in the Central Office. CMS change requests: a more direct access from the principal's office to the guidance suite, toilet not needed, site line issues. A rendering of the building massing was also presented. Joe Culotta said in the deed plot map, regarding the open space grant, it does not apply to the open space grant. We will receive a full report of the traffic study by the end of the week. We would like to meet with the town staff early next week regarding this as well. Eric Gebrian said to move forward, he gave the committee a review of the three options regarding mechanical systems, which should be done by early next week for narrative and pricing. The key factors are; maintenance, reliability, indoor air quality, energy efficiency, first cost/return on investment, system noise and occupant thermal comfort. Option 1 All electric (no geothermal, no boiler plant) least expensive, Option 2 Mostly electric (No geothermal, -2,000 MBH boiler plant) 5% more, Option 3 Highly sustainable option (-100 bore geo field, -750 MBH backup boiler). Discussion was had on the three options and Option 2 is the option that Perkins Eastman would suggest, the committee agreed and Option 1 will be the alternate. Rosanna said we are going to the next Town Council meeting on December 14, 2022 and we would like Perkins Eastman to do a write up for the approval of the land.

**X. Arcadis Update Report**

- a. Review status of information request for OSCGR
- b. Review financial status, including budgets for CA and CM

Jack said we did have a successful meeting with the state and they would like our input on their forms. We also received a letter from the state and we believe we are on the priority list. Currently, the financial status for the Commissioning Agent is slightly higher in the Central Office budget, but lower on the school side (over \$3,000 under \$47,000). Jack has some numbers from a similar project that the interview committee can use as a benchmark in regards to the CM interviews. Overall, the finances will be updated for the December meeting; Emily is working on it.

Rosanna said next week, on December 6th, we have interviews for the C/M. On December 8th, we will have the will have a tour of North Haven Middle School and an Executive Session regarding the CM finalists. Our next meeting will be December 12th at 7:30 p.m., and on Wednesday, December 14th, at 7:00 p.m., is the Town Council meeting for approval of the land use. The next regular meeting will be January 4, 2023.

#### **New Business**

- a. Review CA contract status

Jack is also waiting to hear if the letters have gone out from the town officially awarding the C/A. There will be a little bit of a lag due to the holidays, if we can get the CM signed up promptly, it may be viable for them to do their estimate. Jack will issue the contracts to be reviewed.

Motion to hire Sustainable Engineering Solutions as the C/A with a fee split for both the CMS project of \$78,000 and Central Office project of \$8,000. Motion by John Post, seconded by Ken Jackson. Vote: Unanimous.

**XI. Comments, Updates and Announcements from Board Members and Administrators - None**

**XII. Adjournment**

Rosanna Glynn, Chair declared adjournment of the regular meeting of the CMS Building Project Committee at 9:05 p.m.

**Public Session of the committee meeting ended at 9:05 p.m.**

Respectfully submitted,

Lisa Hicks  
CMS Building Committee Recording Clerk