



CROMWELL MIDDLE SCHOOL BUILDING PROJECT

Meeting: CMS Building Committee
Date: Wednesday, August 2, 2023
Time: 7:00 p.m.
Place: Cromwell High School Library Media Center

REGULAR MEETING MINUTES

<https://www.youtube.com/watch?v=8z67VzZyMys>

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, Ken Jackson, Blaise Messinger, John Post. Alternates: Heather Jacobs, Jessica Lamb (Via Conference Call)

Administration - None

Board of Education Members - Alan Schumann

Town Representatives - Absent

Perkins Eastman, Arcadis and Other Representatives

Jack Butkus, Joe Culotta (via Conference Call), Tom DiMauro

III. Approve Agenda

Rosanna Glynn said Perkins Eastman will not have a presentation this evening, it will just be a verbal.

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

III. Approval of Minutes from July 19, 2023

Motion to approve the Minutes from July 19, 2023 made by Ken Jackson, seconded by John Post. Vote: Yes (6). Abstain: Matt Blanchette. Motion Carries.

IV. Public Comments - None

V. Chairperson's Update

Rosanna Glynn said she received a letter from the Town Manager regarding the change order process, which will be discussed under New Business. We also received the construction documents.

VI. Communications Sub-Committee Report

- a. Review ground breaking ceremony plans with possible action to approve

Shannon Hughes-Brown passed out a two page proposal. She said they met last week and they discussed how to make the community aware of construction notices, ie. the traffic flow. They will post items in the Newsletter and they will also post "Be Aware" items on our Facebook page and send out via Superintendent's eblast to families. In the fall, they will restart the "Did You Know?" series on the highlights of the new school and different aspects of incorporating sustainable items. The Newsletter will go out next week along with BOE and Town Council reports. The next big event is the Ground Breaking Ceremony. They would like to have the ceremony in early to mid-March at 4:00 p.m. The ceremony would be about a half hour, with two guest speakers, have students submit poems for a "New Beginnings" essay contest, banner on the fence from student work, with the invite of elected officials, Town officials, Board of Education, School Administrators and the Public. We will reach out to the CMS PTO to help fund and CMS News to report on events. In April, the students will sign the last steel beam, during school, before it is erected. Also we would like a camera on top of the building for coverage to document construction, we will check with Dr. Macri. We would also like a photographer to donate their services for the event. Career opportunities for students during the construction phase will be done with Newfield Construction and they use the ACE (Architecture, Construction & Engineering) Mentorship Program.

VII. Design Sub-Committee Report

- a. Review material recommendations with possible action to approve

Heather Jacobs said she and John Post met with Perkins Eastman to review materials and hardware to make sure their specifications and preferences were kept. Lockers are to be stacked with no integrated locks as there is not enough room. Specifications for metal for welded frames, which are spec'd with a 20 gauge metal. For double doors, all doors without the magnetic hold opens will have vertical rods. Recess mats will be in vestibule between Central Office and CMS, which eliminates any entry way rugs. Magnetic White Boards not whiteboard paint. On the wall outside of the building near the vestibule, the office will have a push out "hopper style" window for drop off items. Quality Control is done by Newfield. Joe Culotta is going to follow up with Dr. Macri for facilities questions. Ensured that the dinosaur footprints and memorial are incorporated with the new building. Machine roomless traction elevator. Discussion on batting cages and ceiling height will have to be reviewed further. For the bleachers, they will be plastic benches, and asked to look for a vendor that has a flat bench with no seat molds. They cannot preserve the current falcon on the gym floor, they will make a shadowbox and take a picture to hang it in the office. They will preserve the plaque. Door hardware to be blocked with solid wood. Window in the center of interior doors. They recommended offset pin hinges for cabinetry, which are stronger. Ken Jackson will work on the time capsule. For the interior renderings, discussion was had to get the documents in order to keep on schedule so there was no additional focus on the renderings.

VIII. [Perkins Eastman Update Report](#)

- a. Review any value management options and recommendations with possible action to approve value management options
- b. Review status of construction documents
- c. Review timeline and one/three month look ahead

Joe Culotta said construction documents are in the third party reviewer's hands and we are still on schedule.

IX. Newfield Update Report

- a. Review pre-construction efforts completed

- b. Review pre-construction timeline

Tom DiMauro said we are out to bid for Phase 1 and they are due to Newfield on August 10th. We have received the construction documents and the reconciliations should be done by the 25th. We have a meeting with the Town tomorrow on parking options.

X. Arcadis Update Report

- a. Review overall financial status
- b. Review any invoices with possible action to approve
- c. Potential action on sub-consultants

Jack Butkus said Emily Sifuentes will have an update at the next meeting. Also in the packet is a work order for Sustainable Engineering Services to collect data the first year of the building regarding the Eversource incentive program. The cover letter to Town Hall will review all information regarding the threshold review service. Discussion was held about the threshold review services contractor and the process to obtain the contractor. The committee suggested revisions be made to the cover letter before sending to the town.

Motion to approve the Invoices as Presented by Arcadis with the Invoice Date of August 2, 2023, for the Vendors: Constant Contact Email Service, Shannon Hughes-Brown and Arcadis, for a Total of \$6,304.47 made by Ken Jackson, seconded by Ken Cleveland. Vote: Unanimous.

Motion to approve additional services for Sustainable Engineering Solutions (SES) for \$3,500.00 made by Ken Jackson, seconded by Ken Cleveland. Vote: Unanimous.

Motion to approve threshold review services from Szewczak, Kilty & Fluhr Structural Engineers. The cost of these services, including a 10% mark-up by Arcadis, for a total of \$25,300.00 made by Ken Jackson seconded by Ken Cleveland. Vote: Unanimous.

XI. New Business

- a. Review spend threshold allowance for committee chair with possible action to approve
- b. Change orders process
- c. Logo update tabled to next meeting.

Motion to table Logo update to the next meeting made by Shannon Hughes-Brown, seconded by Matt Blanchette. Vote: Unanimous.

Discussion was had regarding the Chair having approval for up to \$10,000.00 for construction change orders. Ken Jackson said they should have a discussion with the Town. There will be times when a time sensitive change needs to be done asap. Rosanna Glynn read a letter received from the Town Manager. The Resolution says the Committee has fiduciary responsibility and if the Town Manager wants to change, that would have to go to Town Council as it very clearly gives the Committee (Item 13) the responsibility to approve change orders. . Jack Butkus and Tom DiMauro will also attend the Town Council meeting next week. The Committee agrees that Mr. Harriman needs to be present at the meetings. A continued discussion for the committee chair threshold allowance and change order process will be continued at the next meeting.

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

XIII. Adjournment

Meeting adjourned at 9:10 p.m.

Respectfully submitted,

Lisa Hicks
Recording Clerk