



CROMWELL MIDDLE SCHOOL BUILDING PROJECT

Meeting: CMS Building Committee
Date: Wednesday, August 16, 2023
Time: 7:00 p.m.
Place: Via Zoom

REGULAR MEETING MINUTES

[YouTube Link](#)

I. Call to Order

The meeting was called to order by Rosanna Glynn, Chair at 7:07 p.m.

II. Roll Call

CMS Building Committee

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

Absent: Ken Cleveland, Blaise Messinger

Administration - Dr. Macri

Board of Education Members - Alan Schumann

Town Representatives - Absent

Perkins Eastman, Arcadis and Other Representatives

Jack Butkus, Joe Culotta, Tom DiMauro, Mike Berger, Lynzee Halligan, Jim Twitchell, Peter Antonucci

III. Approve Agenda

Motion to approve the Agenda made by Ken Jackson, seconded by Shannon Hughes-Brown. Vote: Unanimous.

IV. Approval of Minutes from August 2, 2023 meeting

Add the following sentence to the end of the Communications Sub-Committee Report: Blaise Messinger will work with Newfield Construction to create educational opportunities with the ACE Mentorship Program for high school and middle school students. Under the Design Sub Committee Report, change all interior doors from “without” to “with” the magnetic hold opens.

Motion to approve the Minutes with the above edits from August 2, 2023 made by Ken Jackson, seconded by Matt Blanchette. Vote: Unanimous.

V. Public Comments

Shannon Hughes-Brown said the communication subcommittee did post on social media about the field closures and general information. A comment was brought up about parking lot closures, which is worthy of post response. We will be reaching out to Newfield for a poster regarding fields and parking lots to post.

VI. Chairperson's Update

Rosanna Glynn said that Jack Butkus and Ken Jackson will give an update on their meeting with the town under New Business.

VII. Communications Sub-Committee Report

Shannon Hughes-Brown said they will be putting together the information regarding the ground breaking. They will be setting the meeting schedule, which will be; September 27th, November 8th, January 17th, February 21st & March 20th at 6:00 p.m. before the CMS Building Committee in the CHS LMC.

VIII. Design Sub-Committee Report

Heather Jacobs met with Perkins on August 9th to go over some additional interior renderings. John Post has done some additional research about vertical surface mounted rods. John Post said that he received an article from the Allegion rep. on surface mounted vertical rods. When doors are used in an ADA environment, there cannot be a bottom surface rod. The only point of contact for the rods should be on the top of the door, if not, it adds a lot of stress to the hardware and can break. The door upstairs, that has a mullion bar has been there for years and it has never failed. John also talked with the head custodian, who said the vertical rods are a pain. John would like to propose an alternate to have vertical rods concealed in the doors, which meets code. Rosanna asked the Design Sub-Committee to get some cost estimates and requested images. It will be added to their agenda.

IX. [Perkins Eastman Update Report](#)

- a. Review material recommendations with possible action to approve
- b. Review soil testing report with possible action to approve go forward plan
- c. Review status of construction documents
- d. Review timeline and one/three month look ahead

Lynzee Halligan said we are looking at a bridging color of dark blue to make a more cohesive design between the two pallets. Heather Jacobs said that the Design Sub-Committee did review and we are recommending to approve the color pallet shown. A review of the floor plan color blocking was given. The sixth grade wing will be green, the seventh grade wing will be green and blue and the 8th grade wing will be blue. On the Main Street, the dark blue bridging color was added, brick and flooring pattern was shown. The committee would like blue also on the right side of the corridor to help tie in. Shannon Hughes-Brown asked about the marque, and it will be added. Discussion was had to have all black falcon on Main Street. For the Auditorium, there are no changes. For the Gym options, they were guided to

have black pads instead of red pad and change the scoreboard wall to gray instead of red. The media center had the revised rendering with the dark blue and green. The Design Sub-Committee will look at the options for the glass small room window. The committee approved bringing in the Main Street bridging color. For the Cafe, the Design Sub-Committee recommended dark blue walls instead of the red, larger community spaces to have a black and red falcon on the wall and they would like to incorporate blue on the top of the wall to blend in. For the Classrooms, they removed the colors in the flooring for a solid field gray floor throughout. The Science classrooms are approved, and they will look into wall protection behind sinks and also in the art room. The Break Out Common Areas are approved and the Bathrooms were approved. Joe Culotta gave a recap on the fence layout and presented Screen options for the Service and Dumpster Area and the Fire Retention Basin. The committee would like a 4' black chain link fence. Joe Culotta gave a schedule update and said on the completed soil sampling, the results are favorable. Jim Twitchell said they took samples and only one area came back as contaminated. Peter Antonucci said they took 25 sampling locations up to 2 feet. Only one sample, the south central portion of the soccer field, had pesticides contaminants, which were slightly about the State standard. Their recommendation was to segregate that area during site work and dispose of it. The other soil can be managed on site. The former transformer room, below the school, there was some staining on the floor, but the PCB level <1.0, which was good news. On the east side of the building, where the old greenhouse used to be, the concrete structure was sampled and they did not find any issues with the water, which is also favorable. Discussion was had in regards to having a special meeting on August 30th, which will be virtual, due to it being the first day of school.

X. Newfield Update Report

- a. Review pre-construction efforts completed

Tom DiMauro said the bids are due on August 22nd at 2:00 p.m. and he would like to present on August 30th to the Board. They are continuing to meet with town staff and the logistics are coming along nicely.

XI. [Arcadis Update Report](#)

- a. Review overall financial status
- b. [Review any invoices submitted with possible action to approve](#)

Jack Butkus reviewed the financials. The first payment reimbursement request has been filed, which should be received by early September. The grant for the middle school project is almost \$800,000 more than we asked for, which we cannot touch.

Motion to approve the Invoices as Presented by Arcadis with the Invoice Date of August 16, 2023, for the Vendors; Perkins Eastman and Newfield Construction, for a Total of \$238,954.70 made by Ken Jackson, seconded by Shannon Hughes-Brown. Vote: Unanimous.

XII. New Business

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

Jack Butkus reviewed the memo created from a meeting that was held on August 15th with the Town. He went through the framework regarding a Bid Review Committee. This memo gives the Bid Review Committee the right to recommend proposals from consultants, suppliers or construction bidders, as well as the Guaranteed Maximum Price (GMP) Amendments for the Construction Manager. They will report any bids approved directly by this committee, if authorized by the CMSBC, for the endorsement of the CMSBC and recording in the meeting minutes. Members of the committee would be a member of the CMSBC, Ken Jackson, John Harriman, Town Engineer, and members from Newfield and Arcadis. This will help the efficiencies and will help create or modify purchase orders. The Town Manager will endorse the transaction for record purposes and release them to sign for contracts. The Change Order Committee reviews and approves change orders through regularly scheduled meetings. The Construction Manager

may implement the change immediately upon approval. Implements Expedient Approval for time sensitive changes that fall within the following criteria: For time sensitive changes that do not exceed \$10,000, the approval of the Town Engineer or CMSBC representative (or if either are unavailable, the Chair of CMSBC) shall be sufficient. Notifies the CMSBC of all change orders so approved for the endorsement of the CMSBC and recording in the meeting minutes. The Change Order Process will be in the packet for the following meeting. The Project Manager will prepare a memo containing the Change Order Review Committee's recommendation for approval by the CMSBC or a notice of direct approval by the Change Order Committee. Each change order will be classified as to the reason for the change order, i.e., "Owners request", Unforeseen or field conditions, "Design", issue or "Other", such as a requirement of an authority having jurisdiction. Each change item will be noted with the anticipated level of eligibility for state grant reimbursement. (eligible, partly eligible, or ineligible). The Town had discretion to rescind this agreement with two-weeks' notice and revert back to the letter sent to the CMSBC Chair on July 31, 2023. Discussion was had and the Committee has concerns about 3 d. and what might trigger the Town Manager and they would like clarification. Jack Butkus will attach the email received as backup to the memo questioning the clarification of 3 d.

Motion to approve the agreement as is with the clarification of 3 d. Town of Cromwell or Town Manager made by Matt Blanchette. seconded Shannon Hughes-Brown. Vote: Unanimous.

Motion to appoint Ken Jackson as the CMSBC representative to the Bid Review and Change Order Committee made by Shannon Hughes-Brown seconded by Matt Blanchette. Vote: Unanimous.

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

XIV. Adjournment

The meeting was adjourned at 10:46 p.m.

Respectfully submitted,

Lisa Hicks
Recording Clerk