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JoAnn Doyle
TOWN CLERK
CROMWELL, CT

CROMWELL MIDDLE SCHOOL BUILDING PROJECT

Meeting: CMS Building Committee
Date: Wednesday, October 5, 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 7:00 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: Jessica Lamb, Heather Jacobs

Administration - Absent

Board of Education Members - Celina Kelleher

Town Council Members - Jack Hennehan

Town Representatives - Town Manager Salvatore, Sharon DeVoe

Arcadis, Perkins Eastman and Other Representatives - Joseph Costa, Mike Berger, Mike Cegan, Mike Walsh, Jack Butkus

III. Approval of Agenda

Motion to Approve the Agenda made by Ken Jackson, seconded by Matt Blanchette. Vote: Unanimous.

IV. Approval of Minutes from September 21, 2022 meeting

Motion to Approve the Minutes and Motions - September 21, 2022 meeting made by Ken Jackson, seconded by Shannon Hughes-Brown. Vote: Yes (6) Abstain: Matt Blanchette. Motion Carries.

V. Public Comments

No public comments and no public comments via email or social media.

VI. New Business

A. Chairperson's Update

Rosanna gave an update on recent activity. The Town Council received a copy of the four page letter Rosanna and Shannon drafted, a few items to highlight; request that our Charge is clarified so that everyone knows the roles and responsibilities of the Building Committee so we do not jeopardize the reimbursement potential from the State. Rosanna feels that there is an interpretation issue. She has done research and other towns clearly give authorization to their building committees to act as they see fit for their building projects within the parameters set by the State of Connecticut. She also made some recommendations to help stay on budget regarding the Purchasing Policy. We appreciate the guidance provided by the purchasing policy and do not see the need to make any changes to the policy as long as the building committee can make decisions and have a say in the major steps and decisions for hiring vendors. This is the expectation for the state, for Cromwell to receive full reimbursement from the State. There was a comment from Facebook regarding the Geer Street Project, and the impact on our students when this building goes up. Though this committee has no voting authority, we could request a study on the health and safety of our children. Rosanna suggests we discuss with the committee on how we should proceed.

B. Review RFQ Drafts with Possible Action to Approve (for Construction Manager and Commissioning Agent)

Shannon said Jack from Arcadis provided a template and Ken Jackson made the edits. Joe Costa said the timeline should match the current timeline. Start of construction in October 2023 with construction completed in March 2025 and demolition in April - November 2025. Jack said to keep the original timeline. Joe said ultimately the CM will have a say in the timeline and with the expectation of sooner than later Jack said. RFP & RFQ 3 weeks and another 3 weeks. We will approve the drafts we have tonight and Friday to post to get out to the State website as it does not have to go to the town attorney. Can it be posted by Friday? Sharon will get back to Rosanna as her office cannot do it, it will go through Lisa and will be sent out electronically. Sharon said it is a Town requirement to post a legal notice. Ken Cleveland asked how do these dates work with the architect's schematic designs for deadlines? Joe Costa said the deadline needs to be before Christmas break. Jack said typically we give the estimators two weeks to report out pricing and needs to be delivered and reconciled. Jack will work with Ken Jackson on very specific wording with the town attorney with the contracts to expedite the process. The deadline for both RFQs will be October 28, 2022 at 2:00 p.m. The CM interviews will be prioritized. Questions to be submitted by October 21, 2022 and on page 9 change date and time and take out RFP.

Motion to approve the RFQ draft for Construction Manager with the following edits: add deadline of October 28, 2022 at 2:00 p.m. to the front cover. remove all mention of rfp and add questions due by October 21, 2022 and change date and time on page 9 made by Ken Cleveland seconded by Matt Blanchette. Vote: Unanimous.

Rosanna said for the Commissioning Agent, it is RFP and RFQ combined. Change page 9 date to be submitted by October 21, 2022 at 2:00 p.m. and questions due by October 14, 202 for questions.

Motion to approve the RFQ & RFP draft for Commissioning Agent with the following edits: add deadline of October 21, 2022 at 2:00 p.m. to front cover. add questions due by

C. Review and Possible Action to Approve Recommended Changes to Town Charge

Jack from Arcadis said he did have a conversation last week with Sharon, Marianne and Tony regarding the Purchasing Policy vs. the Charge. Jack came up with a summary consistent of what he has seen in other towns as far as expectations and authority of this committee. Following procurement, the building committee isn't a department, board or commission, it is an entity created for one specific task, so they should not have to get approval from the Town Manager. Overall, the structure of the Charge is consistent with other building committees and the authorities provided to them. There was a conflict in hiring the architect with the wording of the Charge and what actually happened. The Charge clearly states what the committee selects (select the consultants, construction manager, as well to hire anyone that we need that was not in Perkins Eastman scope). Clarify language in regards to negotiate, roles and structure. As your PM, Arcadis will be coming up with a PM Plan and all parties will receive a copy of it. Jack will help redline the Charge and will refer to other entities used. We do have authority to create a sub-committee and they will bring back information to the whole committee and others are for change orders up to a threshold and then report back. The major decisions should emanate from this committee. Town Manager Salvatore stated he agrees with most of what was said, but Jack failed to recognize that it was clarified by the Town Council. At the last meeting, the Purchasing Policy would be followed and would clarify any inconsistencies. There was a correction found by the Director of Finance and it was voted on by the Town Council to follow the Purchasing Policy for the Building Committee and change the final approver from Town Council to the Town Manager. Shannon said no changes to the Charge were made at that time, it was discussed, but no action was had to change anything in the Charge. Tony said it was voted that the building committee would follow purchasing policy. Rosanna said that was prior to the town being made aware of the potential impact for reimbursement from the State if the Building Committee does not vote on the contractors. Tony Salvatore, Town Manager, said the goal is to move this project as quickly as possible. Any inconsistencies can be addressed and the policies can be worked on. Rosanna asked if he would be okay for the building committee to vote on the short list and the finalists and then come to Tony for final approval. Tony said if finance is good, then he is good with it, Sharon said she is good with it. Tony then said he would like to defer until after discussing with the Town Finance Manager regarding change and he will get back to Rosanna, but feels these issues can be resolved. Rosanna will put in writing and Rosanna said the committee will not vote on something we cannot have the opportunity to discuss.

VII. Arcadis PM Report

Jack said that they had a good kick off meeting with the finance department. A breakdown of the budget should be available in two weeks.

VII. Perkins Eastman Architecture Report

Joe Costa reintroduced Mike Berger, and introduced Mike Cegan, Richter & Cegan and Mike Walsh, CES Engineering to the committee and proceeded with a slideshow presentation. Joe gave an update on survey and existing drawings, program verification progress, site analysis and organization, mechanical systems, project schedule and next steps. It is a very tight budget, which has to support the site work and square footage, we would like to be within the state guidelines to maximize eligibility reimbursement. They will have additional meetings with CMS staff, as they have already met with administration. At the next meeting they will provide a plan to meet with teachers. Surveyors have already been on site and they have scanned drawings of the building regarding abatement. Mike Cegan said he is the landscape architect, for the development of the site and building architecture. The first step is site analysis, they look at the site and surrounding

area. The actual school is 16/17 acres and is adjacent to neighborhoods and Watrous Park. The zoning line is an R15 zone and will need a special permit with Planning and Zoning for criteria in regards to building height and buffers. They will address the parking area, parent drop circulation and utilities. Mike Berger said moving the building a little further north than the previous Tecton design is a better option as orientation was not optimal, it was running north/south and we would like to control the light of solar exposure shifting east/west for better performance. Mike reviewed a few different options. Mike Walsh said it is extremely important that we are conditioning the building appropriately with regards to HVAC, heating, electrical, ventilation and air conditioning. We create a virtual physical and data model of the building. We like to be sensibly sustainable and we are trying to create the building as a teaching tool. For next steps, Joe said they will continue to collect information, have follow-up meetings on space programs with educators, finalize and present program adjustments, commence SD design layouts and options, present sketches, discussed setting up a Design Subcommittee and set up design workshops with the Cromwell community and sub committee.

Perkins Eastman Presentation

IX. Communications Sub-Committee Report

Shannon stated their October newsletter went out earlier this week introducing Arcadis and Perkins Eastman to a broader community. It will also be sent to town groups and Facebook tomorrow. We are working on reports for the Town Council and Board of Education that will highlight introduction of Arcadis and Perkins Eastman and the RFQ process.

X. Public Comments - None

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

Rosanna said the Design sub-committee will be put on the next agenda. Shannon asked if they had any best practices to share in regards to community engagement. Rosanna asked Joe to share information on the meeting he had with Administration. John Post tentatively set up a tour at 4:00 p.m. on October 13, 2022 for Beman Middle School, please message John directly to attend.

Discussion was had in regards to the Geer Street Project. Heather Jacobs said the Geer Street Project was voted down by Inland Wetlands. Rosanna said we should look at the impact of the safety and health of our students. Do we want to ask Planning and Zoning to do a study on the health hazard for students of the construction of these buildings? Shannon questioned knowing that property is for sale, what are the potential risks of the development of a parcel that size and would we have to move building? Heather said we should draft a letter with the questions to Planning and Zoning. Ken Cleveland said we have a right to be concerned about it, but it is not in our purview. Matt Blanchette said he could draft a letter to make sure the Town Planner and Town Engineer are involved in this process, could the Town buy a piece of land to create a buffer and invite them to future meetings. Matt will draft a letter scope of the boundaries and potential development of the land and Watrous Park and will send it to Rosanna for review.

XIII. Adjournment

Motion to Adjourn the Regular Meeting of the CMS Building Committee at 9:56 p.m. made by Ken Jackson, seconded by Shannon Hughes-Brown. Vote: Unanimous.

Public Session of the committee meeting ended at 9:56 p.m.

Respectfully submitted,

Lisa Hicks
CMS Building Committee Recording Clerk