



RECEIVED FOR RECOI  
Sep 29, 2022 01:31  
JoAnn Doyle  
TOWN CLERK  
CROMWELL, CT

# CROMWELL MIDDLE SCHOOL

## BUILDING PROJECT

**Meeting:** CMS Building Committee  
**Date:** Wednesday, September 21, 2022  
**Time:** 7:00 p.m.  
**Place:** Cromwell Middle School Library Media Center

### REGULAR MEETING MINUTES

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

#### Building Tour at 6:00 p.m.

#### 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, Ken Cleveland, Ken Jackson, Blaise Messinger, John Post. Alternates: Jessica Lamb, Heather Jacobs

Absent: Matt Blanchette

Administration - Dr. Macri

Board of Education Members - Celina Kelleher, Alan Schumann

Board of Finance Members - Paula Luna

Town Representatives - Mayor Fortenbach

Arcadis, Perkins Eastman and Other Representatives - Joseph Costa, Joseph Culotta, Mike Berger, Jack Butkus, Emily Sufuentes

#### III. Approval of Agenda

Rosanna requested Item VI Introduction of Building Committee to New Firms be also composed of Items VII. New Business A. Project Review to Date, B. Committee Expectations, C. Three Month

Look-Ahead/Timeline, since the Communications Sub-Committee has a presentation that includes those items.

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

#### **IV. Approval of Minutes from September 1, 2022 meeting**

Motion to Approve the Minutes and Motions - September 1, 2022 meeting made by Ken Jackson, seconded by John Post. Vote: Unanimous.

#### **V. Public Comments**

Mayor Fortenbach stated as of 3:46 p.m. this afternoon, the Town has both contracts returned from the vendors and there will be a brief comparison to be reviewed and then they will be approved and signed by the town manager before POs to be issued. As far as Town Council and Town Manager, Mayor Fortenbach would like to institute that a member of the Town Council attend every meeting and ask the Town Manager to be at at least one meeting per month or a delegate from their office to attend. Mayor Fortenbach also advised, assuming Sharon DeVoe will be a member of the selection committee, to select a construction manager. Mayor Fortenbach also stated the committee is doing a fantastic job and the community recognizes it.

#### **VI. Introductions of Building Committee to New Firms**

The CMS Building Committee introduced themselves individually to the new firms. Rosanna gave a review presentation, via PowerPoint, of the Town of Cromwell regarding government and community. She also reviewed the project overview, timeline, and team values. She reviewed the current state of the building and reviewed the four decision factors; safety, curriculum, cost differential and student impact during construction for coming to the decision of building as new. Rosanna stated that the community has voiced preference for the Auditorium to be even larger, add a turf field to the new soccer field, softball field proximity, sustainability, solar panels and electric plug-ins charging stations, for safety features, natural light and fire escape from the indoor courtyard and lockdown features. We need to add more parking spaces, preserve memorial and dinosaur prints and be aware of the proximity to the Geer Street project and be mindful of room assignments.

#### CMS Building Committee Update

Joe Costa, Principal, Perkins Eastman, stated they are very happy to be selected and are looking forward to working with the Committee and the Town. Middle schools are a transition building for the direction of the physical, emotional and intellectual development of children before they enter high school. We would like to create a tool (the building) for that transition to be successful. Perkins Eastman is located out of Stamford and was founded in 1981 and their K-12 practice of school design is about 30-40% overall. They have received over 250 awards for Design Excellence. We create innovative and cost effective, custom designs that bring best practices and our firm is a sustainable architecture leader. Mike Berger, Design Architect, said he will be at every meeting and has been doing this for over 21 years and works primarily with K-12 projects. Joe Culotta, Project Manager, stated he will be the day to day contact and will be managing the team and will be working with Arcadis. He has been with Perkins Eastman for over 16 years and is looking forward to working with this project. Also the following members will be in attendance at future meetings; Lauren Giamundo, Project Architect, Mike Walsh, MEP Engineer CES Engineering and Mike Cegan, Landscape Architect Richter & Cegan. The team presented their PowerPoint slides and reviewed the proposed time schedule. The construction phase will be about 18 months with a tentative move in date of March of 2025. The Ed Specs of the Central Office was not sent and they would like a copy of it. Joe Costa and Joe Culotta gave the next steps, questioning the community involvement and if there will be a Design Sub-Committee, a decision will be made for the next meeting. Joe Culotta would like to set up design workshops to meet with staff and schematics of occupancy space and we already have a surveyor in place. Rosanna asked if there were any schools

they built that were STEAM focused facilities, Joe said they just finished one in Norwalk and he will give Rosanna a list of schools. Also Rosanna would like a list of what we should be mindful of that Perkins Eastman learned from other districts of what to do or not to do.

### Perkins Eastman Presentation

Jack Butkus, Senior Program Manager, Arcadis, thanked the Committee for the opportunity to work on this project and we will be working mostly with him on the design phase. Jack stated he has also worked with Perkins on other projects. Our goal is to achieve the best value suitable today and flexible tomorrow. Our job is to hold all players accountable. A tool that we have seen very effective, whether the Committee creates a Design Advisory Sub-Committee within itself or not, you need to have key community partners to be a conduit of information for the Committee. By having this sub-committee, representatives of key stakeholders can get direct information and report back to their constituents to become a more efficient way to receive information from various stakeholders. Jack reviewed the handout of the draft 90 Day Look Ahead Schedule with the committee. Moving forward, procurement process for the Construction Manager and we will need a Commissioning Agent hired outside of the design team. Emily Sifuentes, Financial Controls Manager, stated over the next couple of weeks she will set up meetings with the Town Finance representatives on where we stand, what are the processes to follow, expectations, invoicing, change orders and procurement issues. The space waiver will have an impact on reimbursement, but we will not have an idea of how much until we meet with OSCGR. Eligibility is important, there is a six month deadline for OSCGR to consider something ineligible. There will be a signature process that requires the Superintendent's and Finance Director's signature. She will work on developing a budget of soft costs and she will be the direct point of contact with the Finance Director. Emily will establish an introductory meeting in two to four weeks dependent on availability. The space waiver for the auditorium should be done in the schematic phase. The State stops reimbursing when you reach 85% of all construction costs to ensure completion of the project. Rosanna would like a budget status for each of the Committee meetings or as available. Sharon DeVoe would probably be the point of contact for the Town. Jack would like to meet with Rosanna in regards to the Construction Manager so he can help facilitate that process.

### Arcadis Handout

Jack questioned when was the last meeting with OSCGR, Rosanna stated the last communication was an email of them missing a form in mid-July. Jack will reach out to OSCGR to set up a meeting.

The CMS Building Committee Motions to Approve and Endorses the Selection Decision of the Town Manager, Town of Cromwell, to Approve Perkins Eastman as the Architect and Arcadis as the Project Manager for the Cromwell Middle School Building Project, made by Ken Jackson seconded by Ken Cleveland. Vote: Unanimous.

## **.VII. New Business**

### **A. Chairperson's Update**

Rosanna stated she likes to welcome Perkins Eastman and Arcadis. We are very excited to have you here and to have this project moving again. The goal is to be shovel ready by 2023. Rosanna attended the Town Council meeting last Wednesday. She gave her report and added to have the Town Council review the purchasing policy and to clarify the role of this committee and any future committees in regards to the purchasing process. After I had left the meeting, there was some discussion and comments made that were incorrect. Shannon and Rosanna are drafting a memo to the Town Council about what the actual change requests are and the justifications. We researched neighboring towns on best practices and could benefit Cromwell. Rosanna expects to present at the next Town Council meeting in October.

### **B. Project Review to Date**

### **C. Committee Expectations**

### **D. Three Month Look-Ahead/Timeline Review**

**E. Communication Plan**

There will be a shared drive for forms and all communications will go through Rosanna Glynn, Chair.

**F. Selection and Possible Vote for Contractor Firm Selection Committee Recommendation**

Motion to Amend Agenda to Edit Item F. Selection and Possible Vote for Construction Firm Selection Committee Recommendation, add and Commissioning Agent. Also Change the Word Contractor to Construction made by Shannon Hughes-Brown, seconded by Ken Jackson Unanimous.

Discussion had to have two teams; one team for Commissioning Agent and one team for Construction Manager. Sharon DeVoe, Assistant Finance Director, Town of Cromwell will be on both teams. For the Construction Management Firm Selection Committee; members will be Sharon DeVoe, Ken Jackson, John Post and Shannon Hughes-Brown.

Motion to Approve the Members of the Construction Management Firm Selection Committee made by Blaise Messsing, seconded Ken Cleveland. Vote: Unanimous.

Motion to Approve Shannon Hughes-Brown as Chair of the Construction Management Firm Selection Committee made by Ken Jackson, seconded by John Post. Vote: Unanimous.

For the Commissioning Agent Selection Committee; members will be Sharon DeVoe, Jessica Lamb, Ken Cleveland and Ken Jackson.

Motion to Approve the Members of the Commissioning Agent Selection Committee made by Shannon Hughes-Brown, seconded by John Post. Vote: Unanimous.

Motion to approve Jessica Lamb as Chair of the Commissioning Agent Selection Committee made by Ken Jackson, seconded by Ken Cleveland. Vote: unanimous.

Jack will provide a sample RFQ for a Commissioning Agent and Construction Management Firm. An updated contact information directory will be shared to all.

**VIII. Communications Sub-Committee Report**

Shannon stated they sent the Newsletter out in the beginning of September and we continue to have a good open rate of 70%. Social Media engagement was down a little in August. We are waiting for a response about the ability to email schools and we will meet next week to plan for October communications. We will have a tour of Walsh Intermediate School in Branford on October 27th, John Post said Tuesday, September 27th they will tour Bemin Middle School in Middletown at 3:45 p.m.

**IX. Public Comments - None**

**X. Comments, Updates and Announcements from Board Members and Admins**

Blaise said he had PD today and they are rewriting curriculum to focus on STEAM, teachers are very excited.

**XI. Adjournment**

Motion to Adjourn the Regular Meeting of the CMS Building Committee at 8:54 p.m. made by Ken Jackson, seconded by John Post. Vote: Unanimous.

**Public Session of the committee meeting ended at 8:54 p.m.**

Respectfully submitted,

Lisa Hicks  
CMS Building Committee Recording Clerk