



CROMWELL MIDDLE SCHOOL

BUILDING PROJECT

Meeting: CMS Building Committee
Date: Wednesday, January 3, 2024
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 7:05 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

Administration - Dr. Macri, Claudio Bazzano

Board of Education Members - Absent

Town Representatives - Stacy Dabrowski

Perkins Eastman, Arcadis and Other Representatives

Jack Butkus, Tom DiMauro, Joe Culotta, Ron Rickey, Dan Brisson

III. Approve Agenda

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

IV. Approval of Minutes from [December 13, 2023 meeting](#)

Motion to approve the Minutes from December 13, 2023 made by Matt Blanchette, seconded by Ken Jackson. Vote: Unanimous.

V. Public Comments - None

VI. Chairperson's Update

Rosanna Glynn said it is hard to believe we are entering our third year and she is very excited. Discussions were had with the Town regarding the bioretention area and fencing, there was some miscommunication, which has resulted with the inability to use the motion approved timber rail. We now have instructed Newfield to get a quote for a wood fence and a metal picket fence. Jack Butkus did speak with the State and they are okay with the timber rail option and there is no regulation that we cannot use it. Ken Cleveland said the split rail bid alternate was designed by Richter & Cegan. We are presenting to the Town Council next Wednesday, January 10th at 7:00 pm on our history, our plans moving forward and PowerPoint visuals.

VII. Communications Sub-Committee Report

Shannon Hughes-Brown said we will be preparing our Newsletter to go out next week. We will also be presenting to the Board of Education on Tuesday, January 23rd. For our groundbreaking plans, we will wait for Newfield's update and then solidify a date with the logistics, more information is to come.

VIII. Design Sub-Committee Report

Heather Jacobs said she did not have an update and she has not heard back from Perkins about the interior option design requests. Rosanna asked Perkins Eastman if there was an issue on delaying the interior design decisions. Joe Culotta said his team was focused on responding to the RFIs and there was no issue delaying on the interior design decisions as it was not pacing anything.

IX. Perkins Eastman Update Report

Joe Culotta said they have responded to all of the RFI's that have been posted. They have also spoken with SLR and there were a few items to check with the Town and Police. We are waiting for OSTA to approve the application. This will delay the award of the project but not the bid process.

X. Newfield Update Report

- A. Review construction efforts
- B. Schedule review

Tom DiMauro said onsite, the trailer has been delivered and is being assembled, temporary power is also being set up. Almost 500 RFIs have been received, typically they receive around 200 for similar projects. January 9th is the deadline for bids and after that they will do a scope review and they should have more information to present.

XI. Arcadis Update Report

- A. Review overall financial status
- B. Review invoices with possible action to approve

Jack Butkus said they do not have a financial update, they will update at the next meeting. Additional services request is needed for a Special Inspection Service, which is a requirement of the building code. The intent is to run as an hourly assignment, the hourly rate is \$181.50 plus 10% Arcadis Overhead Cost mark-up for an estimated 84 hours. We are proposing a \$15,246.00 increase to Arcadis for these services.

[Structural Special Inspector](#)

Motion to approve Szewczak, Kilty & Fluhr (SKF) as the Special Inspector service and increase \$15,246.00 to Arcadis for these services made by Ken Jackson, seconded by Ken Cleveland. Vote (6) Yes. Matt Blanchette did not vote. Motion Carries.

Motion to amend the agenda and move Item XII. Comments and Announcements before Item XI. Executive Session: Perkins Eastman feedback made by Shannon Hughes-Brown, seconded by Ken Cleveland. Vote: Unanimous.

Motion to go into Executive Session: Perkins Eastman feedback at 7:43 p.m. with the invitation of Claudio Bazzano and Joe Culotta made by Ken Jacksonn, seconded by John Post. Vote: Unanimous.

XI. Executive Session: Perkins Eastman feedback

Executive session ended at 8:28 p.m.

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

Claudio Bazzano said he had a conversation with Tom DiMauro and Joe Culotto about the fence and a letter requirement by the District or the Town authorizing to vary on the specs by the State. Jack Butkus said he spoke with the State about the bioretention area and we are going to wait until the bids come in.

Stacy Dabrowski announced on the Town's website there is a drafted plan on conservation and development, which is in the final stages and it will be in the review process until January 20, 2024. This is a ten year active document for the Town going forward. If you have any questions, please contact the Town Council, Town Manager or the Mayor. You can also sign up for Town alerts.

XIII. Adjournment

The meeting adjourned at 8:29 p.m.

Respectfully submitted,

Lisa Hicks
Recording Clerk