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JoAnn Doyle
TOWN CLERK
CROMWELL, CT

A handwritten signature in black ink, appearing to be "JoAnn Doyle", written over the printed name and title.

CROMWELL MIDDLE SCHOOL

BUILDING PROJECT

Meeting: CMS Building Committee
Date: Thursday, August 11, 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 7:03 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 (via conference call), Heather Jacobs (via conference call)

Absent: Matt Blanchette

Administration - Absent

Board of Education Members - Absent

CSG and Other Representatives

Chris Cykley - CSG

Town Representatives - Paula Luna, Sharon DeVoe

III. Approval of Agenda

Motion to Approve the Agenda made by Ken Jackson, seconded by Blaise Messinger. Vote: Unanimous.

IV. Approval of Minutes from July 27, 2022 meeting

Motion to Approve the Minutes and Motions - July 27, 2022 meeting made by Ken Cleveland, seconded by Shannon Hughes-Brown. Vote: Yes (5). Abstention: Ken Jackson.

V. Public Comments - None

VI. New Business

a. Chairperson's Update

Rosanna stated last night she presented to the Town Council, informing them that we created a sub committee and an after action review with findings. She also stressed that a better information distribution system should be in town, whether an email or text system. We need a better way to connect with our citizens, many do not have social media access, it would be worth the nominal fee and it would be so much better than the expensive index cards. Paula Luna thought we had a town wide robo call system, but it is only for emergencies. In regards to the Charge, we had proposed a couple of changes, the Building Committee would select a sub committee for the different vendor selection teams, the Town's purchasing policy states the Town Manager selects the committees. Moving forward, in regards to talking about a contractor or firm, the sub committee may not be with anyone on this team. Town Council wants the Town Manager to choose, as per the current purchasing policy. Ken Cleveland said if no one from this committee is on one of the selection committees, he will resign. Rosanna was also frustrated and extremely disappointed with the Town Council. Sharon DeVoe stated the Town Manager is going to accept what the Committee proposes, but it has to be a qualified vendor. The Town Manager can overrule the Purchasing Policy based on the Committee's recommendation. Out of the seven vendors, they will make their decision after the interviews.

VII. Communications Sub-Committee Report

Shannon stated she spoke at the Board of Education meeting and gave them an update on the RRF/RFAQ process and action review. The Board is very interested in the playbook, it will be helpful for future committees. There was positive feedback from the Superintendent on the work from this team thus far. The newsletter was sent out in August and 72% of the subscribers opened it. It is posted on Facebook and was sent to other town organizations such as the senior center and PTOs so that they can also share. You can still sign up for the newsletter as well. At their earlier meeting, Heather researched over the past 7 - 8 years construction processes and created a list of schools to potentially tour. Rosanna will speak with Dr. Macri in regards to setting up tours with Oxford, Branford and Ledyard. John Post will arrange the Middletown tour.

VIII. Interview Sub-Committee Report

A. Review and Possible Vote on Short Lists for Both Architect and Project Management Companies

Rosanna stated we need a chair for the sub-committee and nominated John Post and he accepted the nomination.

Motion to nominate John Post as Interview Sub-Committee Chair made by Rosanna Glynn, seconded by Shannon Hughes-Brown. Vote: Unanimous.

John Post, Chair, stated that they sent the Committee an update on what the sub-committee decided. They will be going with two questions each, a total of 8 questions, not sure if they are going to be standardized questions or use their own, and would like the Committees' input. Sharon DeVoe stated the timing of interviews will be 60 minutes in total, 25 minutes for presentations and 25 minutes for questions with a 10 minute break in between for discussion time for the Committee. We need to have vendors answer all 8 questions. Interviews are scheduled for Monday, August 22nd, for the Architect and

Tuesday, August 23rd, for the Project Manager. It was originally scheduled to be held at Town Hall at 5:00 p.m. but the room has a live feed. Rosanna would like a Zoom meeting as well, private, not televised, so not to give other companies an advantage of hearing the questions that are going to be asked. Rosanna would like to have the interviews at CHS from 5 -10 p.m. For the short list, John said that we received three proposals for Project Manager and will be interviewing all three. For the Architect, we received seven proposals, and we will be interviewing four of them. Ken Cleveland said that we should send out a letter to those who were not interviewed or chosen and he has a template we could use.

B. Review Interview Schedule

Monday, August 22, 2022 at 5:00 p.m. for Architect and Tuesday, August 23, 2022 at 5:00 p.m. for Project Manager.

IX. Public Comments - None

X. Comments, Updates and Announcements from Board Members and Admins - None

XI. Executive Session - Discussion on Interview Questionnaire

Motion to go into Executive Session - Discussion on Short List and Draft Interview Questionnaire with the invite of Town Representative. Sharon DeVoe, Assistant Finance Director, made by Shannon Hughes-Brown, seconded by Ken Cleveland. Vote: Unanimous.

Rosanna Glynn, Chair, declared the meeting back in public session at 9:07 p.m.

A motion was made to accept the short list of architectural and project manager firms for the purpose of interviewing as proposed by the interview subcommittee made by John Post, seconded by Ken Jackson. Yes (5) Abstention: Blaise Messinger.

XII. Adjournment

Motion to Adjourn the Regular Meeting of the CMS Building Committee at 9:09 p.m. made by Ken Cleveland, seconded by Blaise Messinger. Vote: Unanimous.

Public Session of the committee meeting ended at 9:09 p.m.

Respectfully submitted,

Lisa Hicks
CMS Building Committee Recording Clerk