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Jul 11, 2022 09:08A
JoAnn Doyle
TOWN CLERK
CROMWELL, CT

CROMWELL MIDDLE SCHOOL

BUILDING PROJECT

Meeting: CMS Building Committee
Date: Wednesday, June 29, 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, Matt Blanchette, Ken Cleveland, Ken Jackson, Blaise Messinger, John Post. Alternates: Jessica Lamb, Heather Jacobs (via Conference Call)

Absent: Blaise Messinger

Administration

Absent: Dr. Macri, Ms. Cocchiola, Mr. Litwinczyk

Board of Education Members

Alan Schumann

CSG and Other Representatives

Present: Samantha D'Agastino, Chris Cykley - CSG

Town Representatives - None

III. Approval of Agenda

Rosanna Glynn proposed to add under VI. New Business, Item J. Review and Approval of Future Meeting Dates. Also, Shannon Hughes-Brown proposed to add under VII. Communications Sub-Committee Report, Item A. Approval of Communications Sub-Committee Meeting Dates.

Motion to Approve the Agenda with the Two Above Amendments made by Ken Jackson, seconded by John Post. Vote: Unanimous.

IV. Approval of Minutes from June 15, 2022 Meeting

Motion to Approve the Minutes and Motions - June 15, 2022 meeting with above change made by Shannon Hughes-Brown, seconded by Ken Jackson. Vote: Unanimous.

V. Public Comments

Rosanna Glynn read an email received from Anne Hulick. Anne wrote congratulations on all the hard work on the CMS project and she was so excited and it is much needed. There has been a lot of conversation about Net-Zero Schools and Public Buildings and she wanted to share three articles. Branford is proposing net zero buildings by 2040, please feel free to share. Rosanna stated this will also be added to our Issues List.

VI. New Business

A. Chairperson's Update

Rosanna Glynn stated we have submitted our grant applications to the State of Connecticut and it has been confirmed that it was received. Thank you to CSG and Dr. Macri, we are happy and proud getting to this point for all the hard work. A round of applause was given.

B. Grant Submission Status

Chris Cykley said between now and November/December, is when the State will take a look at all information uploaded and will correspond with Dr. Macri with any questions. On December 15, 2022 is the priority list, when School Construction Grants choose the letter that recommends the grants to legislation, there is no formal notification. The letter will be posted on the State of Connecticut's website. There are two grants; one for CMS and one for Central Office, effective July 1st, the C/O grants are now a priority list project. However, if we waited until after July 1st, they would have been on separate legislative cycles. Moving forward, on all documents, we will need to reference both the Cromwell Middle School and Central Office, and all RFPs have to have separate bid forms. They can be identical, but one must state CMS and the other must state C/O they are technically two separate projects. We will not receive grant permit numbers until this time next year. There is no waiver form, we just need to notify our legislators for language in Special Legislation within the School Construction Bill that's adopted next session. We would also write a letter to the School Construction Grant on why we would need a waiver for square footage increase and the growing number of productions held. This will be done in the next phase.

C. Review and possible action to suggest edits to School Building Committee charge.

Rosanna Glynn stated that there are some conflicts with what we felt we should be doing, the intent is there, but we need to clarify in the charge regarding Town purchasing. Committee reviewed the red/blue lined copy of the charge. Basically it allows us to select the RFP, but Town does not have a contract so it does not recognize CSG's RFP, this process will have to be done all over again for CSG to submit their qualifications. Also, same verbiage for the architect, commissioning agent and Ken Cleveland said at some point, we would also have to hire a special inspector (Materials Testing Lab). The testing lab is held by the town. We could add them to Section 4. Chris said that they don't need to

be written into the charge, and Rosanna would like full selection ability for the hiring process. In that case, Chris said we should add, Third Party Code Reviewer and have to put in for an RFP for that before drawings and specifications are brought to the State in Phase 1. That is in lieu of the Town's Code Building Review. We also need a Turbidity Monitor, regarding exceeded acreage disturbance. Because Commissioning is so specific, add 5. Outside Third Party Consultants and Testing Agents as needed. Rosanna said she would like a breakdown of the soft costs and budget. Chris said that will be traditionally the next step after this. Shannon stated she would like to add additional edits to Item #2, add State of CT statutes states precedence and the last sentence to be, The Building Committee, in coordination with the Town Attorney, shall negotiate a contract to be entered into by the Town and said firm(s), subject to approval of the Town Council.

Matt Blanchette questioned Item #7, it should be the Building Committee should have full authority to select an approved vendor, not the Town Manager, should the selected vendor exceed the allocated budget and not be the lowest bid and delete with final approval of Town Council.

Motion to Approve School Building Committee Charge with the Above Edits made by Shannon Hughes-Brown, seconded by Matt Blanchette. Vote: Unanimous.

This revised charge will be submitted to the Town Council in advance and ask to be added to the July 13th Council Meeting Agenda.

D. Possible Action: Appoint Building Committee Secretary

Rosanna Glynn said we need someone to organize files through virtual desks and inboxes, to set up Google Drive and organize information and create notebooks so that when we interview vendors, we could have information. This is a role that needs to be filled per the charge. No members volunteered, Chris said that is the role that CSG does as an owner's representative. Once a construction manager is on board, there is usually a platform for sketches, RFIs etc. Rosanna will check with Marianne Sylvester to see how she would like to proceed. No action taken for committee secretary.

E. Possible Action: Determine construction management style for CMS Building Project.

Ken Jackson said it is his recommendation to proceed with the construction management style in the at risk format.

Motion to Approve At Risk Construction Management Style for CMS Building Project made by Ken Cleveland, seconded by Shannon Hughes-Brown. Vote: Unanimous.

F. Proposed Executive Session for the purpose of discussing the performance of current building project contractors

Motion to go into Executive Session at 7: 54 p.m. for the purpose of discussing the performance of current building project contractors made by Ken Jackson, seconded by John Post. Vote: 5 (YES) Opposed (1) Ken Cleveland. Motion Carries.

Board Chair, Rosanna Glynn declared the meeting back into Public Session at 8:14 p.m.

G. Review RFP language for Architect and Owner's Representative

TimeLine - Rosanna Glynn said she is hoping to submit the RFQs for both the architect and the owner's rep. by next Friday. It would take about three weeks to collect and then do interviews in August, with final selection towards the end of August for both vendors selected. Ken Jackson

stated it is a reasonable timeline, the CM is a second step. Rosanna asked if we need a special meeting to review the final RFQ language, Ken Jackson said it wouldn't hurt. A special meeting was set for next Wednesday, July 6th at 7:00 p.m. We need to post for a special meeting to review RFQs and possible action to vote on the architect and owner's rep. We will post the RFQs and RFPs at the same time to expedite the process.

For the Architectural/Engineering Services - the following changes/additions should be made. Make due by 7-29-22, any questions from the bidder can be sent to Lisa Hicks and she will forward accordingly. We need to add a line for the deadline for questions and state when the addendum will be issued by and is due. Rosanna will review with Marianne and also, Marianne should review general conditions and insurance for Town requirements, and if the Town has a standard contract, include a copy of that as well. On Page 1, add a subheading under Board of Education Administrative Office Project, before the second paragraph, Architect Scope of Work. On Page 2, change Lead Silver to State of CT High Performance. In the last line of the first paragraph, it should read, proceed with a schematic design phase based on conceptual design prepared by Tecton Architects. Under Consultant Services, we should also add; Acoustician, Specialty Lighting and Theater Design and add Security to Technology/Telecommunications. Also add Mechanical, Plumbing, HVAC and Electrical. In the last bullet add, in accordance with Educational Specifications. On the second page, first paragraph, change the Board of Selectmen to Town Council. Under the Board of Education Administrative Offices Project, second paragraph, change the Department of Education Bureau of School Facilities to the Department of Administrative Services, Office of School Construction Grants and Review. In the document make sure to change all OSF or BSF references to OSCGR. In General Conditions G., use Cromwell BOE statement so that it is broader and includes more protected classes. Under Connecticut School Experience, include share with STEAM schools For Interview, 45 minutes. Under Method of Selection/Criteria For Award, follow what was outlined for the RFP project description. In this selection process, use the RFP from January and copy Instruction to Bidders. Under General Scope, change the construction delivery method yet to be determined to the delivery mechanism will be construction manager delivery method. Let the Town Council know and have Town review. If we submit by July 15th, we should have everything submitted to us by August 5th, or state, three weeks from issuance. Also, we will invite Marianne to the next meeting.

For the Project Management Services - Project Management Services and Owner's Representative mean the same. Under General Scope, last sentence of the first paragraph, change to Design Development to Schematic Design based on Tecton Architects. In the last sentence of the second paragraph, the reference to the State Department of Education Office of School Facilities (hereafter DOE OSF) change to the Department of Administrative Services, Office of School Construction Grants and Review (hereafter OSCGR). In the document make sure to change all OSF or BSF references to OSCGR. In Architect Scope of Services, add separate estimates to be provided by a third party cost estimator for each of the three phases. Item 33 add Oversee any Town health contract. Item 29, and 45 change OSF to OSCGR. Item 11, replace Administrate to Coordinate, if required. Item 24, replace Bid with Coordinate bidding. Under General Conditions, Item G, use the same language as the BOE for the owner's representative. On the last page, to submit ten (10) copies and a thumb drive for qualifications only.

H. Possible Action: Approve RFP for Architect and Owner's Representative and approve publication

No action taken, will be reviewed at the Special CMS Building Committee Meeting on Wednesday, July 6, 2022 at 7:00 p.m.

I. After Action Review for pre-referendum activities

Rosanna said she would like to set best practices and lessons learned for future committees. Starting with what we did well, phenomenal, 4 month process to the referendum, is mind boggling. Communications sub committee. For future projects, Town Council and BOE and then form a Building Committee, at that point to line up architects

that the BoE did previously. The committee had a lot of teamwork, collaboration and engagement. Make a Look Ahead document and track who we talked with in order to get volunteers. The Open House was amazing. We did not restrict communications, we went to Covenant Village and received all feedback and engaged the community as a whole to benefit all of us. Email, social media, create contact lists for moving forward. Postcards were really important to reach out to residents. If a budget exists, send out two mailings. local newspapers press releases and updates. Initially there were a lot of false rumors and information going around, being able to do a postcard early on in the process would alleviate and quell that issue. Also, we had a variety of skill sets on the committee. Created a presentation template, having conceptual posters helped create discussion and live streaming on YouTube. Touring a school helped create decision making. Heather said Instagram was not very engaging. Jessica would have loved to have an introduction and background training and understanding town processes. Create a playbook and to maintain transparency. Better engagement from the finance director at meetings and session with the town attorney. Do not want to do the Chronicle in the future. Used constant contact and EZ texting. A primer on the design and construction process. Manage the timing of texts to the committee.

J. Review Future Meeting Dates

July 6, 2022 - will be a Special Meeting
July 13, 2022 - Meeting is canceled
August 10, 2022 - Will be moved to August 11, 2022
September 7, 2022 - Will be moved to September 8, 2022
December 14, 2022 - Will be moved to December 13, 2022

Motion to Approve Above Additions and Amendments for Future Meeting Dates made by Shannon Hughes-Brown seconded by Matt Blanchette. Vote: Unanimous.

VII. Communications Sub-Committee Report

A. Dates for Future Communications Sub-Committee Meetings

Tuesday, July 19, 2022 7:30 p.m. Zoom Set Comms strategy for remainder of year.
Wednesday, July 27, 2022 6 p.m. CHS Media Center / Zoom
Thursday, August 11, 2022 6 p.m. CHS Media Center / Zoom
Wednesday, August 24, 2022 6 p.m. CHS Media Center / Zoom
Wednesday, September 21, 2022 6 p.m. CHS Media Center
Wednesday, October 5, 2022 6 p.m. CHS Media Center
Wednesday, October 19, 2022 6 p.m. CHS Media Center
Wednesday, November 2, 2022 6 p.m. CHS Media Center
Wednesday, November 16, 2022 6 p.m. CHS Media Center
Wednesday, November 30, 2022 6 p.m. CHS Media Center

Motion to Approve Above Dates for Future Communications Sub-Committee Meetings made by Shannon Hughes-Brown, seconded by, Matt Blanchette. Vote: Unanimous.

VIII. Public Comments - None

IX. Comments, Updates and Announcements from Board Members and Administrators - None

X. Adjournment

Motion to Adjourn the Regular Meeting of the CMS Building Committee at 9:50 p.m. made by Ken Jackson, seconded by Shannon Hughes-Brown. Vote: Unanimous.

Public Session of the committee meeting ended at 9:50 p.m.

Respectfully submitted,

Lisa Hicks
CMS Building Committee Recording Clerk