

CROMWELL MIDDLE SCHOOL BUILDING PROJECT



CROMWELL MIDDLE SCHOOL BUILDING COMMITTEE MEETING

Regular Board Meeting
Wednesday, June 15, 2022
Minutes and Motions

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: Jessica Lamb, Heather Jacobs

Administration

Present: Dr. Macri

Board of Education Members

Alan Schumann

RECEIVED FOR RECORD
Jun 27, 2022 12:11P
JoAnn Doyle
TOWN CLERK
CROMWELL, CT

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

CSG and Other Representatives

Present: Karen DePersia, Chris Cykley - CSG, Eddy Widofsky, Jeff Wysznski, Antonia Ciaverella - Tecton

Town Representatives - None

III. Approval of Agenda

Ken Jackson proposed to add to the agenda under New Business, Item C. Project Delivery Methods.

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

IV. Action: Approval of Minutes and Motions - May 19, 2022 meeting

Shannon Hughes-Brown stated on Page 2, under Chairperson Update, the .41% increase should state .41 mill increase.

Motion to Approve the Minutes and Motions - May 19, 2022 meeting with above change made by Shannon Hughes-Brown, seconded by Ken Jackson. Vote: Unanimous.

Public Comments - None

VI. New Business

A. Chairperson's Update

Rosanna Glynn stated she has some news Referendum passed with 970 for and 231 against the appropriation. We are moving forward, congratulations everyone! A round of applause was given. It was amazing we only had three months to pull this off. We have a fantastic team, dedication and focus, and improving education for our children led us to this point. Look forward to seeing this building built. We are going to have times that we will disagree, please respectfully hear each other out and be a unified team in public. Matt Blanchette said not only did the communications subcommittee help get the information out. The diligence this group had and everyone was very responsive with CSG guidance and Tecton with images. Rosanna also thanked the BOE and Dr. Macri, for giving us the vision, this is definitely a team/community effort. At the Special Town Meeting, there was a great turnout. Rosanna likes and wants to hear concerns and engage feedback with those who oppose and have reservations regarding the building project. We can't over communicate information, it is just conceptual at this phase. Parking also keeps coming up as an issue and we will look at it as well. We will start getting concerns from the public and we should start a log "issues list" that is important to notate all received. Our primary focus is to improve education for students and our secondary focus is the impact on the community. Rosanna would like to implement an after action review (retrospect), at the next meeting. It will look back at the last three months and notate, what we do right/wrong. ECS will follow the same path when their project comes up. Items to include, what are the best practices, what did we do right and wrong and would like to improve on moving forward. This will be beneficial for future committees to look back and the information will be there to help guide them.

B. Review Next Steps

There is an issue within the purchasing policies. The checklist for the grant proposal, Rosanna asked Karen and Chris to go over to make sure they/we have everything required in hand and also the timeline for submission. Rosanna questioned the Resolution from the Superintendent, Chris stated that is to authorize the Superintendent to submit, and we have that from the minutes of the May 11th Council meeting. Rosanna also questioned Resolution to Establish a Building Committee, Chris said he received that today. The Resolution for Schematics and Drawings, Chris stated that was from May 11th as well. Certifying Town minutes authorizing the three Resolutions, Chris has those documents. Resolution Funding Authorization Amount, Chris has. The Ed Specs, Chris has both amendments to CMS and CO. Applicable bonus, Chris said document not needed, it is just a check box for Choice seat bonus. Cost estimate, Chris said we are working on that now, we have the estimate done in CSI format and the state requires Uniformat, the estimators are converting to upload to the website. Financing has to do with reimbursement, how much you are getting from the State, the Town share from Biznet, State website provides excel file as well as the printout. Form SCG-053, Chris said that is the site analysis form one of the attachments is Phase 1 and is included in the upload. SCG-9000 Security letter, Chris said he will have that tomorrow, we only received an email confirmation, which will work, but we also requested a formal letter to be sent as well. Form SCG-3045 is not applicable. Rosanna asked about the timeline for submission, Chris said we could submit now, we are working on getting access to the State's website to upload documents, the website password resets every 60 days. Karen said the Town Manager needs to sign the SCG-053, this could be done via email, Rosanna asked to copy her and Marianne Sylvester to track. The Committee would like information submitted by June 24th. Rosanna asked when do we submit

Waivers for more funding for areas? Chris said we could submit now and if not approved, the other option would be to go through a special legislative session. Rosanna would like to do the Waiver and have our legislators help push through. Rosanna stated at the end of this month the contracts for CSG and Tecton expires, Chris said the contract for Tecton does expire, the RFP for the owners rep has a part two in it that could be extended post referendum. The Committee would have to act on that and Rosanna would like a copy of it. Rosanna stated In the packet, is a copy of Purchase Policy and Procedures, it is comprehensive, and the steps make sense. Question areas - Under Procedures D. Rosanna will confer with Marianne, it might be an issue, if the lowest bidder is not what the Committee wants to go with, she needs to understand that better. Also, in Estimates, what was the budget for the architect and owners rep? Karen stated we have placeholders and Chris said it was all part of the 15% softcost. Rosanna would like a copy of actual values. Section 2.3, seems to contradict our Charge as a Building Committee and speak with Marianne in regards to getting a waiver. Karen said in 2.2 Proposals, will be prepared by the Town, they would like to strongly participate and would the Charge sentence cover, Rosanna will look into it. Ken Jackson will have a rough draft of the RFP and RFQ for a project manager and an architect for the next meeting. Chris asked if it could be distributed when drafted. Next month we have to submit a RFQ. Create a short list of four vendors, pick the two best and go with the cheapest. Rosanna would like to break ground next July. Rosanna will go to the next Town Council meeting to change the Charge. Ken Jackson said when you get in the design development phase, you need the design development team to take their time to review so that there are no errors. Do we need to define a framework of criteria requirements for RFQ Jessica asked, Karen said they have created a form that outlines key points and Rosanna would like to get a copy of it.

C. Project Delivery Method

Ken Jackson said in the handout is a synopsis for a construction manager. There is a general contractor, who would put in one lump sum bid and they would be responsible for lining up all the sub contractors. We rarely ever see this construction approach, it is usually a construction manager. There are two types of construction manager; CM Agency (advisor) and CM At Risk. Under the CM Agency, the Town holds all the individual contracts. When you go to CM at Risk, they receive the lump sum and guarantee the project will come in at that cost and they hold all the contracts, but in either case when it goes out to bid, it is the lowest bidder. Rosanna asked what is the committee's involvement? Chris said it would be approving the GMP only to move forward with construction. The Committee would focus on the budget. Ken Jackson, Ken Cleveland and Chris said their preference is CMS At Risk. For the next meeting on June 29th, add to the Agenda, Vote for CM At Risk.

Matt Blanchette proposed to amend the Agenda to go into Executive Session for Further Discussion of the Specific Performance of Our Current Vendors.

Motion to Amend the Agenda to go into Executive Session at 8:39 p.m for Further Discussion of the Specific Performance of Our Current Vendors made by Matt Blanchette, seconded by Ken Cleveland. Vote: Unanimous.

Board Chair, Rosanna Glynn declared the meeting back into Public Session at 9:39 p.m.

VII. Communications Sub-Committee Report

Shannon Hughes-Brown stated since we last met, the post cards went out to Town residents on May 23rd, and we have 233 email subscribers. For now, the subcommittee will probably meet every other week. Shannon thanked Jessica and Heather for all the communication. Shannon said she would encourage the public to attend meetings, and they can use email, Facebook Messenger in order to keep channels open.

VII. Public Comments - None

IX. Comments, Updates and Announcements from Board Members and Administrators

Jessica asked about the logistics of meetings and if there will be some remote options. Rosanna said if there are any meetings you know you cannot attend, we will use Free-Conference Call. Also, if we need a quorum, we need to let Jessica and Heather know to attend to vote.

X. Adjournment

Motion to Adjourn the Regular Meeting of the CMS Building Committee at 9:43 p.m. made by Ken Jackson, seconded by John Post. Vote: Unanimous.

Public Session of the committee meeting ended at 9:43 p.m.

Respectfully submitted,

Lisa Hicks
CMS Building Committee Recording Clerk