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JoAnn Doyle  
TOWN CLERK  
CROMWELL, CT

# CROMWELL MIDDLE SCHOOL BUILDING PROJECT

Meeting: CMS Building Committee  
Date: Wednesday, July 6, 2022  
Time: 7:00 p.m.  
Place: Cromwell High School Library Media Center

## SPECIAL MEETING MINUTES

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

### I. Call to Order

The meeting was called to order by Rosanna Glynn, Chair at 7:01 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 (via conference call)

Absent: Matt Blanchette

Administration - Absent

Board of Education Members - Alan Schumann

CSG and Other Representatives

Chris Cykley - CSG (via conference call)

Town Representatives - Absent

### III. Approval of Agenda

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

### IV. Approval of Minutes from June 29, 2022 meeting

Motion to Approve the Minutes and Motions - June 29, 2022 meeting made by Shannon Hughes-Brown, seconded by Ken Jackson. Vote: Unanimous.

**V. Public Comments - None**

**VI. New Business**

**a. Chairperson's Update**

Rosanna stated she spoke with the town finance director to attend tonight's meeting, unfortunately, she was unable to attend. Rosanna does have an appointment at 10:00 a.m. on Friday to review any changes. Rosanna also copied the lawyer and the town manager. Ken Jackson said when voting on the motions, also state to be approved subsequent to the review by the town and any changes made, so that we do not have to meet again on the change(s).

**VII. Old Business**

**a. Review and possible action to approve RFQ/P for Project Manager and Architect**

**Project Manager**

Under General Scope, the last sentence change to Schematic Design Phase Development. Add a comma after new in the fourth sentence. In the CMS Project paragraph, Central has an extra t, please take out. On page three, line 29, it should be OSCGR not OSF. Item 40, take the V out of CVM. Item 42, add an e to thereof. Item 43, add a period instead of a comma. General Conditions, Section III, add RFP/ to RFQ. Section III, Item B, use singular as "its". Add gender identity or expression as a protected class and add from the State it has more classes, use the paragraph in TEAMS to cut and paste. Under References change Owner's to District's. List exhibits of Tecton's conceptual designs and projected timeline until completion. For PM all they need is an Exhibit for timeline, add access to Town site on Google site for further information. On Proposal Form, misspelling of Central and change himself/herself to themselves. Reference Timeline in RFP and put up on the website as well.

**Architect**

Under General Scope, add Schematic Design. Also, under design consultants, add a third party cost estimator. Before paragraph 4, add subsection for Architect Scope of Work. Under General Conditions, take out apostrophes for B and G. Include presentation and ed specs. On Proposal Form, fix Central Office in the last sheet and themselves and electronic copy as in last one.

Motion to Approve the Project Manager RFQ/RFP with the changes discussed today and with potential changes made after review by the town attorney and finance director made by Ken Jackson, seconded by Ken Cleveland. Vote: Unanimous.

Motion to Approve the Architect RFQ/RFP with the changes discussed today and with potential changes made after review by the town attorney and finance director made by Ken Cleveland, seconded by Ken Jackson. Vote: Unanimous.

**b. Review and possible action to approve Town Council Charge Edits**

Rosanna said had a discussion last week. Also removed the requirement for the Town Council to approve and lowest bidder. This will be reviewed on Friday as well. Shannon requested to also add where the State Statute takes precedence - add to Section 2. Number 11, Work in conjunction with the ORPM and Architect to verify permits.

Motion to Approve Town Council Charge with the edits made today by John Post, seconded by Ken Jackson. Vote: Unanimous.

**VIII. Communications Sub-Committee Report - None**

**IX. Public Comments - None**

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

**XI. Adjournment**

Motion to Adjourn the Regular Meeting of the CMS Building Committee at 7:56 p.m. made by Ken Jackson, seconded by Ken Cleveland. Vote: Unanimous.

**Public Session of the committee meeting ended at 7:56 p.m.**

Respectfully submitted,

Lisa Hicks  
CMS Building Committee Recording Clerk