

**JOHN F. KENNEDY MIDDLE SCHOOL BUILDING COMMITTEE**  
**MEETING MINUTES**  
**January 3, 2019**

A meeting of the John F. Kennedy Middle School Building Committee was held at Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on January 3, 2019.

- 1. CALL TO ORDER**           The meeting was called to order at 6:30 pm by Randy Daigle

Randy would like to welcome everyone to the meeting. We are going to be asking a lot of time from everyone. Everyone was chosen for a reason. We will be forming sub committees. You will be asked to participate. This is 100% a team effort as Greg can attest to this. Greg was on the high school building committee as some of the liaisons. I run this as 100% team effort. I expect a lot, I give a lot. We take this very serious. This is what I do as a profession and there are procedures we have to follow. I work for the State of Connecticut. I do this as a volunteer and I have been doing this for 15 years. I want to thank you. It will be exciting. Everyone has a voice. I don't need to be the front man, if someone else has more information, I'll take it. I'm going to need I.T. people, communications people, I like to be transparent. I want their trust in us. I want the Town Manager and Mayor to know what we're doing.

- 2. PLEDGE OF ALLEGIANCE**

- 3. FIRE EVACUATION ANNOUNCEMENT**

- 4. ROLL CALL**

**MEMBERS PRESENT**

Randy Daigle, Rose Bouchard, Chris Clare, David Costa, Bob Cressotti, (6:42), Amy Dennis (7:35), Katelyn Dunn, Scott Kaupin, Walter Kruzel, Kevin Margolfo, William Marr, Michael Monteforte, Joe Muller, Tim Neville, Jeff Okun, Greg Strich

**MEMBERS ABSENT**

None

- 5. APPROVAL OF MINUTES**

None

- 6. OLD BUSINESS**

None

- 7. NEW BUSINESS**

Randy states it will be a couple of weeks before we get into business. Please introduce yourselves.

Scott Kaupin: I served on the town council for 24 years and mayor for 10. I thought this was a great opportunity to get back engaged in the community. I have worked a lot in the 24 years in getting projects to referendum and successfully passed but never had the opportunity to work on a building committee. I work for Brooks Brothers, I am a logistics manager. I am here more for my political involvement in the past.

Chris Clare: I have lived in town for 18 years, I have two kids that are going to the school. I am very dedicated to this and want a nice school for the kids. I am a general foreman for a drywall and metal framing contractor. I've worked on a lot of big projects like this, schools and State jobs. I do a lot of construction meetings.

Michael Monteforte: Everyone calls me Monty. I am the VP of operations for the Enfield Little League also involved with our Barmack community for soccer. My daughter will be going to JFK next year and my son in about 3 years. I have been in the building industry for 18 years. I currently work for Andersen Windows. I am a service manager. I look forward to helping out and doing the best I can.

David Costa: I don't have kids in the school system but I want to see the project come to fruition, on time and under budget if possible. I think it is the best way to bring people into the town. I am a senior manufacturing mechanical engineer for RCC.

Joe Muller: I am on this committee because I'd like to see another successful building like the high school. It was nice to be part of that committee. I work for the State. I am in charge of facilities and instruction at Asnuntuck Community College.

Tim Neville: I am an educator since 1974. I have lived in town since 1974. I have 4 kids that have graduated from the schools. I spent 19 years as JFK Principal. This is my 8<sup>th</sup> year as a board of education member. JFK is part of my blood. I've watched it grow since 1974. It was built in 1969. I always want to see the best for it. I signed up for the Enfield High committee and learned a lot. I spent 5 years on that committee.

Bob Cressotti: I am a member of the town council. I am a retired teacher from John F. Kennedy Middle school. I am glad that I am the town council liaison for this project.

Rose Bouchard: I am the Deputy Finance Director. I am the liaison from finance. I started in the DPW department in 2015. I am here to represent John Wilcox.

Walter Kruzel: I have lived in town since 1990. I own a business in town with my father for the last 30+ years. I was appointed to the High School building committee back in 2013 and enjoyed every minute of it. I ran for the board of education and now am the Chairperson. I will be the liaison and bring back information to the board of education.

Jeff Okun: I have lived in town my whole life. I thought this was a great opportunity to give back to the community. My child has gone through the school system. Good schools are good for all children. I am a commercial carpentry foreman. I was a contractor on the Enfield High school job. I'd like to see this job be as successful as that one.

Kevin Margolfo: Self employed carpenter. I moved to Enfield in 1976. All of my children have been through the school system. I went to Cheney Tech. I volunteer a lot with special needs, band. The schools mean a lot to me. I wanted to get on this committee to help out and achieve to have a good school like the high school.

Katelynn Dunn: I have lived in town since 2010. I have 2 young kids and I volunteer in the schools with Fresh Readers, PTO. I work in the plumbing and heating commercial estimating side of business, aiding manufacturing reps and wholesalers for 11 years. I am excited to be here.

Bill Marr: I have lived in Enfield since 1987. I am a registered professional engineer. I started my own private practice more than 20 years ago. I started doing mechanical engineering and now for the last 15 years I do cost consulting, cost estimating for contractors and architects. The big part of what I do is working with architects reviewing the estimates when they come in for scope. I have been in the construction industry for 48 years. I started out actually doing the work and worked my way up to superintendent. I have worked in several architects office. When I saw this project, I said this is something I can contribute to.

Greg Strich: This is a tradition for me, starting with my father who was on the building committee for my high school. I was on the athletic fields committee and the high school building committee. I am a twice retired mechanical engineer, 41 years in the industry. I hold my P.E. license in Connecticut. I have two sons who went through Fermi High School. I'd like to comment on something Randy said in regards to the High School building committee, the one thing we were the most proud of was that we were non-political. We did what was right for the kids. We were a committee dedicated to what was best for the kids. Not an ounce of politics. The kids will benefit.

Randy Daigle: I am fortunate to have been appointed chairman of this building committee. I am an architect by trade and I had a construction company years before that. I owned an architect engineering firm. I then went to the State. I am a Bureau Chief for the State of Connecticut in the Department of Construction Services. For a long time I have been designing and building schools. Now I am at the State and we build universities and schools. My philosophy has always been if you're not part of the solution you don't have a right to complain about the problem. I live on my cuff, I talk on my cuff, I apologize a lot. You will know where I stand at all times. I am not selfish, I will praise you. I truly appreciate everyone being here. Thank you all very much

Randy states you will be receiving tablets. There will be a lot of paper work, for transparency. There will be drawings. The contract documents for the high school were over 600 pages. Over 1,280 pages double sided of specifications. You won't be reading all of them but you will have access. Electronically is the simplest and easiest way. You will be given an enfield.org email address. Once we get that, that is how we will communicate. No personal emails, reason being if you get FOI'd they can take everything you have personally and go through it. All communications will be on the enfield.org email. I.T. will be coming here January 17<sup>th</sup> to get your account active. It's very easy.

For the record, I'd like to go over our charge as a building committee. Randy reads part of the Enfield Town Council Resolution 4786 – The Resolution to Establish the John F. Kennedy Middle School Renovation Building Committee. Whereas on November 6, 2018 the voters of the Town of Enfield approved a referendum authorizing the expenditure of \$84,373,294.00 for the reconstruction and renovation of the John F. Kennedy Middle School. This will be on the website and will be electronically sent.

At our other building committees we were able to have a webpage that was attached to the town website. I don't know if there is anyone here who is website savvy? If not, we can hire someone. The last couple of times we were fortunate to have someone.

In your binder are design and construction acronyms. This is what we touch upon. I will be coming up with the RFQ (request for qualifications). We need to hire an architect as soon as possible. We did have an architect, JCJ, Jeter, Cook & Jepson, under contract. The statute only allows them to be on up until it goes to referendum. Then we need to resolicit architects. There is a procedure that we have to follow

as a committee in order to receive reimbursement from the State. It is called QBS selection procedure (Quality Based Selection). Part of the department I work for is this council, which I got approved by the Governor. I won't be part of any of the decision making at the State. The department that is going to be reviewing these drawings and authorizing the reimbursement comes under my department. I do not get involved in anything that has to do with the Town. I've been approved by the Ethics Commission, I've been approved by the Governor, I wash my hands of it. There are enough people that know what they're doing that I have to be part of it.

There are certain steps we have to take in order to get reimbursed. We are reimbursed 71.71% from the State. That money was up for grabs. If we didn't get this referendum, Suffield had a project. That bank that you paid into as citizens may not be there in 2 years. There is multimillion dollars there and if the Governor wants to balance the budget, that is one area he can pull from. If this didn't happen this year, it wouldn't have happened. It would have been piecemealed. We were very fortunate.

We will be following Robert's Rules of Order. Since this is a public appointed committee we have to follow the procedures. We will allow the public to come to meetings we do not allow public questions. We will do public question and answer events throughout the project.

Once we get an architect on board, we have deadlines to meet. We have to have it designed and approved by the State, out to bid and under construction within a certain amount of time. We also have to hire a CA (construction administrator). Every other project that I have done with the Town we had a facilities director. Dr. Art Pongratz is no longer with the Town. This will be the first one that we will be doing on our own. We will have to hire a CA early on to act as our representative in order to submit paperwork to the State. Being a private citizen, I can't, it has to be someone authorized by the Town. Typically, you don't have a CA until you start construction.

Another procedure we will be following is CMR (construction manager at-risk). A building is designed 100% then put it out to bid for contractors to bid on. What we're going to do is called CMR. We're going to design a building as we hire the construction manager. The CM and the architect are going to go through after we do schematic designs, where we're at now, to get square foot costs for this facility. They are going to design this building all the way to the end. Throughout the procedure I am going to require an estimate so I know we're on budget. When it does go out to bid it will be trade bid packages. Instead of saying here is a building give me a price on it, we will solicit about 36 individual bid packages for every discipline. Half dozen carpet, half dozen electricians, half dozen plumbers, steel, miscellaneous, roofing. We are going to hundreds of bids back and we select the ones we want. Hopefully they are the lowest so we have control over the cost and the contractors. We're hiring all the sub-contractors and sub-sub contractors are going through the CMR. The reason why we do that is he assumes responsibility. If there is a design deficiency throughout the project, something wasn't picked up, usually it would be called the change order, document deficiency, the owner has to pay. Sorry we made a mistake but here's a bill for \$85,000.00. This way the architect and CM own it because they were part of the process from day one. Only thing we pay for as the owner is unforeseens. We had an incident at the high school where there was an oil tank that was supposedly removed. It was signed on the drawings that it was removed. It was 360,000 gallons, the size of a bus. There was still oil in it, but it had dirt in it to cover it up. That was \$185,000.00 change order the third week of construction. Unforeseens are the only thing we pay change orders for. There was one procedure that we did at the high school and I'll recommend to the State because the precedent was set. Traditionally you design an entire building before you put it out to bid. We're going to do contract work in drawings for the additions and the site. We're going to apply for Fast-Track with the State of Connecticut which we

received on the high school so a precedent is set. We're going to put the new construction out to bid and the site work and finish design in the rest of the building. We're already 7 months ahead of schedule as of today. We're not waiting for this \$83 million dollar building to be designed. We're going to focus on the new construction. Once that gets up under construction then we put the bid out for the other areas. When the new construction gets done the kids will move into that area. That is called swing space. That is the area the kids will move out of so we can work on it without having to close school down or have them move into other locations. Procedural wise we're going to have to put a RFQ, get the architect on board as soon as we can, we're going to be interviewing. We have to hire the CA as soon as possible. Hopefully by next week I'll have a final approval. We'll have to meet 3 consecutive Thursdays to get the ball rolling. First several months we'll meet every week. Minimum every other.

I'm also looking for a communications committee. It's the website. I want one voice. Please don't respond to questions on facebook. One individual should do it. I don't want back and forth. We don't get onto private dialog. We will meet with all department heads, teachers. We did an ed spec. It's the state requirements. What you saw so far is not what it's going to be. We will decide classrooms, concepts, CLABs (classrooms/labs). Think out of the box. There could be workstations. Cafeterias, we don't need walls separating them. I'm looking for advice. When the architects start bringing drawings, be excited. Ask questions, get involved, don't sit back. You will all have my phone number. I'm pulling from all of you. This is your house.

In regards to the schedule that's something I'm working on, the review of the proposed project schedule. I need to know the big picture before I start the little picture. There will be a lot I will be working on and presenting. I'm always looking for feedback. Project schedule is something I have to submit to the State and to finance. Payments are based on schedule. I also try to front the project and not have the Town do it. I try to put the invoices in as soon as we can.

I was appointed chairman by the Town. We have to have a vice-chair and a secretary. I can't nominate.

Motion made by Scott Kaupin to nominate Greg Strich as Vice Chairman.

Seconded by Jeff Okun

Motion passes by a show of hands

Bill Marr self nominates for Secretary

Seconded by Greg Strich

Motion passes by a show of hands

Randy states the Town has a CA on call. We will utilize this company to go over more State requirement and now we will look at the floor plans. Is there anyone who is willing to come to meet with the department heads?

Bill asks who is the CA?

Randy states the town has CSG (Construction Solution Group) on-call.

Bill asks if there is an architect?

Randy states that is what the RFQ is for.

Bill asks when will that be?

Randy states I will be submitting the RFQ to the legal department this week. At our next meeting, hopefully we will have it. Hopefully, we will approve it for advertising.

Greg asks if the RFQ a tweaked copy of the Enfield High version?

Randy states no, it's specific to JFK. I have to give the scope and what the project entails. This is so the architect knows what they're getting into. We will short list four firms. They will come in on a Saturday and we will interview them. You have to be as comfortable with them as I am. I am requiring them to submit 14 copies of the QBS booklets. There are 9 categories they have to submit on. Page 8 will be the same in everybody's. You're comparing apples to apples. There is a format they have to follow. These will be delivered to your house. We'll have a meeting and we'll discuss.

Bill asks if that is the same for the CA?

Randy states it is.

Bill asks two interviews?

Randy states one interview for architect one interview for CA. The CA is our representative not the architects.

Bill asks do you foresee a large firm or an individual?

Randy states there are firms out there.

Greg states this procedure we use sounded like a complex procedure. It's simple and straight forwarded. It does a good job of paring down. It's a good process. It works very well. It can't be challenged because it's a state procedure.

Randy states we are not looking for the lowest. We are looking for quality. That's why it's called QBS. Most qualified firm we feel comfortable with and adequately do the project. We get one shot to do this right. The four firms we short list can all do it. You have to be sure the guy that we have day to day contact can do it. Architect is the same thing.

Bill asks if you happen to select an architect and he's one of my clients is that a conflict of interest?

Randy states their will have to be some type of exclusion. You may have to excuse yourself from voting occasionally. I deal with every licensed contractor in the State. You may not be able to vote. If you work with them you can't talk about it.

The first couple of meetings we won't be here more than an hour to an hour and a half. Once we get into the designing, we have been known to be here until 10:30. You will learn more than you can imagine. You will be talking with theater consultants. It's so awesome. I am so proud I can call us a team.

Rose states last year we paid Honeywell to do a bunch of energy efficient improvements. One of the things that was done was the lighting at JFK. We will have to figure out how to reuse it.

Randy states we already talked about that at pre-ref. There is some equipment there that we are going to deconstruct, take out and reuse in other facilities. It's not going to be a general demolition. We know there is some equipment that is still warrantyable, high efficient. We have several groups in town that are all about solar. We're going to be looking at geothermal.

Rose states we limited it to lighting in that building because we knew this may happen. They do need to be reused somehow.

Tim states the liaisons cannot vote but are part of the discussion. We will help in any way.

Randy states at certain points we still have to go to the town council and board of education to get their final blessing.

Walter states the monitoring of the PCB's has to be linked to this committee somehow.

Randy states as we know the Town is terrible at maintenance. All the abatement, PCB work is 100% taxpayer dime. For this project to now come to fruition it is now reimburseable at 71.71%. We did the very bare minimum to keep for not getting into fines with the State. Now that \$6 million dollars we were planning on using for PCB's can go somewhere else.

Tim states we're paying \$25,000.00 per quarter to do the air testing. They are continuing to do this through the project.

Randy states you have to do that until we put shovel in ground because it's an occupied building. If it was an unoccupied building you could have stopped the day the referendum passed. We have to monitor because the kids are still there. Randy states it will become part of this committee. If you come across it now you can encapsulate it because it will be removed with this project.

Tim states they are checking to see how long they have to do this.

Randy states because you were put on the naughty list, you have to do it until we take ownership which is the date of construction. The first day the contractor is on site he has ownership of that building, all the monitoring is done.

Walter asks to please tell Greg Gabinelli.

Randy states I will be more than happy to talk to him and direct him to my staff at the State.

We will have the town CA here next week and I'll have the RFQ here next week for approval.

Bill asks if we will get this information so we can review it?

Randy states you will get minutes and any documents. Once we get the tablets it will be emailed to you. Until then a Town courier will bring it to you.

Bill asks once we get the tablets there will be large drawings.

Randy states we will have 11X17 reviewal copy, I'll have him make copies. That's down the road. We want to talk to every end user, custodians and so on. I will need help with that during the day or after school to meet with them. Before our meetings a couple of us will meet with the contractor and architect to discuss any issues. We can't have a lot of people then it's a quorum.

Amy Dennis introduces herself. Amy states she is a special education teacher at Crandall. I feel as a teacher I can represent what teachers and students need.

**8. COMMITTEE COMMENT**

**a. Liaison Comments**

Walter states we need a tour of the building.

Randy states we will be doing that.

**b. Committee Comments**

Randy states we will get you OSHA certified. We will do a couple hour classes. Then you can walk around the sites. You will get ID badges. We try to get the students involved.

**9. SCHEDULE NEXT MEETING**

Greg Strich makes a motion to schedule a meeting for every Thursday until the end of the project.

Seconded by Bill Marr

Motion passes by a show of hands

**10. GOOD TO THE ORDER**

**11. ADJOURNMENT**

Motion to Adjourn Greg Strich

Seconded by Bill Marr

Motion passes by a show of hands

Adjourned: 7:50 pm