

**JOHN F. KENNEDY MIDDLE SCHOOL BUILDING COMMITTEE
MEETING MINUTES
January 17, 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 17, 2019.

1. **CALL TO ORDER** The meeting was called to order at 6:56 pm by Randy Daigle

2. **MOMENT OF SILENCE**

3. **PLEDGE OF ALLEGIANCE**

4. **FIRE EVACUATION ANNOUNCEMENT**

5. **ROLL CALL**

MEMBERS PRESENT

Randy Daigle, Rose Bouchard, Chris Clare, David Costa, Bob Cressotti (7:05), Amy Dennis (7:10), Katelyn Dunn, Scott Kaupin, Kevin Margolfo, William Marr, Michael Monteforte, Tim Neville (7:05), Jeff Okun, Greg Strich

ALSO PRESENT

Dr. Andrew Berrios, JFK Principal

MEMBERS ABSENT

Walter Kruzel, Joe Muller

Randy states we have been here since 6:30 with the technology department. Ipads were distributed to committee members.

6. **APPROVAL OF MINUTES**

Motion made by Greg Strich to Approve the Regular Meeting Minutes of January 3, 2019

Seconded by Katelynn Dunn

Motion passes by a show of hands

Motion made by Greg Strich to Approve the Regular Meeting Minutes of January 10, 2019

Seconded by Bill Marr

Motion passes by a show of hands

Motion made by Greg Strich to add Committee Guest to Agenda

Seconded by Bill Marr

Motion passes by a show of hands

7. **COMMITTEE GUEST**

Randy introduces Dr. Andrew Berrios, JFK Principal.

Dr. Berrios states he is the new principal at JFK. I was appointed a couple of weeks ago, starting right around Christmas. I am getting used to staff, kids and the building infrastructure. I am interested in

being part of the committee and the work ahead. I want to relay information to the educators and the students. I want to be part of the process and I look forward to it.

Randy states we are excited to have you. Thank you for being our new principal. This is your house. What we have been charged to do is to come up with the new design based on ed specs and programs. After we hire the architect we will meet with your staff, yourself. Let me know who is in charge of each department. We want to be sure when it's all said and done and we walk away that you will have what you wanted. We will keep you very involved. I will cc you on everything and you chose what you want to be part of.

Randy states the presentation I was going to bring will get delayed until another meeting. That would have been great to show you where we are in design and the intent but not the final design. It's for us to come up with a cost and to submit to the State for review.

Dr. Berrios asks if that is what is on the website?

Randy states yes, it will stay close to that. As far as room location, that is determined by you and your staff. We may show rooms next to each other, you may say no, I want it in one wing. That is something that is determined by program. We're going to design the facility. Once this gets up and running you will be in day to day contact by a separate radio with the contractor who is in charge. He will talk to you in the morning telling you what the game plan is. He will give you a two week look ahead and everyday he will add one more day. You will always know what is coming up and you can tell him when you have exams, an assembly, and so on. Communication is the key. That is what we hope to do for you and the mayor, superintendent and everyone in town.

Dr. Berrios states he had an experience with the Massachusetts School Building Authority. I have had some experience, roofs, windows and doors but not an entire building. I am looking forward to this project.

Randy states you have my direct contact if you have any issues, don't hesitate to call. Welcome aboard.

Randy states you all have enfield.org email addresses unless you are working for the school system then it is still enfieldschools.org. I will not use your personal email. I highly recommend you do not use your personal email. Some point if we get FOI'd, I don't want your personal email involved. I.T. will also make a contact list for all of us on the ipad. If you have any questions, you can always get in touch with Paul Russell or Cindy Andersen.

8. OLD BUSINESS

Randy states the RFQ is not ready. The individual who reviews it for the town has been out sick. Tomorrow someone else will take it over. I'd still like to hold the response date of February 1st, If I can get it advertised we should be okay.

9. NEW BUSINESS

Once we get the presentation and the RFQ out then we can start the selection. The convenience of the method we are doing, the QBS procedure is that every booklet should come in the same.

Bill asks if they will be hard copies?

Randy states yes everyone will get a hard copy. I will get one flash drive. Whomever we enter into contract with I use that as an attachment to their contract. We can then reference back to the attachment. I hoping to get that posted for advertisement this week.

10. SCHEDULE NEXT MEETING

Motion made by Greg Strich to schedule next meeting for January 24, 2019 at 6:30 p.m.

Seconded by Bill Marr

Motion passes by a show of hands

Randy states I will email you if we don't need a meeting on January 24, 2019. As far as the documents on the town website we have a link that is JFK BUILDING COMMITTEE. Everything will be posted, our minutes, presentations. Ellen will send you the agenda and minutes to your enfield.org address. If there are handouts for review purposes, I'll attach it in an email or I may bring it to the meetings. Past presentations, ed specs will be on the website.

Tim asks if the pre-ref will be on there? Drawings? There is a lot of great data.

Randy states yes. I have Rebecca who will do it on the town side. I will do the presentation either next week or the following week.

11. COMMITTEE COMMENT

a. Liaison Comments

b. Committee Comments

12. GOOD TO THE ORDER

13. ADJOURNMENT

Motion to Adjourn Greg Strich

Seconded by Bill Marr

Motion passes by a show of hands

Adjourned: 7:15 pm