

**JOHN F. KENNEDY MIDDLE SCHOOL BUILDING COMMITTEE
MEETING MINUTES
March 28, 2019**

A meeting of the John F. Kennedy Middle School Building Committee was held at Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on March 28, 2019.

1. **CALL TO ORDER** The meeting was called to order at 6:30 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, Amy Dennis, Katelyn Dunn, Scott Kaupin, Kevin Margolfo, William Marr, Michael Monteforte, Joe Muller, Tim Neville, Jeff Okun, Greg Strich

ALSO PRESENT

Andrew Berrios

MEMBERS ABSENT

Walter Kruzel

6. **APPROVAL OF MINUTES**

Motion made by Greg Strich to Approve the Special Meeting Minutes of March 16, 2019

Seconded by Bill Marr

Motion passes by a show of hands

Motion made by Greg Strich to Approve the Regular Meeting Minutes of March 21, 2019

Seconded by Katelynn Dunn

Motion passes by a show of hands

7. **COMMITTEE GUEST**

Randy Introduces Bruce Kellogg of JCJ Architecture.

Bruce states on behalf of JCJ thank you, we are truly excited about this project. We can't wait to get started. Bruce distributes and explains two documents he distributes. The first is the calendar schedule. I found this calendar schedule is useful to use. I understand you meet every Thursday, if we need to meet more often we will. If we need to meet less often we will. The green boxes are for in town meetings planning & zoning, wetlands, etc. The week after next is workshops. Those dates are to be determined. It ties into the second document, the Proposed User Program Review Meetings. These are groups we tend to meet with. We want to have about 45 minute conversation about what is expected in the renovate as new project. In these conversations we say to the groups we don't want to know about the space you're in, we want to know how the space functions for you, how you perceive the

space needs to function for you. Those are the conversations to better understand how the school functions and how it will continue to function. It means we can fine tune those spaces so the end users ultimately end up with what they need for educational programming.

Randy states to the committee these meetings will take place during the day. If you can take time you can get involved. We have to meet during their time. It will be during the day. Principal can invite whomever he wants, who he feels needs to be there. We want to know the golden egg, the best possible for the groups. It will be back and forth. They will get a lot of information. This is give and take. Once we're here, we can all jump in.

Bruce continues from those user group meetings, we will come back and start to put it into graphic format, what they are asking for. We will not make any final decisions without coming back to this committee. If we need to meet with the groups one or two days, we can do that. On the right side are notes to remind us of what we need to be thinking about. We need to start looking at existing conditions/program verification. In May we talk about images and materiality, schematic design, and phasing strategy. A major issue is to issue renovation status documentations to OSCG&R (Office of School Construction Grants and Review). They are the agency that has to review all of this. They are a major step of the process. We are very familiar with them.

Randy states next week I will be drafting the RFQ for the CMR. We want to get the CMR on as early as possible. That will assist him and it will help with phasing. The phasing plan is a big drive for the mechanicals.

Bruce states the present transformer is at capacity, possibly get that transformer in early in the process. Also your heating system, your boiler is sitting in a trailer. Not the best situation. Our target is to get that done in the summer months. I did reach out to the State (OSCG) to ask if they had an emergency program where we can get this in earlier in the process. They said no, not really. I haven't given up on that. I will keep asking. Further on the calendar you will see in June you have a schematic design estimate, we will reconcile that estimate. We will get into the State of Connecticut for that. Any other regulatory agencies we will meet with. We will talk about solar for hot water and geo-thermal. Geo-thermal is coming in more expensive.

Rose states we did a referendum and with Honeywell it was to do energy saving programs for the buildings. At JFK we did the lighting and we have to repurpose that. I will send the information to you.

Bruce states on other projects we did LED. We will take a look at that. It's going to be an exciting project.

Randy states we will introduce you to the safety officer for the town and the fire department. We want them included early on.

Bruce states we are reaching out to some scanning companies to get the building scanned. It may take them about a week to do that. Then we will have a set of documents that are accurate.

Randy states scanning is a laser propped onto a tripod and it digitizes everything. It's good for above ceilings, mechanicals.

Greg states they are accurate down to a fraction of an inch. You take an image of each room and the software splices them together to a single building.

Bruce states whatever documentation you have on asbestos removal will be helpful. We will still get an environmental engineer involved to do samples.

Tim states Greg Gabinelle in Facilities has documentation.

Greg asks who will take the lead in setting up the user group meetings?

Andrew Berrios states he will do it.

Greg states he can represent the building committee in the user group meetings.

Bruce states let us know and we'll work the schedule to accommodate everyone. Thank you.

8. OLD BUSINESS

None

9. EXECUTIVE SESSION

Motion made by Greg Strich to go into Executive Session for the Purpose of Reviewing OR Proposals

Seconded by Michael Monteforte

Motion passes by a show of hands

7:07 PM

Motion made by Bill Marr to Return to Regular Session

Seconded by Greg Strich

Motion passes by a show of hands

7:46 PM

10. NEW BUSINESS

Randy states we have a signed contract by the architect. Once we get the OR under contract this will be the crucial document.

Randy states I was hoping to have done the RFQ for the CMR.

Bill asks if a lot of people are anticipated?

Randy states no, because of the bonding. There are probably only a few firms. I will let you know if we will be doing interviews on April 6th.

11. SCHEDULE NEXT MEETING

Motion made by Greg Strich to Cancel the Regular JFK Building Committee Meeting of April 4, 2019

Seconded by Katelynn Dunn

Motion passes by a show of hands

12. COMMITTEE COMMENT

a. Liaison Comments

b. Committee Comments

Scott states the first spring event in Town is the Spring Splash which is Saturday March 30th. Andrew Berrios states there is a fundraiser tonight at Hot Table for Jane's Team.

c. Good to the Order

13. ADJOURNMENT

Motion to Adjourn by Greg Strich
Seconded by Scott Kaupin
Motion passes by a show of hands

Adjourned: 7:49 PM