

**JOHN F. KENNEDY MIDDLE SCHOOL BUILDING COMMITTEE  
MEETING MINUTES  
April 18, 2019**

A meeting of the John F. Kennedy Middle School Building Committee was held at Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on April 18, 2019.

1. **CALL TO ORDER** The meeting was called to order at 6:31 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, Amy Dennis, Katelyn Dunn, Kevin Margolfo, William Marr, Michael Monteforte, Jeff Okun, Greg Strich

**ALSO PRESENT**

Chris Cykley, CSG  
James Hoagland, JCJ  
Bruce Kellogg, JCJ

**MEMBERS ABSENT**

David Costa, Bob Cressotti, Scott Kaupin, Walter Kruzel, Joe Muller, Tim Neville

6. **APPROVAL OF MINUTES**

Motion made by Greg Strich to Accept the Regular Meeting Minutes of March 28, 2019  
Seconded by Bill Marr  
Motion passes by a show of hands

7. **COMMITTEE GUEST**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

Randy states he was hoping to discuss the RFQ for the CMR but it is still in the legal department. It is quite extensive. I can't give you any dates of when it's going to be advertised or when it's going to come back. As soon as I hear I will send it to the committee, and you will see the dates.

Randy states we will add to the agenda a Communications Subcommittee. Michael Monteforte and Katelyn Dunn will be on the committee. Katelynn offers to start a facebook page.

## **10. ARCHITECT UPDATE**

Bruce states we were able to get a scanning company to come in last week and scan the existing facility. I'd like to thank the Principal Andy and the maintenance staff. They will now convert their scans into a BIM (building information model). It will take a few weeks. We are proceeding with the efforts you saw on the schedule. The first phase would be the schematic design which will be by the end of June beginning of July. We are on target for that. We were able to schedule the programming meetings with the key users on Tuesday and again today. Emily, who is our interior designer and FFE designer was there along with Jim. We are going to stick with this schedule and if the committee wants to meet on a regular basis every week we can do that. We won't necessarily be here every week, usually we go every other week so that it gives us time to work on things.

Jim states as the laser scanning was happening we have to wait to start on the drawings. Until that model gets delivered to the team we have been spending a lot of time doing programming. We had a whole list of staff that came in. The thought behind that was to bring them up to speed on the pre-ref plan. Everyone was aware of how program pieces were going to move around the building and how the building was going to transform. We dove into some detail. Jim distributes Room Data Sheets to the committee to read. It is approximately 186 sheets and each sheet summarizes a single room. It is a living, working document. It is our first pass at it. We spent a lot of time trying to confirm our initial assumptions. It is a good starting point. Teachers started talking about what works in their classroom and what doesn't work. It was a helpful conversation.

Bruce states what is important to note is that these meetings take it to the next level. It helps us identify if there are any special features and any expectations that are not consistent with what the referendum number was based on.

Jim starts a slide show of the building and states I took our interview images and edited them down. I summarized a lot of the big questions that were brought up during the session. A couple of things that did come up was: The elimination of the tennis courts which is part of the referendum and the relocation of the basketball courts. We did both of those moves to gain parking. When meeting with the PE staff they were saying they use the tennis courts for an outdoor learning area. They were disappointed they were losing that. I probably is something this committee should look at again.

Randy states during the referendum when we talked about losing the tennis courts it was said they will now have access to the basketball courts. They can achieve the same activity they were doing in the tennis courts. They chose to use the tennis courts because it was closer to the entrance. We added the basketball courts for multiple reasons and that was one of them.

Jim states overall with the PE curriculum, looking at the gym and how many teaching stations, that was one point that was brought up.

Greg states after hearing the concerns of the staff and going back and re-looking at the facility my recommendation is to put the tennis courts back in as an add alternate.

Randy states we can't. We need the parking spaces. We did a head count.

Greg states we are adding spaces in the north center of the facility. We can achieve the same goal and have the tennis courts back.

Jim states everyone was really happy with how the bus circulation was separated from the parent circulation. We will proceed with that. We spent a lot of time talking about the plans. I spent a lot of time talking about how the pool was going to be the cafeteria. We got into a conversation about how the vans come in to pick up food, and they need access. The big moves are putting a new cafeteria where the existing pool is, renovating the pool locker rooms into the kitchen and reworking the girls locker room into all of the locker rooms/changing rooms. Moving tech ed into where the auditorium is. Building a brand new auditorium, stage and a new public entry lobby which would provide access to the gymnasium and the auditorium, and a back corridor which could gain public access to the cafeteria. The former tech ed wing is converted into a music wing. The music teachers were very excited. We had conversations about the media center staying and how the world language wing changes. At the existing cafeteria we will be reworking it for an entry and the admin offices. We talked about phasing and once we bring the CM on we will talk to them. The cafeteria area is being converted to the main office. There are about 8 different Coordinators that can share a space. An area where they can set up, make a phone call, have a desk. Also, try to incorporate more conference rooms. We talked to the special ed teachers. The SED and ALP programs are perfectly located. We talked about the specialized equipment. We talked to administrators and teachers about the classroom wings, and they'd love to have a teacher toilet/unisex toilet in that wing. We are going to try to fit in a single use unisex toilet on each floor.

Bruce states as we start to add scope, toilets have a lot of plumbing we will have to recognize other areas where we will need to have cost savings.

Jim states for the new cafeteria we got a little push back. I don't know if they didn't understand the scale of the space. The cafeteria here is over 6,000 SF. They were concerned about the size of the kitchen. They were jumping ahead. It's an enormous space. To get the deliveries in there and we're anticipating general building supplies, palettes of paper, we are going to have to design a receiving room. The kitchen staff was concerned about separating out daily kitchen deliveries from the building supplies. I'm comfortable that is a big enough space. They currently run 4 waves of lunch. We are now providing a bigger cafeteria. Would there be a desire to go to 3 waves? Does that help scheduling? Everyone pushed back. 400 in the cafeteria is way too much, it becomes a behavioral issue. We can introduce different types of seating. Smaller tables, round tables of 4, oval tables of 6. The kitchen staff was happy about that. We have a kitchen consultant on board. We are looking at opening up the cafeteria where we can control the flow in and out.

Randy, Greg and Jim discuss the length of the hallway.

Jim states in the gym there are 4 teaching spaces. The PE teachers insisted they can't use the project adventure room for any gym classes. We're adding a cardio room which is 2,000 SF of space.

Jim states the auditorium is 607 seats, new stage. We talked about rearranging the band room, orchestra and choral. Possibly adding overhead doors to move instruments. Having the 4 art rooms there, completes the whole art corridor. Music and Art in one corridor. Three art rooms are 2D and one is 3D/ceramics. They have a new kiln and a second one that hasn't been unboxed. There will be 2 kilns in one room. Adding shelving.

Randy states at the high school we added stage extensions.

Jim states I am still interested in putting some glass in the auditorium. The existing auditorium is to be converted into the tech space. They recently purchased equipment they want moved over. We talked to the assistant principals and they liked being in an enclosed area and having their administrative assistants have glass and be able to see out.

Greg states one concern mentioned was getting the raw materials from outside the building to the storage and material processing areas. They buy lumber 10 – 14 foot lengths. It goes down hallways and around corners.

Randy states it is good that they bring this up so we can resolve it.

Jim continues I made a list of the items we talked about: Tennis courts, PE space/existing gym/project adventure, world language rooms, elimination of the strategic reading rooms, concern about the growing number of students in band and choral, the lunch waves at the cafeteria. The special ed resource rooms/where they should be.

Kevin states need to look at labeling of the classrooms.

Greg states we talked about the existing conference room and the principal's office.

Jim states the media center and the whole front office space is less than 20 years so we didn't want to touch that. There is a ton of space. One of the rooms is the talented/gifted program, they don't need a big space. He was thinking of expanding the program. The innovation lab is a great space but we're hearing it's being underutilized. That is a space we can look at.

Randy states in order to make everything work, we may have to do some minor work. We have to make everything work.

Kevin asks if we could twist the area a little where the wood is coming in? Move the dead space in the back? Move VP office so we can go straight in through?

Randy states once we get all the issues on the table then we can start adjusting.

Greg asks if we can get a green house? It would be under the science program.

Randy will look into it. I will talk to the superintendent. Regarding the tennis courts, 1). It's not part of the program, same as the pool. 2). The upkeep, it would be a town duty. The nets have to be maintained. 3). The parking for the auditorium needs to close. The function that they wanted to use they can use the basketball court.

Bruce states I want us on the same page. Remember the context of this project is renovation status by the state, which means you're bringing this building up to like new. One piece of this structure that is not eligible is the media center addition. It goes by when the auditors closed the books and they add 20 years to that. The conversation about moving spaces in and out of there which can be done, as long as we do minimal work would be at 100%. The reason I ask about programming, if it is a brand new program that you are developing that gets into a different realm.

Randy states I'd like to make the building and programming what we need, then to save a couple thousand dollars. We all understand. We have to get the wish list, see what the issues are. They may not get everything, but it has to be brought to your attention.

Katelyn states we are not looking to gut and renovate that area.

Bruce states there are 11 items on the renovation status list we need to submit. Some are design team, some we will work with Randy and Chris. Our goal is to get that together prior to the end of the legislative session at the beginning of June. I've reviewed this list with Chris.

Randy states we need to get Chris up and running.

Jim states the grant program for the lighting improvements, I don't know if there is additional information of what the implications are of that.

Rose states we entered into an agreement with Honeywell to do an energy performance contract and they did several improvements around town. The only thing they did at JFK was the lighting. It is all retro fitted with LED. I sent the inventory to a couple of you.

Randy states we need to talk to the State to see how we do that. If the lighting is already installed how do you maintain warranty?

Greg states the fixtures look very old.

Jim states we are concerned about certifying a 50 year old light fixture with a 2 year old bulb and ballast.

Jim asks when you're demoing everything how do you salvage, inventory and re-use it.

#### **11. OWNERS REP UPDATE**

Chris Cykley, Construction Solutions Group introduces himself. We look forward to an exciting project. The first thing we have to tackle is the renovation as new status. There are 11 points to that. We will get it submitted to the State before the end of the legislative session. When the session closes, your grant commitment letter which will be issued in July will state this project has been approved by the legislation as a renovate as new. That is priority number one.

Randy states we will see the architects often, although they have to do a lot of work. I will be in contact often with Chris, myself and the firms. You will see more of Chris than the architects at the beginning. We are working with the town, the superintendent and the architect. I will keep everyone informed. Once I hear back from the town on the CMR RFQ I will notify you and send it to you.

#### **12. EXECUTIVE SESSION**

#### **13. SCHEDULE NEXT MEETING**

Motion made by Greg Strich to Cancel the April 25, 2019 meeting and schedule the Next Meeting for Thursday, May 2, 2019

Seconded by Katelyn Dunn

Motion passes by a show of hands

- 14. COMMITTEE COMMENT**
  - a. Liaison Comments
  - b. Committee Comments
  - c. Good to the Order

**13. ADJOURNMENT**

Motion to Adjourn Greg Strich  
Seconded by Katelyn Dunn  
Motion passes by a show of hands

Adjourned: 7:45 PM