

**JOHN F. KENNEDY MIDDLE SCHOOL BUILDING COMMITTEE
MEETING MINUTES
JUNE 13, 2019**

A meeting of the John F. Kennedy Middle School Building Committee was held at Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on June 13, 2019.

1. **CALL TO ORDER** The meeting was called to order at 6:33 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, Amy Dennis, Katelyn Dunn, Scott Kaupin, Walter Kruzel, Kevin Margolfo, Michael Monteforte, Jeff Okun, Greg Strich

ALSO PRESENT

Chris Cykley, James Hoagland, Bruce Kellogg, Joe Muller

MEMBERS ABSENT

Bob Cressotti, William Marr, Joe Muller, Tim Neville

6. **APPROVAL OF MINUTES**

Motion made by Greg Strich to Approve the Regular Meeting Minutes of June 6, 2019

Seconded by Michael Monteforte

Motion passes by a show of hands

7. **COMMITTEE GUEST**

None

8. **ARCHITECTS UPDATE**

Jim states we had a meeting with Eversource to discuss the incentives that are available. BBH talked about the mechanical systems, the exterior envelope and energy efficiency of the overall building. It was a very productive meeting. This was to bring them up to speed, the overall schedule. We will reconvene with them the end of the summer, probably August. We will be farther along and be able to pass on more information. Greg attended the meeting and had some helpful insights. One of the school nurses at JFK had questions from looking at the pre-ref plan. I came up Tuesday and spent time touring the nurses office and talking with them. I showed them the plans and some 3D images. We are continuing coordination with our consultants. We have another meeting scheduled with them next week. I have a couple of slides to show you. Some are how we can rearrange the auditorium to create greater efficiencies. The feedback you gave Bruce last week was very helpful, as far as the circulation. We are trying to pull the auditorium as close to the hub as possible. We saved about 2,500 square feet on the perimeter of the building. We had budgeted about 18,000 to 19,000 square feet of new construction and we are right at that range. We are at about 18,500 with this updated plan. We are

rotating the auditorium. One of the concerns we heard was sightlines in the auditorium. By turning the auditorium and wedging it in as far as we could we created a natural wedge for the auditorium and stage, and fit it into that natural shape. I am thinking about flipping the orchestra and band rooms back so you have direct access from the band room directly across to the stage. We will still utilize overhead doors. Push the orchestra room to the end of the corridor. It's the same amount of space. The arrangement of the new lobby seems to work well. It's a generous space. There is more than enough space egress-wise. We are banking storage rooms and potentially some toilet rooms. The edge of the existing gymnasium is an existing wall. The gymnasium is lacking storage space right now. One storage room will be a little over 400 square feet of storage space and the lower one is about 250 square feet. We are looking at the locker rooms. We dropped in lockers and we laid out toilets and made sure the circulation works. We flipped the cardio room at the furthest point of the hallway and the health classrooms closer to the hub. The square footage is almost exact. In the locker rooms we took security into account. There are typically 4 PE classes, and there is 3 areas of locker space. Students would put their items into the lockers, the PE teacher will supervise students and after they are changed they could lock the doors of the locker area. The bathrooms and water fountains are accessible.

Greg states the bathrooms are also accessible from the auditorium.

Jim states we are starting to lay furniture out in the classroom wings. With the 3D modeling it's nice to be able to lay out case work and sinks in the science rooms. We're looking at plumbing and electrical. In the nurses rooms there is a waiting area, triage room. We will provide sink and locking cabinets. There is a nurse's office. There will be a visual area to the 5 resting cots with curtains. The students will have privacy. The nurses will have handicapped accessible toilets. We will provide drinking fountains and locker storage areas for students. They will have a storage area and direct access to the van loop. The nurses were very pleased.

9. OWNERS REP UPDATE

Chris states the school construction program for the legislature is now in special session. We are waiting for that to conclude to get our grant commitment letter.

10. OLD BUSINESS

None

11. NEW BUSINESS

None

12. EXECUTIVE SESSION

Motion made by Greg Strich to Enter into Executive Session for Review and Scoring of the CMR Booklets (6:55)

Seconded by Scott Kaupin

Motion passes by a show of hands

Motion made by Scott Kaupin to Return to Regular Session (8:00)

Seconded by Jeff Okun

Motion passes by a show of hands

13. COMMUNICATIONS SUB-COMMITTEE

Katelynn Dunn reminds the committee to like our facebook page.

Mike states we have quite a few likes. We are looking for items to share.

Greg states we will soon be able to share that we have selected a CMR.

Randy asks if everyone has received an ID badge. Soon we will start taking site visits. Please see Jeannette Lamontagne at Central Office if you need an ID badge.

14. SCHEDULE NEXT MEETING

Motion made by Greg Strich to cancel the June 20, 2019 meeting and next meeting on June 27, 2019
Seconded by Michael Monteforte

Randy states we have our mandatory walk through with the shortlisted firms scheduled for next Thursday at 3:30 at JFK. It will be a supervised walkthrough. There are no questions answered. They will be allowed to submit questions via email. I will collect all the questions and everyone will get the questions and the answers. It will be giving them additional information for the project that they can use for the interviews which are scheduled on July 13, 2019. As the RFQ states there will be a mandatory walk through and a time to send in their question and a time period for me to answer their questions. They will then submit their RFP. The RFP will include their fee for overseeing the project it is not the total contract. The total contract is called the GMP (guaranteed maximum price). That is obtained after the CMR submits trade bid packages. That means the drawings have to be 100% done. They will send submit the drawings to every trade, mechanical, electrical and so on. We receive the bids back, we don't have to choose the lowest, we choose the most qualified firm. We'd like to choose the lowest if possible, but if they are really low or don't have what we need, we can go to the next one. Once we have an agreed upon dollar amount for each of the contracts then we enter into GMP with the CMR. The number we're going to get at the RFP (request for proposal) will be just for their services to monitor the project.

Randy states you are all invited to the walk through. If there is a quorum, we will take minutes.

Motion passes by a show of hands

15. COMMITTEE COMMENT

- a. Liaison Comments**
- b. Committee Comments**

Rose states do you need me to coordinate with the school for the walk through?

Randy states I already had contact with Andy. Can you verify it with building and grounds?

- c. Good to the Order**

16. ADJOURNMENT

Motion to Adjourn by Greg Strich

Seconded by Jeff Okun

Motion passes by a show of hands

Adjourned: 8:10 PM