

**JOHN F. KENNEDY MIDDLE SCHOOL BUILDING COMMITTEE**  
**MEETING MINUTES**  
**June 1, 2023**

The John F. Kennedy Middle School Building Committee held a meeting on June 1, 2023 at Enfield Town Hall, 820 Enfield Street, Enfield, CT.

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

2. **ROLL CALL**

**MEMBERS PRESENT**

Randy Daigle, Greg Strich, Amy Dennis, Katelyn Dunn, Kevin Margolfo, Jeff Okun, Gina Cekala, Samantha D'Agostino, Bruce Kellogg, Nate Gengarella, Mike Mazzarella

**MEMBERS ABSENT**

Scott Kaupin, Todd Kinnin, Michael Monteforte, Christine DeBonee, Andrew LaPlante, Andrew Berrios, Lori Unghire, Jonathan LeBlanc, Scott Ryder, Jill Lekse, Emily Czarnecki, Amar Shamas, Jon Moulton, Marcus Brennan

3. **APPROVAL OF MINUTES**

Motion made by Greg Strich to Approve Minutes of April 6, 2023

Seconded by Jeff Okun

Motion passes by a show of hands

4. **COMMITTEE GUESTS**

John Wilcox – Director of Finance, Enfield CT

Donald Nunes – Director, Department of Public Works – Enfield, CT

5. **ARCHITECT REPORT**

Bruce states there is a meeting scheduled for next Tuesday with the Town, after that meeting we expect to turn over the fields except the concession area. In the TAG/SOAR rooms in the school, it is progressing and we will be doing punch list items. There are 3 exterior pieces we are working on, the canopy over the delivery entrance. The concession building is moving along and the last item is the masonry, our consultant is looking at it and doing a report. After we get the report, we will develop a plan.

Randy states concerning the fields, we are scheduled to turn them over to the Town June 15<sup>th</sup>. We need to be sure someone from the Town can be there next week. They are looking fabulous other than the area we took over for the concession area. That area will be getting fenced off. When the kids are scheduled to be out there, there will not be any movement.

6. **CMR REPORT**

Nate states starting with the interior work, in the TAG/SOAR rooms we are at a point where we are finishing interior finishes. We finished ceiling work the other day. Insulation installed above the ceiling for sound. Doors are hung, door paint is done, final touches of signage is being completed. MEP balancing and final touches being completed. In the next couple of weeks we will be asking JCJ to come out and do punchlist. Exterior work we have dug and poured the foundations for the concession building. We are prepping for underground/underslab work. We will start work on masonry wall, and roof trusses being delivered this week. We did an 11 month walk through today and there are a few things we are addressing for Area D, after that we have one more walk through and that is for Area E. We are working on the closeout efforts. We are also working on our closeout project manual, hyperlinked PDF document.

Randy states we turn it over the closeout project manual to the Town.

## **7. OWNERS REP REPORT**

Sam states we did our 11 month walk through today. We submitted another payment request to the State. In the meantime, we will put all the back up for the next payment. We are looking to close out a few items, making sure all of our invoices get paid. We submitted another State change order and there may be one more to be submitted.

Amy asks about the sound system, I hear it's not working;

Sam states we are working with Valley Communications.

Randy states we have been working with them, asking them to come out and do some training. We authorized to purchase 12 additional mic sets and they don't know where they are. They were hand delivered to the music department, they used them at one event and now they don't know where they are.

## **8. BUDGET SUBCOMMITTEE**

Motion made by Greg Strich to Approve CSG Invoice Number 38, in the amount of \$21,408.85; CSG Invoice Number 39, In the amount of \$22,782.01; CSG Invoice Number 40, in the amount of 21,408.86. There are some Meyers Invoices included within that such as Meyers Invoice 220-042470, Meyers Invoice 220-044338, Meyers Invoice 220-043351, Meyers Invoice 220-045225, and CSG Invoices that have not been paid, These are Meyers invoices 220-040705, and Meyers Invoice 220-041562.

Seconded by Amy Dennis

Randy states some have been approved in previous committee meetings. The last 2 or 3 have been approved but taken out of the payment.

Sam states they haven been paid for the Meyers portion, according to my office.

Greg states those are related to invoice numbers 36 and 37.

Sam states she can send everything to you and Becca tomorrow.

John states yes, please if you would.

Randy states our plan is to finalize and end the contract.

Motion passes by a show of hands

Motion made by Greg Strich to Approve JCJ Architecture Invoice Number 39, in the amount of \$20,641.94

Seconded by Kevin Margolfo

Motion passes by a show of hands

Motion made by Greg Strich to Approve Gilbane Building Company Application Number 43, in the amount of \$1,112,327.24

Seconded by Katelyn Dunn

Motion passes by a show of hands

Motion made by Greg Strich to Approve IES Invoice Number 17656, in the amount of \$2,600; Invoice Number 17779, in the amount of \$1,058.50

Seconded by Amy Dennis

Motion passes by a show of hands

Motion made by Greg Strich to Approve ATP 234 – Sitework Budget Overage, in the amount of \$102,705.00

Seconded by Kevin Margolfo

Nate states we had to back onto the street to get new site package. We are applying this to our CM contingency.

Motion passes by a show of hands

Motion made by Greg Strich to Approve ATP235 – Additional Fencing at Baseball Field, in the amount of \$29,141.00 - Estimate

Seconded by Jeff Okun

Motion passes by a show of hands

Motion made by Greg Strich to Approve ATP 236 – Athletic Field Bleachers, in the Amount of \$64,382.00 - Estimate  
Seconded by Amy Dennis  
Motion passes by a show of hands

Motion made by Greg Strich to Approve ATP 237 – Exterior Loading Area Canopy, in the Amount of \$192,125.00 –  
Estimate  
Seconded by Jeff Okun  
Motion passes by a show of hands

**9. OLD BUSINESS**

None

**10. NEW BUSINESS**

John Wilcox states when the referendum was passed the total expenditure cost of the project was \$84,373 million. The other part is the amount we are allowed to bond which is \$27 million dollars. The \$27 million dollars is to cover the town's share of reimbursable and non-reimbursable costs. What we have spent, as of today is \$75,524 million. The reimbursable expenses are \$85 million, and we would get \$57 million dollars back. The total town cost would be \$24,685 million. Our Town's cost must be less than \$27 Million. We need to know what that number is (non-reimbursable costs). We need to know what the number is before we go forward with change orders.

Randy states John's number and the project numbers are two different things. Project is still \$3 million under budget. Right now we have 10 changes orders, probably 12. At the State there are five at the final stage. Two more are 90% done. This is the back end of the construction phase. Financially we are fine. With everything we owe, we are still under.

**11. COMMUNICATIONS SUBCOMMITTEE REPORT**

None

**12. SCHEDULE NEXT MEETING**

Randy states next meeting is July 6, 2023.

**13. COMMITTEE COMMENTS**

- a. **Liaison Comments**
- b. **Committee Member Comments**
- c. **Good to the Order**
- d. **Any Happy News**

**14. ADJOURNMENT**

Motion to Adjourn by Greg Strich  
Seconded by Amy Dennis  
Motion passes by a show of hands

Adjourned: 7:28 PM