

**JOHN F. KENNEDY MIDDLE SCHOOL BUILDING COMMITTEE**  
**MEETING MINUTES**  
**August 4, 2022**

The John F. Kennedy Middle School Building Committee held a meeting on August 4, 2022 at Gilbane Trailer, 155 Raffia Road, Enfield, CT.

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

2. **ROLL CALL**  
**MEMBERS PRESENT**

Greg Strich, Scott Kaupin, Amy Dennis, Katelyn Dunn, Todd Kinnin, Kevin Margolfo, Jeff Okun, Lori Unghire, Samantha D'Agostino, Jill Lekse, Nate Gengarella

**MEMBERS ABSENT**

Randy Daigle, Michael Monteforte, Christine DeBonee, Andrew LaPlante, Andrew Berrios, Gina Cekala, Jonathan LeBlanc, Scott Ryder, Chris Cykley, Bruce Kellogg, Emily Czarnecki, Amar Shamas

3. **APPROVAL OF MINUTES**

Motion made by Scott Kaupin to Approve the Regular Meeting Minutes of July 7, 2022

Seconded by Amy Dennis

Motion passes by a show of hands

4. **COMMITTEE GUESTS**

None

5. **ARCHITECTS REPORT**

Jill states we are entering the final phase of construction, next week I will be doing the punchlist walk through of the Area E which is the world language classrooms, health rooms, which were a temporary swing space, the hub corridor and the rooms that wrap around. I will be walking with Gilbane and identifying areas of work that need to be complete. Furniture is coming the week of August 15<sup>th</sup>. There will be some furniture being delivered the following week for the final delivery.

6. **CMR REPORT**

Nate begins Powerpoint presentation. When you are driving by you can see we are very active and working very heavy on the site. We have one more phase inside interior wise, which we were able to incorporate into our next phase. We are still doing clean up in the old admin wing. Photos of the south parking lot is shown. We are on track, and it's always tight when it comes to summer work. We are planning on starting fine grading for the parking lot next week. At the end of next week we will start painting and they are starting to pour curbs and sidewalks. It all comes together really fast. Photo of the new main entrance is shown. We are developing roof edge. Area E which is the old admin wing, media center, we just finished the flooring and we're doing some touch up painting around the area. It's in good shape. Flooring in the media center portion will be done by the middle to end of next week. Photo shown of the old 1969/admin area shown. It has shifted a little and photo of a typical classroom of what it looks like now. We are in really good shape and putting the finishing touches on. We started the punchlist, like Jill mentioned. JCJ is coming next week to do their punchlist of this area. Photos of the bathrooms are shown. The other area that we have been actively involved in was the hub corridor. We are primarily finishing off the very nice looking ceiling. Nice light fixtures go with the ceiling grid. There is a lot of effort and time put into that. The last area we have under construction is area C, this area was the temporary ALP rooms. We are developing these rooms to be health rooms. We are installing new interior store fronts and we'll get window treatment on them at some point.

Kevin asks how is our outdoor classroom safety-wise?

Nate states they would have to hop a curb, they would have to go through a metal fence and yes, there are boulders. There are trees, too. There is plenty of protection from an accident or incident.

Jeff asks about screening on the rooftop for the ductwork. Was that something we decided not to do?

Nate states all the screens are installed. We just finished that over the past couple of weeks. Not every unit, but the ones that were strategically decided based on viewings. About 50% are screened.

## **7. OWNERS REP REPORT**

Samantha states we are getting ready for the turnover at the end of August. We have movers scheduled for August 22<sup>nd</sup> to get the teachers moved in. At the last meeting we noted a reimbursement from the State for a little over 10 million, so now we can submit another payment to the State. I walked around with the head librarian and she is aware of what the new media center is going to look like. We are getting geared up for the start of school.

Katelyn asks about the blue tile.

Nate states we just got word that the tile is in stock and they are going to next week.

Samantha states the custodians have their equipment they requested, a few things are on backorder. We are having a training with them next week.

Lori asks about school security.

Nate states the school has a lock down procedure.

## **8. BUDGET SUBCOMMITTEE REPORT**

Greg states the Budget Subcommittee met, reviewed and approved the following invoices:

Motion made by Scott Kaupin to Amend the Professional Services Agreement for CSG, in the amount of \$58,231.25 to Cover the Cost of Purchasing Band Uniforms for the JFK Middle School

Seconded by Kevin Margolfo

Motion passes by a show of hands

Motion made by Scott Kaupin to Approve CSG Invoice Number 31, in the amount of \$82,754.26

Seconded by Amy Dennis

Motion passes by a show of hands

Motion made by Scott Kaupin to Approve JCJ Architecture, Invoice Number 40, in the amount of \$48,543.13

Seconded by Katelyn Dunn

Motion passes by a show of hands

Motion made by Scott Kaupin to Approve Gilbane Building Company, Application Number 34, in the amount of \$1,184,254.52

Seconded by Kevin Margolfo

Motion passes by a show of hands

Motion made by Scott Kaupin to Approve ATP 202 – Future Car Charging Stations (Bollard Install Only), in the amount of \$9,423.00 - **Estimate**

Seconded by Amy Dennis

Motion passes by a show of hands

Motion made by Scott Kaupin to Approve ATP 203 – Added Site Storage Container, in the amount of \$12,596.00 -

**Estimated**

Seconded by Katelyn Dunn

Motion passes by a show of hands

Motion made by Scott Kaupin to Approve ATP 204 – Added Site Benches at Athletic Fields and Basketball Courts, in the amount of \$16,498.00

Seconded by Kevin Margolfo

Motion passes by a show of hands

Motion made by Scott Kaupin to Approve ATP 205 – Additional Existing Masonry Façade Modifications, in the amount of \$35,343.00 - **Estimated**

Seconded by Katelyn Dunn

Motion passes by a show of hands

Motion made by Scott Kaupin to Re-allocate \$161,000 from Owner Contingency to AAIS for Material Testing

Seconded by Katelyn Dunn

Motion passes by a show of hands

Motion made by Scott Kaupin to Approve TRC Invoice Number 543627, in the amount of \$3,856.50

Seconded by Jeff Okun

Motion passes by a show of hands

Motion made by Scott Kaupin to Approve IES, Invoice Number 16858, in the amount of \$2,933.50; Invoice Number 16942, in the amount of \$3,097.68 for total of \$6,031.18

Seconded by Katelyn Dunn

Motion passes by a show of hands

Motion made by Scott Kaupin to Approve Interscape Invoice number 10535, in the amount of \$124,582.86.

Retainage of \$814.98 that will be held back from the invoice.

Seconded by Kevin Margolfo

Motion passes by a show of hands

Motion made by Scott Kaupin to Approve Insalco Proposal Number 14837, in the amount of \$5,250.56

Seconded by Amy Dennis

Motion passes by a show of hands

**9. OLD BUSINESS**

None

**10. NEW BUSINESS**

None

**11. COMMUNICATIONS SUBCOMMITTEE REPORT**

Katelyn states things are going well and we are uploading the latest pictures. We get lots of likes. People are getting excited.

**12. SCHEDULE NEXT MEETING**

Greg states next meeting is scheduled for August 18th if needed, but most likely will be canceled.

Next meeting is September 1, 2022.

**13. COMMITTEE COMMENTS**

**a. Liaison Comments**

**b. Committee Member Comments**

Scott asks about a public open house, has there been any thoughts on this?

Greg states are you asking about the dedication ceremony? I believe we did both on the same day.

**c. Good to the Order**

**d. Any Happy News**

**14. ADJOURNMENT**

Motion to Adjourn by Scott Kaupin

Seconded by Amy Dennis

Motion passes by a show of hands

Adjourned: 7:15 PM