

**JOHN F. KENNEDY MIDDLE SCHOOL BUILDING COMMITTEE
MEETING MINUTES
February 21, 2019**

A meeting of the John F. Kennedy Middle School Building Committee was held at Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on February 21, 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 (6:49), Amy Dennis (7:35), Katelyn Dunn, Scott Kaupin, Walter Kruzel (6:44), Kevin Margolfo, William Marr, Michael Monteforte, Joe Muller (6:43), Jeff Okun, Greg Strich

ALSO PRESENT

MEMBERS ABSENT

Tim Neville

6. **APPROVAL OF MINUTES**

Motion made by Greg Strich Approve the Regular Meeting Minutes of January 31, 2019

Seconded by Scott Kaupin

Motion passes by a show of hands

7. **COMMITTEE GUEST**

None

8. **OLD BUSINESS**

Randy states he would like to confirm this room for use on March 23, 2019. Also, can you confirm we have custodian for the walk thru on Thursday, February 28th at 3:30 p.m.

Rose will check the calendar for March 23, 2019, all day and for the custodian.

9. **EXECUTIVE SESSION**

Motion made by Greg Strich to Enter into Executive Session for the Purpose of Reviewing the Architects RFQ's

Seconded by Scott Kaupin

Motion passes by a show of hands

10. NEW BUSINESS

Randy states we are out of Executive Session it is 8:30 p.m. on February 21, 2019. I have the scores from everyone and I will put them on a score sheet. I will have it reviewed and I will forward it to you. On Monday, February 25th the short-listed firms are notified. Next Thursday, February 28, 2019 instead of having a regular meeting we will have a mandatory walk-through for the short listed firms. They were all notified about this date. It is at JFK at 3:30 and you are all welcome. There cannot be any questions and answers. Every question that the firm has must be submitted to me and I will talk to the committee and go over the answers. Every question will be emailed to every firm with the answer. On Monday, March 11th they will be given an interview schedule. The interviews are Saturday, March 23, 2019 here in the Enfield Room. We'd like to have the Enfield Room and another room for them to prep. We need to get here early to go over the process and the review sheets. We are following the State QBS procedure. We need to be here 45 minutes before the interviews start. There are 4 firms. Usually we give 45 minutes per firm. The CMR (construction manager) we give an hour. The firms present, then they leave, then we go into Executive Session. We don't talk about your scores or who you're picking, we clarify we are seeing the same thing. Procedural wise it is the same, you mark up a draft sheet and you give your reasons why you're giving these scores. Then the next firm comes in. At the end of the day we go back into Executive Session and review. Then we score and determine the winner. We do all the calculations in Executive Session. Everyone will know on Saturday who the winner is. Then it goes to Town Council with our recommendation to go into contract negotiations. It will have to be a special meeting.

Greg asks if it has been confirmed that we have this room for March 23rd?

Rose states the room is booked, I will ask if we can move them.

Randy states if it can't be here we may go to Central Office (1010 Enfield Street). In regards to the Owners' Rep, last week I gave it to the Town. It went to the insurance company and there was no corrections. It went to legal and she said they did not have any corrections. Hopefully I will get it by Monday and it will be advertised in the same procedure, three weeks then receive the booklets. You will be cc'd on that. The only one that will be different is the CMR which is a little different. We need to get the OR (Owners' Rep). Traditionally you would do a CA (construction administrator), someone who monitors the project for us. We don't have an Owners' Rep or Facilities Director that has to submit paperwork to the State on the Town's behalf. That's why we are going with OR. He's not only going to be monitoring the project, he's acting as the Town. He will be doing submissions for the Town. That's the difference between CA and OR.

Greg states I think we need to stress to the Town to get these booklets to us in advance of the meeting so we have time to review properly and not do it in crunch mode. I'm very disappointed and I'd like the liaisons be aware of and brought back to Council. Any assistance they can provide would be appreciated.

Scott asks if we will receive a new book from the 4?

Randy states no. I'm talking about the OR and CMR. The short-listed firms will submit any questions based on the walk-through and the answers will go out. We're not going to receive anything from them.

Scott asks when would we receive the items, is it about a week ahead of time?

Randy states yes usually a week.

Bob Cressotti will find out tomorrow morning about delivering the booklets. Everyone should have had these booklets prior to this meeting.

11. SCHEDULE NEXT MEETING

Motion made by Greg Strich to revise the meeting time from 6:30 p.m. to 3:30 p.m.

Location: JFK Middle School

Subject: Walk-thru with short-list architects

There will be no business conducted at that meeting

Seconded by Jeff Okun

Motion passes by a show of hands

12. COMMITTEE COMMENT

a. Liaison Comments

Walter states thank you for your dedicated time.

b. Committee Comments

c. Good to the Order

13. ADJOURNMENT

Motion to Adjourn Greg Strich

Seconded by Katelynn Dunn

Motion passes by a show of hands

Adjourned: 8:46 PM