

**JOHN F. KENNEDY MIDDLE SCHOOL BUILDING COMMITTEE**  
**MEETING MINUTES**  
**July 2, 2020**

A meeting of the John F. Kennedy Middle School Building Committee held via a virtual meeting, on July 2, 2020.

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

**2. ROLL CALL**

**MEMBERS PRESENT**

Greg Strich, Rose Bouchard, Marcus Brennan, Gina Cekala, David Costa, Amy Dennis, Katelyn Dunn, Scott Kaupin, Walter Kruzel, Kevin Margolfo, Michael Monteforte, Stacy Thurston

**ALSO PRESENT**

Chris Cykley, Bruce Kellogg, Jill Lekse, Amar Shamas

**MEMBERS ABSENT**

Randy Daigle, Chris Clare, Nate Gengarella, Joe Muller, Jeff Okun

**3. APPROVAL OF MINUTES**

Motion made by Scott Kaupin to Accept the Regular Meeting Minutes of June 11, 2020

Seconded Amy Dennis

Motion passes

**4. COMMITTEE GUESTS**

None

**6. ARCHITECTS UPDATE**

Bruce states we have Emily and Nikki here this evening from our office who have been working on the furnishing, fixtures and equipment. It is going to the State later this month. Emily has a presentation of the furniture that she has put together. We have to get your approval of the 042 forms that state you have reviewed and approved it. We will then go to the State for their review and approval for eligibility for reimbursement. You are the first step and the Board of Ed is next Tuesday.

Emily starts a presentation by sharing her screen. We started the furniture phase process in March. We had a kickoff meeting the end of March where we talked through the process, scheduling. We proceeded to schedule meetings with the Principal, Randy Daigle, Chris Cykley, Chris Drezek and Andrew Longey. We reviewed furniture options that were available to the school and that would fit within the cost estimate. Once we narrowed down the options, we had samples delivered to the school so they could be viewed by the Principal and some staff. We had a social distancing meeting where we talked through the different samples. They had teacher chairs sampled by some of the staff and they voted which one they liked the best. We made it as inclusive as we possibly could. We also sent out surveys instead of holding programming meetings. Based on meetings we previously held, we had a list of furniture that needed to be vetted. Surveys were returned and they made recommendations and selections of what they were looking for. There were specific equipment list for maintenance equipment and some of the music areas. We did final presentations with Andrew Berrios and staff. That is what I am going to present today. Typical classrooms include the diamond desk, a trapezoidal desk that can be put into groups for students once we get can get back to being in groups. They can be used individually. Stacking chairs for the classroom, ADA desks/one per classroom. Depending on the different areas of the building there was different type of mobile storage such as book trucks in English classrooms, mobile shelving units in the Resource classrooms. Science furniture, the chair is the same version only in a stool version. Adjustable height science tables with epoxy tops and then mobile demonstration tables. The classrooms are the same chair throughout school, mobile art tables and demonstration station. Some storage and specific items for the art room are the paper and chart unit, drying cabinets, slab roller. Music furniture mostly from Wenger Corporation, choral risers, music stands, posture chairs, mobile racks and different types of storage for specific instruments, garment racks. For tech ed/career

ed spaces/robotics/design and modeling/materials processing lab, those types of spaces, we have a variety of different types of furniture. We have computer stations, specific storage, tote storage, large tables with storage underneath, the same version of chairs and stools. Teachers will have the same furniture no matter what classroom they are in. The chair they voted on is shown. The teacher desk is a mobile, single pedestal desk with drawers, a file area, a curved unit at the top so a student can sit and meet with them. Each teacher will have a mobile cart that will have storage underneath. It will have a lap top shelf and a riser so they can move around the classroom. In some of the public spaces as well as the hub there is going to be some furniture in those areas, especially right outside the robotics, science and technology spaces where the students will be able to move in and out of the classrooms to work. We have some of the same tables and chairs like we do in the robotics lab. We have some high top tables and stools as well as some very large work tables and A few types of benches and lounge areas. In some of the public areas, right outside the auditorium as well as the main office there will be wood benches, upholstered benches and lounge seating. For administrative furniture we had chairs reviewed by the staff and they selected a task chair. We have guest chairs as well as conference chairs and large conference tables. Each staff member will have a sit-to-stand adjustable height desk. There will be storage area, files, drawers and wardrobe. In the cafeteria all the tables will be the typical folding cafeteria table, oval shaped with comfort stools. Along the sides there will be some high top tables and stools.

Gina asks have you had any discussions about having more tables for the cafeteria?

Emily states what is nice with those stools is that you can have students sit every other stool. You can have shields, but the shields become a cleanability issue. The cafeteria won't be done until next summer, 14 months from now. Every single item that is specified needs to go into our documentation and reviewed by the State. A sample of how they specify and document each item for the State is shown. Once we get approval from the State we hand these over to the furniture dealers and we get quotes and will get purchase orders out. Along with these item data sheets we also have furniture drawings and we tag all of the ADA stations, as required by the State. These will also be used by the furniture installer. We have a phased diagram for the installer so they will know areas are timed.

Greg asks are there are locked cabinets for the staff personal belongings?

Emily states yes, in each classroom there is a built in cabinet/wardrobe unit that is locking. The teacher desk also has drawers that are locking. In all of the offices there is a cabinet/wardrobe that is locking.

Emily shows the cost estimate. It is a breakdown of the cost estimate that will be presented to the State. There is a column for eligible costs and a column for ineligible costs. The state is very peculiar of what they will and will not pay for, example they will not pay for choral risers, outdoor grounds equipment. Those items are still needed by the school and are part of the project. The overall total is approximately \$2.3 million dollars.

Greg thanks Emily for the great presentation and financial summary.

## **7. CMR REPORT**

Marcus shows pictures of progress made on the project. Site fencing has been put up, interior photos shown. We have taken over 3 wings of the building, black, yellow, blue as well as the swing space. We will be moving into the existing auditorium this summer to get that ready to act as a cafeteria in the fall. A picture of demolished area of the black wing is shown. All the windows, brick and precast are out, sills that were PCB contaminated have been removed. A picture of the inside of the building is shown. The walls between each classroom in the black wing have come down and ceilings are down. In the yellow wing the former boys' locker room has been gutted out. We are working to get the underground plumbing finalized. All the underground work needs to be complete to start the new kitchen area. In the existing girls' locker room the entire area has been gutted. New footings, columns and supplemental steel will go up over the next couple of weeks to allow us to reconfigure that area. In the corridor in the same area, the ceilings are gone and we are in the process of getting floor tiles out. There was an existing electrical room that we had to put a temporary panel set up. By the end of the summer we have trenching across the hallway to get electrical conduits from the new switch gear room. By the end of next week we can put the conduit across the hallway as this hallway needs to be accessible by the fall for the kids to get into the gym. MEP addition area picture is shown. This entire area has been PCB abated. Windows are out and associated brick, precast and sills. There was some contaminated soil in that area. We have concrete

contractor lined up for the week of July 13<sup>th</sup>. They will start putting footings for that addition. In the black wing, the 2 story structure the windows on the first floor are in progress of coming out. Abatement crew is in place to be sure while they are taking out the contaminated materials that it is disposed of properly. We will start next week on the 2<sup>nd</sup> floor windows. Then, this entire elevation will be clean. That is when we will bring in the concrete crew to start that addition. In the first floor we have taken out clean VCT tile on that entire wing and the abatement crew is moving into that area next week. There is a decent amount of ACM flooring on the 2<sup>nd</sup> floor of the F wing that we will be tackling next. We are also doing swing spaces this summer. A picture of the former cafeteria is shown. We have taken down the existing ceiling and removed MEP's that were above that ceiling. We have studded up walls and we are working on roughing in those walls and looking for our first inspections with the city. Hopefully we will be putting up drywall by the end of next week. Temporary MEP work to be done to get this area classroom ready. Similar instance exists in the media center. We have taken out all the ceiling pads in this area, did a full scan of the existing utilities that are there. We will work through getting temporary utilities. There will be a temporary ceiling once the walls are up. We are working to get all the trades in place as we move through the building.

Amar states we continue to have weekly meetings with the design team, which we call the owner/contractor/architect meetings. There are a lot of people working behind the scenes answering questions and addressing issues. It is a great team effort to make sure the project stays on track, on budget.

Gina asks if Amar has been talking to Chris and Andy about what changes may need to happen for the fall? What that is going to do to your schedule? Swing spaces may need to be altered. Other options for the lunch room may be needed. It is a serious concern and no one knows what the fall is going to look like.

Amar states we are setting up those meetings. We are very aware of the conditions and there is going to be some adjustments. We have to follow the lead of the district as to what their guidelines and requirements are. It is something that we will have to continue to adjust and work with. Conversations are taking place and we will work through those to make sure we understand what the requirements are and what details they are going to be looking for. We are dealing with this with other districts with similar projects.

Chris states he has spoken to Chris Drezek about this. As soon as there is more of a definitive direction it will be addressed.

Gina states I know we're going to have less flexibility at JFK and we need to continue to discuss with the board of ed and the town if any adjustments need to be made.

Walter states he had a meeting with Chris Drezek today, we are going over the 50 page document we received on Monday, which the governor is calling a working document. We are going to let the holiday go by and as of Monday we are going to start seriously digesting it and work with staff. If we have to get the construction on board we will. We will do whatever we need to do.

Motion made by Katelyn Dunn to Accept the FF&E Plan that was presented  
Seconded by Kevin Margolfo  
Motion passes by a show of hands

## **8. BUDGET SUBCOMMITTEE REPORT**

Greg states the Budget Subcommittee reviewed and approved the following invoices.

Motion made by Scott Kaupin by to Accept JCJ request to add additional man hours for the purpose of having the architect rep on site for an additional 60 half-days, 100 full days.

Greg states this will give us an architect rep on-site once a week during the construction phase of the project. Presently in the budget it is scheduled for every other week. If there are critical issues that arise on site and the architect needs to be called in that will occur. The budget for this is \$130,000.00

Seconded by Kevin Margolfo  
Motion passes by a show of hands

Motion made by Scott Kaupin to Accept JCJ Invoice Number 15, dated June 30, 2020, for the amount of \$104,855.28  
Seconded by Katelyn Dunn  
Motion passes by a show of hands

Motion made by Katelyn Dunn to Accept Gilbane Invoice J08621.7, dated May 21, 2020, in the amount of \$45,750.00  
Seconded by Scott Kaupin

Greg states this is the last preconstruction effort that was put forth by Gilbane. Anything after this would be all construction related.  
Motion passes by a show of hands

Motion made by Katelyn Dunn to Accept Gilbane Invoice Number 8, dated June 29, 2020, in the amount of \$1,240,901.06  
Seconded by Scott Kaupin

Greg states this is the first of the construction activities.  
Motion passes by a show of hands

Motion made by to Accept CSG Amendment Number 2, dated June 30, 2020 in the amount of \$100,000.00  
Seconded by Kevin Margolfo

Greg states this is for CSG to provide moving services. CSG has in their contract moving services management. This is the actual move of the material. It is labor and material for the moves. The budget allowance will be \$100,000.00

Katelyn asks is that to move out of the media center and to make room for the swing space?

Chris states part was done by DPW, this is for all the other moving temporarily into corridors then into swing spaces in August before school starts.

Motion passes by a show of hands

Motion made by Katelyn Dunn to Accept CSG Amendment Number 3, Dated June 30, 2020, Storm Water and Turbidity Monitoring Services, for the amount of \$55,000.00  
Seconded by Kevin Margolfo

Greg states these services are required by DEEP on a routine basis. If there are any extraordinary rain events they are obligated to come out and inspect.

Chris states it is for an independent inspector to come out to do inspections and any qualifying rain event.

Motion passes

Motion made by Katelyn Dunn to Accept CSG Invoice Number 6, dated July 2, 2020, for the amount of \$52,288.35  
Seconded by Kevin Margolfo  
Motion passes by a show of hands

## **9. OWNERS REP REPORT**

Chris shows the budget. This reflects everything that we discussed earlier. I will add the FF&E amount. Right now we have approximately \$8.6 million in contingency. That will increase now because there will be additional money out of FF&E. We were projecting \$2.8 and we are at \$2.3. At our next meeting you will see a line in here for haz mat testing and

demo abatement allowance of \$4 million dollars. That is an independent contract that is held by the town with AAIS. I did put together a cash flow for John Wilcox, we're projecting \$48 million dollars this year. We should get about \$26 million back from the State. I will be working with the State to get the reimbursements.

**10. OLD BUSINESS**

None

**11. NEW BUSINESS**

None

**12. COMMUNICATIONS SUBCOMMITTEE REPORT**

Mike states he went to the site a few weeks ago and took a tour and took photos. I posted Amar's action plan on the Facebook page, I also posted a few photos. I got good engagement on it. Marcus will send me photos and I will post. The public seems to love it.

Greg states he sent an email requesting assistance with the Groundbreaking Ceremony. I have one volunteer. I have been in communication with Amar and he will be providing us with a pile of dirt and ceremonial shovels. One issue we need to start thinking about is the date. I'd like to ask Walter and Gina to propose some dates that are good with Board of Ed and Town Council. Greg asks Bruce if he can provide posters? Bruce agrees. Greg asks for additional volunteers.

Amy offers to help.

Mike offers to do digital content.

Greg states the Town Managers office will do the press release.

**13. SCHEDULE NEXT MEETING**

Motion made by Scott Kaupin to Schedule the next meeting of JFK Building Committee on July 16, 2020  
Seconded by Kevin Margolfo

Greg states the next meeting will probably be a virtual meeting. There is a possibility it may be an in person meeting or a combination of both.

Motion passes by a show of hands

**14. COMMITTEE COMMENTS**

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

**15. ADJOURNMENT**

Motion to Adjourn by Scott Kaupin  
Seconded by Katelyn Dunn  
Motion passes by a show of hands

Adjourned: 7:37 PM