

JOHN F. KENNEDY MIDDLE SCHOOL BUILDING COMMITTEE
MEETING MINUTES
February 15, 2024

The John F. Kennedy Middle School Building Committee held a meeting on February 15, 2024 at Enfield Town Hall, 820 Enfield Street, Enfield, CT.

1. CALL TO ORDER The meeting was called to order at 6:30 by Scott Kaupin

2. ROLL CALL
MEMBERS PRESENT

Scott Kaupin, Katelyn Dunn, Todd Kinnin, Kevin Margolfo, Michael Monteforte, Lori Unghire, Samantha D'Agostino

MEMBERS ABSENT

Randy Daigle, Greg Strich, Amy Dennis, Jeff Okun, Christine DeBonee, Andrew LaPlante, Andrew Berrios, Gina Cekala, Scott Ryder, Bruce Kellogg, Jill Lekse, Emily Czarnecki, Amar Shamas, Jon Moulton, Marcus Brennan, Mike Mazzarella

3. APPROVAL OF MINUTES

Motion made by Michael Monteforte to Approve the Regular Meeting Minutes of January 4, 2024

Seconded by Katelyn Dunn

Motion passes by a show of hands

4. COMMITTEE GUESTS

None

5. ARCHITECTS REPORT

None

6. CMR REPORT

Scott states Amar is out of town. Amar stated to Scott that they are working on closing out.

7. OWNERS REP REPORT

Sam states Gilbane sent her the next change order. I will review it and send it out for signature. Tomorrow morning Net Services will be in the piano lab to complete the wiring and install the additional piano workstations. There have been some emails going back and forth about the self-leveler throughout the school so Gilbane is going to go through and clean them out tomorrow. We let the school know beyond that if there are any issues with drains or if stuff get stuck in there it is on them to fix it. The air handling units on the roof, all the units had new doors put on except areas F and H. One got delivered damaged so they need to replace it and one got lost in the delivery process. On February 1st the town received a payment from the State in the amount of \$8,417,499.00. We will start putting the next payment request together. We are working on closing out.

Katelyn asks if the email from staff and facilities calmed down?

Sam states a little bit, and we deal with them as they come in. Some of it is legitimate like the self-levelers/drains. Some we are pushing back on. Randy is copied on those. We put light switch covers on in the cafeteria and they wanted them put on in the auditorium but the ones that are in the cafeteria didn't fit in the auditorium. Ferguson said there was no other option to put covers over them. We explained to Andrew and he said he could potentially take care of it. Until Gilbane is officially out of there it isn't going to stop.

Kevin states the brick work should be done, right?

Sam states it should be done soon, I talked to Amar about it and if there was work to be done, it probably stopped this week because of the snow. They did really well on it because the weather was holding out. I will follow up with Amar.

Michael asks approximately how much do we have left to submit to the State?

Sam states I can get you the amount.

Scott asks the \$8.4 million we received, when was that submitted?

Sam states it was submitted in April. We didn't hear back from the State until September or October. There are now new requirements where we have to submit cancelled checks for every invoice. One invoice was not signed so the State and that held up the payment for a few days. We will be submitting the next request. You cannot submit the next one until the first one is paid.

8. BUDGET SUBCOMMITTEE REPORT

Motion made by Scott Kaupin to Approve CSG Invoice Number 19001-047, dated February 15, 2024, in the amount of \$20,802.63

Seconded by Katelyn Dunn

Sam states Meyer had come back to me with an invoice for the charging carts that were at the facility. They charged for a whole month of storage when they got delivered on the 13th. I went back to them and told them they were delivered. A couple of months went by and they sent us an invoice for 2 weeks. This is officially the last Meyer invoice. It is included in our invoice. The invoice is for \$697.20.

Motion passes by a show of hands

Motion made by Scott Kaupin to Approve Gilbane Application Number 51, Period to January 31, 2024, in the amount of \$130,064.28

Seconded by Kevin Margolfo

Motion passes by a show of hands

Motion made by Scott Kaupin to Approve JCJ Invoice Number 52, dated August 30, 2023, in the amount of \$3,705.12

Seconded by Amy Dennis

Motion passes by a show of hands

Motion made by Scott Kaupin to Approve Apple Purchase Order Number 11801069-00, consisting of eight (8) invoices in the amount of \$11,975.60

Seconded by Katelyn Dunn

These apple computers are for the yellow wing new TAG/SOAR classrooms.

Motion passes by a show of hands

9. OLD BUSINESS

Kevin states when we designed the outdoor cafeteria, were there tables bought for that area?

Sam states those aren't considered reimbursable by the State so they weren't part of the project.

10. NEW BUSINESS

None

11. COMMUNICATIONS SUBCOMMITTEE REPORT

Michael states we're good.

12. SCHEDULE NEXT MEETING

Scott states next meeting is scheduled for March 7th.

13. COMMITTEE COMMENTS

a. Liaison Comments

Lori states is there anything specific you need relayed to the Council?

Sam states just that we're working on the closeout. What happens is we submit the closeout documentation to the State, the project is considered closed out. Eventually, it will go for an audit. The audit could be 5, 6, 7, 8 – 10 years from now. We had projects that closed out in 2014 and it's just getting audited now. I think Enfield High just got notification of an audit last week. There is a retainage amount, 5% of your funds, that the State holds until it is audited and completely closed.

b. Committee Member Comments

c. Good to the Order

d. Any Happy News

14. ADJOURNMENT

Motion to Adjourn by Katelyn Dunn

Seconded by Michael Monteforte

Motion passes by a show of hands

Adjourned: 6:49 PM