

Student Support Services Building Committee

Regular Meeting Minutes

August 23, 2019

10:00 am – 11:30 pm

44 Hatchetts Hill Road, Old Lyme, CT

Attendees: Tim Hagen; Kate Ericson; Jack Cross; Craig Esposito; Rita Volkmann; Joanne Barmasse; Bridgett Gordon-Hickey

Guests: Justin Hopkins; Lee Donaldson; Mike Belden; Gary Cymbala; Yvonne Tobey; Donna Worst

Meeting called to order: 10:04am

1.0 Approval of Minutes

1.1 June 13, 2019

Motion to approve June 13, 2019 minutes by Esposito, second by Barmasse

Motion passed unanimously

2.0 Reports

2.1 With the adjusted time, Lee Donaldson's (O&G) monthly report was held until he arrived. As of this month's Cost Control Report the project has just over \$50,000.00 in available funds. This does not include a closeout of remaining CM Contingencies which will add some additional funds to the end of the project.

Lee is working on finalizing closeout documents and owner's manuals to be turned over to Gary Cymbala. Attic stock is complete except for a quantity of colored hex shaped carpet tiles.

We are still waiting on the completion of the building plaque. Jack has asked Ken to follow-up on this detail.

2.2 Justin Hopkins, Tecton, reported on the Certificate of Substantial Completion that has been issued effective 5/31/19. This establishes the date for the one-year warranty to begin.

Justin also presented Tecton's initial Project Design and Cost Estimate for phase 2 @ \$200/sq. ft. with the scope of work estimated at 2.9 million dollars.

3.0 Old Business

As discussed above, attic stock is complete except hex carpet tiles.

The quiet room doors were brought up again as the current windows in the doors do not meet the sight line requirements for students, particularly the elementary students. This is not a difficult fix, as the additional windows can be installed in the field.

The integration of the phones with the intercom system has been completed. The integration seems to work well. There are currently two locations in the building that do not have adequate coverage.

4.0 New Business

Following Justin's presentation for the Ocean Avenue Phase 2 Project Design and Cost Estimates, the committee weighed a number of considerations including the cost benefits of whether or not to pursue another DAS grant based on current enrollment and referrals. Additional considerations were whether to include roof replacement or to seek roof replacement separately. Other discussions centered on site work and playgrounds and a plan for completing the project while the building is occupied. Portables were discussed, particularly around how they are reimbursed. Mike Belden and Jack will continue to work on a cost benefit analysis to share with the building committee. It was also suggested that a proposal be presented to DAS for input and recommendations for how best to proceed.

5.0 Financial Update

5.1 Invoices/Contracts

Motion to approve Draw #11 for \$438,481.80 for O & G made by Esposito, second by Barmasse

Motion passed unanimously

5.2 Budget Report

This was LEARN CFO Mike Belden's first official meeting with the Building Committee. He provided an update on the building project budget and current reimbursement status from DAS. He explained how there had been confusion at DAS regarding the approved "Space Waiver" and that the reimbursement for Draw #2 would be corrected with Draw #3. He will have a reconciled report including information from O&G's updated monthly report at our next meeting.

6.0 Upcoming Building Meetings

6.1 Building Committee Meeting

Motion to adopt the 2019-2020 SSS Building Committee meeting schedule by Esposito, second by Volkmann

Motion passed unanimously

7.0 Adjournment

Motion to adjourn by Ericson, second by Barmasse

Meeting adjourned 11:25am