

# Student Support Services Building Committee

## Regular Meeting Minutes

December 13, 2018

11:00 am – 12:30 pm

44 Hatchetts Hill Road, Old Lyme, CT. 06371

**Meeting called to order:** 11:15 am

**In Attendance:** Bridgette Gordon-Hickey, Craig Esposito, Joanne Barmasse, Rita Volkmann, Dr. Eileen Howley, Jack Cross, Lynn Nenni and Tim Hagen

**Presenters and Guests:** Roland Kekelia (O&G), Gary Cymbala (SSC) and Yvonne Tobey (LEARN)

### 1.0 Approval of Minutes

- 1.1 **Motion** to approve the November 8, 2018 Building Committee minutes **made by Tim Hagen, second by Dr. Eileen Howley. Motion passed unanimously**

### 2.0 Reports

- 2.1 Roland Kekelia of O&G presented his last report of the year. Building and Fire officials have been through the building and are scheduled to release the Certificate of Occupancy (CO) prior to the end of December. Roland reviewed the outstanding change orders and confirmed final cost figures which are included in the monthly report. The painting of the upper level will be completed by the end of the week and the elevator shaft is scheduled to be completed by the end of December. The complete installation of the elevator will be finalized the end of January or the beginning of February, 2019.

Office staff moved in on December 6, 2018. Staff from the Lillie B Haynes and the Old Lyme Center School will be moving personal items in on December 21, 2018 and the classroom furniture will be moved in on December 27-28, 2018. Students are scheduled to start on January 3, 2019.

- 2.2 Justin Hopkins of Tecton Architects reported on coordination of student furniture, wayfinding and fencing of the back yard perimeter. A final shop drawing is being prepared for review and installation will occur after

students begin in January. Student chairs are in route (boat) and anticipated to arrive prior to the January 3, 2019 start. RH Lord will deliver and install upon arrival. It was determined that fencing for the back yard perimeter was necessary for safety and drawings have been submitted and approved. The goal is to have fencing completed prior to the January 3, 2018 opening.

### 3.0 Old Business

#### 3.1 Patio Roof Project:

Given a number of complications, including concerns about acceptable flashing heights, weather constraints, and excessive cost projections, it has been recommended that we hold off completing this as part of the building project phase. The goal will be to go out to bid early in 2019 with a goal of completing the project in the spring.

### 4.0 New Business

#### 4.1 Change Orders: Outstanding change orders were reviewed as part of the Monthly Report above.

- **Motion to approve pending change orders made by Esposito and second by Hagen. Motion passed unanimously.**

### 5.0 Financial Update

#### 5.1 Invoices and Contracts

- The O&G application and certificate for payment – Draw #4 for the period ending 10/31/2018 in the amount of \$712,622.61 and Draw #5 for the period ending 11/30/2018 in the amount of \$447,029.09 were presented and reviewed. **Motion to approve payment of Draw #4 (\$712,622.61) made by Esposito and second by Barmasse. Motion passed unanimously. Motion to approve payment of Draw #5 (\$447,029.09) made by Hagen and second by Barmasse. Motion passed unanimously.**
- Invoice # 50317 from Mystic Air Quality Consultants for Final Visual and Air Clearance in the amount of \$1,485.00 was presented and reviewed. **Motion to approve payment (\$1,485.00) made by Barmasse and seconded by Hagen. Motion passed unanimously.**
- Invoice # 41298 from Tecton Architects in the amount of \$9,825.00.00 for period ending 10/27/2018 and invoice #41431 in the amount of \$14,125.00 for the period ending 11/30/2018 were presented and reviewed. **Motion to approve payment of both invoices made by Esposito and second by Barmasse. Motion passed unanimously.**

5.2 Budget Report: LEARN CFO, Lynn Nenni, presented the monthly budget analysis for the building project through 12/13/2018. The current available unencumbered balance is \$210,317.90. In addition Lynn presented and reviewed the Pending Adjustments report including an analysis of pending change order requests and contingencies.

## **6.0 Upcoming Building Project Meetings**

6.1 Next Building Committee Meeting will be held on January 10, 2019, 11:00am, following the Board of Directors meeting at the Ocean Avenue LEARNing Academy, 660 Ocean Ave., New London, CT.

**7.0 Adjournment: Motion to adjourn made by Esposito and second by Barmasse. Motion passed unanimously.**

**Meeting adjourned at 12:55 pm**