

# Student Support Services Building Committee

## Regular Meeting Minutes

September 13, 2018

11:00 am – 12:30 am

44 Hatchetts Hill Road, Old Lyme, CT 06371

**Meeting called to order:** 11:10 a.m.

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

**Presenters and other guests:** Roland Kekelia (O&G), Justin Hopkins (Tecton), Donna Worst (LEARN), Yvonne Tobey, Gary Cymbala (SSC),

### 1.0 Approval of Minutes

- 1.1 **Motion** to approve the August 9, 2018 and August 24, 2018 Building Committee minutes made by **Esposito, seconded by Volkmann, Passed with T. Hagen abstaining.**

### 2.0 Reports

- 2.1 Roland Kekelia, O&G Construction Manager, presented the monthly report reviewing current progress and issues. Highlights included the delivery of the doorframes (9/12) which will allow for sheet rocking walls once final inspection has been completed, completion of underground structural issues have remedied and HVAC installation has been completed. While progress is being made with the foundation for the elevator, some concern was raised about having the elevator operational by the November 20<sup>th</sup> deadline for occupancy. This is as a result of steel not being delivered as of 9/13. O&G will be in direct contact with the steel fabricator responsible for deliver. The switchgear is scheduled to be delivered the week of Sept. 17<sup>th</sup>. Roland will have a complete summary of change orders to be considered at next month's building committee.

There was some discussion about whether or not it has been determined where the perimeter draining out of the elevator pit actually goes. It was suggested that the drain be snaked to determine the outflow. The roof drain from the kitchen roof was also discussed and a determination as the best solution for this drain has yet to be determined. More investigation as to where the original drain actually emptied is necessary.

- 2.2 Justin Hopkins, Tecton Architects, provided an update on the current state of the Fixture, Furniture and Equipment (FFE)/Technology approval process with the Department of Administrative Services (DAS). The preliminary Pre-Bid Conformance Review (PCR) meeting was productive with guidance as to additional requirements that needed to be included in the DAS documentation. DAS also directed the team to reach out to the procurement specialists regarding state bid lists for technology and our attempt to use Pennsylvania Education Purchasing Program for Microcomputers (PEPPM) bid lists.

Based on the feedback from DAS, Justin presented the final and complete FFE/Technology plan for approval by the full Board of Directors (BOD) and the building committee. He is

also is working on a follow-up PCR meeting following to finalize the Phase 2 FFE/Technology plan with DAS.

**Motion** to approve the SCG-042 FFE/Technology Final Plans made by **Esposito, seconded by Volkmann, Passed Unanimously.**

### **3.0 Old Business**

Jack Cross, Gary Cymbala and Justin Hopkins all discussed the current status and investigations of the patio roof and other potential roof replacements. The good news is that work done on the drains seems to have eliminated leaking in the classroom adjacent to the electrical room that had been a major concern.

Gary summarized Offshore Construction investigation of the three EDPM (ethylene propylene diene terpolymer) membrane roof areas (Patio, kitchen and front entrance). The Offshore estimate of \$55,000 only addressed the patio roof to remove existing pavers and membrane and replace same. The work would include addressing perimeter flashing and adding three additional scuppers.

Justin provided a proposal for additional services to create a scope of services and RFP for the roofing project.

**Motion** to move forward with the development of a roofing project RFP made by **Hagen, seconded by Esposito, Passed Unanimously.**

### **4.0 New Business**

4.1 There were no Change Orders for action at this meeting.

### **5.0 Financial Update**

5.1 Invoices/Contracts

**Motion** to approve Contractor's Application for Payment No. 2 (Period 08/30/18) for \$436,475.50 made by **Esposito and seconded by Volkmann. Passed Unanimously.**

5.2 Budget Report

Lynn Nenni, LEARN CFO, presented an update on the current budget and subsequent Pending Adjustments to the Budget report. The pending adjustments provides a overall assessment of the "uncommitted balance" for the entire budget and an accounting of the Owner Contingency. As of 9/11/2018, with all known factors included there is an uncommitted balance of \$13,642.00 and based on current projections, the Owner Contingency has an uncommitted balance of \$102,900. This amount also does not include the balance of the Construction Manager (CM) Contingency that could be used to offset unexpected costs.

### **6.0 Upcoming Building Project Meetings**

Cross provided a brief summary of upcoming meetings.

6.1 Building Committee Meeting – Thursday, October 11, 2018 (11:00 am – LEARN)

### **7.0 Adjournment**

**Motion** to adjourn made by **Howley and seconded by Esposito. Passed Unanimously.**

**Meeting Adjourned:** 12:30 pm