

# Student Support Services Building Committee

## Regular Meeting Minutes

February 7, 2019

11 am – 12:30 pm

44 Hatchetts Hill Road, Old Lyme, CT

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

**In Attendance:** Joanne Barmasse, Rita Volkmann, Craig Esposito, Eileen Howley, Lynn Nenni, Jack Cross

**Presenters and Guests:** Roland Kekelia (O&G), Justin Hopkins (Tecton Architects), Gary Cymbala (SSC), Ken Biega (O&G), Yvonne Tobey and Donna Worst (LEARN)

### 1.0 Approval of Minutes

- 1.1 Motion to approve the January 10, 2019, Building Committee minutes **made by Esposito, second by Volkmann. Motion passed unanimously**

### 2.0 Reports

- 2.1 Roland Kekelia of O&G presented the monthly report for January. Highlights included application of wayfinding icons and direction arrows, installation of protective board in hallways, and key system installation. Progress on the elevator installation includes the steel frames for the stairs and roofing so that Otis can begin actual elevator box installation. To date, change orders amount to \$198,839 with an additional change orders pending final adjustments and approval. Despite working on weekends, the current expectation for elevator completion is March 14, 2019.
- 2.2 Justin Hopkins of Tecton Architects provided an update on several punch list items addressed in Bulletin #21, dealing primarily with adjustments to doors; door access and security, based on recent on-site needs.
- 2.3 Jack and Gary, with input from Roland and Justin, reviewed the status of running punch list items. Key items revolve around the doors, keying and security that were included in Bulletin #21. As understood, with the exception of the elevator, much of the ongoing work in the building is occurring in the evening after school hours and on weekends. Numerous projects are scheduled for the upcoming 3 day school holiday weekend, including remediation of the lateral sewer line from the building to the street.

### 3.0 Old Business

- 3.1 **Patio Roof:** Justin Hopkins is preparing the final updated specs for the patio roof RFP. The committee expressed the critical nature of this project with the goal of getting the RFP on the street before the major roofing rush so that the project could be completed before the end of the year. It has been determined that this project will be done outside of the Building Project and be addressed through Capital Improvement.

Ribbon Cutting: Grand opening and ribbon cutting event planning has begun. The LEARN team is working with Quinn and Hary to develop an event plan and public relations program. They are working on a dignitary list. The committee agreed that at very least the date should be two weeks beyond the projected elevator completion date. This will likely push the grand opening into April.

#### **4.0 New Business**

##### 4.1 Change Orders:

**Motion** to approve change order PCO 40 that involved changes/additions to the 2<sup>nd</sup> Floor IT **made by Esposito, seconded by Volkmann. Motion passed unanimously**

Discussion about Change Order PCO 45 that involved outlets in the data was tabled until Justin Hopkins is able to review with CES.

**Motion** to approve change order PCO 46 Stainless Steel Water Main required by code **made by Esposito, seconded by Howley. Motion passed unanimously.**

#### **5.0 Financial Update**

##### 5.1 Invoices and Contracts:

**Motion** to approve Tecton Invoice # 41650 for \$7,000 (for Construction Administration and FF&E) **made by Esposito, seconded by Volkmann. Motion passed unanimously.**

**Motion** to approve O&G Draw #6 for \$395,412.31 **made by Barmasse, seconded by Esposito. Motion passed unanimously.**

**Motion** to approve Mystic Air Quality Consultants, Inc. invoice # 51189 for \$340.00 (for asbestos inspection and sampling) **made by Esposito, seconded by Barmasse. Motion passed unanimously.**

5.2 Budget Report: LEARN CFO, Lynn Nenni presented the monthly budget analysis for the building project through 2/6/19. The current available unencumbered balance is \$81,489. With Allowance and Contingency balances, the current remaining project balance is \$244,975.89. In addition Lynn presented and reviewed the ongoing Pending Adjustments to Report document. This summary provides an itemized assessment of change orders and anticipated allowances.

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

6.1 Next Building Committee Meeting will be held on March 14, 2019 (11:00 am – LEARN) after the BOD meeting.

**7.0 Adjournment:** Motion to adjourn **made by Barmasse and Second by Volkmann. Motion passed unanimously.**

**Meeting Adjourned at 12:38 pm**