

Student Support Services Building Committee

Regular Meeting Minutes

January 10, 2019

11 am – 12:30 pm

660 Ocean Avenue, New London, CT. 06320

Meeting called to order: 11:20 am

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

Presenters and Guests: Roland Kekelia (O&G), Justin Hopkins (Tecton Architects), Gary Cymbala (SSC), Ed Bjorbekk (O&G), and Yvonne Tobey

1.0 Approval of Minutes

- 1.1 Motion to approve the December 13, 2018 Building Committee minutes **made by Hagen, second by Barmasse. Motion passed unanimously**

2.0 Reports

- 2.1 Bridgette Gordon-Hickey, Associate Executive Director of Student Support Services, shared the students and staff experiences from the first week of school. The highlights included students' first experience with eating in a cafeteria, a sense of home and belonging for all staff, and the buoyed moral provided by the surroundings; the attention to detail in the new facility. Bridgette also was extremely complimentary to the custodial and maintenance staff in their efforts to assist with the many moves and transition to the new facility. There is some discussion regarding the possibility of creating an after-hours program. While many folks stayed beyond the school day, it was noted that more lighting is needed in the parking area when staff leave. However, the local police have been checking periodically. In the grand scheme, it is a joy to be in the building.
- 2.2 Roland Kekelia of O&G presented the monthly report for December. Highlights included official receipt of the Certificate of Occupancy effective January 3, 2019, an update on approved change orders, the elevator schedule and final keying. To date, change orders amount to \$189,744.43 with an additional \$14,962.68 pending final adjustments and approval. Roland has submitted the third change order to the state in the amount of \$61,000. The current expectation for the completion of the elevator is March 4, 2019. QSR, the steel contractors have been notified about possible financial penalties if there are further delays in erecting the elevator shaft and enclosures. The final keying of the lower portion of the building is not complete. Currently the building is secured with "contractor" keys. Several items were added to the running punch list including the need for a wider door exiting the elevator lobby to ensure access for wheelchairs and gurneys, and a solution for locking the small sanctuary double doors. Work on

repointing the front entrance steps and the parking lot entrance stairs may be postponed due to weather conditions. The fencing is now completed. Cross reported discussions are ongoing with Quinn & Hary regarding the building and grounds directional signs.

- 2.3 Justin Hopkins of Tecton Architects reported the student chairs are in route and will be delivered next week. Cabinets and additional millwork are being processed, and replacement paper towel and the toilet paper dispensers are on order.

3.0 Old Business

- 3.1 Patio Roof: Currently waiting on final updated specs and RFP. This roof will be publically bid as soon as RFP is prepared.

Ribbon Cutting: Grand opening planning has begun. It is critical to have a date certain for the elevator completion in order to set a date for the grand opening. The LEARN team is working with Quinn and Hary to develop an event plan and public relations program. They are working on contacting Governor Lamont's transition team for his availability and interest in participation. A meeting is scheduled for January 16, 2019 to discuss further. The Education Guide prompted a communication from Judy Goldberg (Bethel El Synagogue) complimenting the coverage and expressing interest in attending the grand opening.

4.0 New Business

- 4.1 Two change orders have been sent to the State for authorization. To date there has not been a response. As mentioned above, a third change order is prepared to send to the State.

5.0 Financial Update

- 5.1 Invoices and Contracts: No invoices were presented for approval
- 5.2 Budget Report: LEARN CFO, Lynn Nenni, presented the monthly budget analysis for the building project through 01/09/2019. The current available unencumbered balance is \$172,488.40. 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 at LEARN on February 7, 2019, 11:00 am

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

Meeting Adjourned at 12:37 pm