

**STUDENT SUPPORT SERVICES BUILDING COMMITTEE MEETING**

**FRIDAY, October 27, 2017 (REGULAR MEETING)**

**OCEAN AVENUE LEARNING ACADEMY**

**582-660 Ocean Avenue, New London, CT 06320**

**In Attendance:** Craig Esposito, Rita Volkmann, Chris Goff, Sheri Cote, Dr. Eileen Howley, Jack Cross, Bridgette Gordon-Hickey, and Lynn Nenni

**Presenters, staff and other guests:** Jeff Wyszynski, Justin Hopkins, Kathryn Mease, Ken Biega, Gary Cymbala, Donna Worst, and Yvonne Tobey

**Meeting called to order:** 10:39 a.m.

Motion requested by Jack Cross to add minutes to meeting agenda items.

**Motion to add minutes to agenda made by Esposito, second by Cote.**

**Motion approved unanimously**

**Motion to approve combined previous minutes of SSS Building Committee meetings presented by Esposito, second by Volkmann.**

**Motion approved unanimously**

**1.0 Update on Closing**

- 1.1 Dr. Howley informed the committee the closing occurred in person on October 20, 2017, keys to the building secured, and the custodian currently servicing the building will assist with the transition. Dr. Howley also informed the committee of the positive coverage in The Day newspaper and the reporter has been invited to the ribbon cutting.
- 1.2 Funds are being held in escrow (\$12,500) pending DEEP's review of original documents regarding the removal of an underground oil tank, soil samples and registration with the state. The funds would be used for additional sampling, if needed, to comply with the state's requirements.

**2.0 Design and Construction Update**

- 2.1 Jack Cross provided a summary of the work the Tecton Team and the Student Support Services Team has been doing to coordinate needs and design efforts.
- 2.2 Jeff Wyszynski from Tecton presented the current conceptual design for the project.
- 2.3 Ken Biega, from O&G outlined the current thinking regarding the bidding process and the possibility of a phasing process for bid packages. This will be discussed with Department of Administrative Services (DAS) at the PREP meeting scheduled for Tuesday, October 31<sup>st</sup>.

- 2.4 As discussed above, the idea for a phased bid package was to accommodate long lead items, specifically the elevator and possibly doors given the demand from the recent storms.
- 2.5 Tecton has scheduled the initial PREP meeting with DAS for Tuesday, October 31<sup>st</sup> at 9:30 am. Jack Cross and Lynn Nenni will represent LEARN, Ken Biega, Jeff Wyszynski, Justin Hopkins and Derek Bride will also attend this meeting.

**3.0 Site Walk**

A tour of the building and the grounds by committee was conducted by Jack Cross

- 4.0 Financial Update** - LEARN CFO, Lynn Nenni, presented a year to date budget and bonding update.

**Motion to adjourn made by Cross, second by Esposito**

**Meeting adjourned at 12:26 p.m.**