

**STUDENT SUPPORT SERVICES BUILDING COMMITTEE MEETING**

**MONDAY, SEPTEMBER 11, 2017 (SPECIAL MEETING)**

**LEARN**

**44 Hatchedts Hill Road, Old Lyme, CT. 06371**

**In attendance:** Craig Esposito, Rita Volkmann, Tim Hagen, Dr. Eileen Howley, Jack Cross and Lynn Nenni

**Representatives not in attendance:** Sheri Cote, Bridgette Gordon-Hickey and Chris Goff

**Presenters, staff, other guests:** Donna Worst, Yvonne Tobey and Erica Robb

**Meeting called to order:** 9:45 a.m.

- 1.0 Review of Submissions for Request for Proposals (RFP's) for the Ocean Avenue building "Consolidation Project".
  - 1.1 **Motion by Hagen, Second by Howley**, to accept two architectural & engineering firms to be moved forward for interviews: DRA (Drummey Rosane Anderson, Inc.) and Tecton.  
**Motion approved unanimously**
  - 1.2 **Motion made by Esposito, second by Volkmann**, to include FIP construction management firm to be considered for the interview process pending discussion with Jack Cross for information/clarification and move O & G to the interview process.  
**Motion approved unanimously**
- 2.0 Review Proposed Interview Schedule and Procedure
  - 2.1 The proposed interview schedule was reviewed and finalized with the first interview to begin at 11:15 a.m.
  - 2.2 An initial set of interview questions was reviewed and modified. Two additional questions were added... What is their experience with the state? How would Architects and Construction Management interface with one another?
- 3.0 Reviewed the revised "Proposed Schedule for LEARN" regarding SSS Building Project
  - 3.1 Catalyst Environmental has been contracted to conduct Phase I environmental study.
  - 3.2 The proposed schedule for LEARN was reviewed and distributed.
- 4.0 Craig Esposito requested that a financing update be included in future agenda items

**Motion to adjourn by Howley, second by Esposito**

Meeting adjourned 11:25 a.m.