

Student Support Services Building Committee

Minutes - Regular Meeting

Friday, February 23, 2018

Room 216 - 44 Hatchedts Hill Road, Old Lyme, CT 06371

Meeting called to order: 10:00 a.m.

In Attendance: Craig Esposito, Rita Volkmann, Tim Hagan, Eileen Howley, Bridgette Gordon-Hickey, Lynn Nenni and Jack Cross

Representatives not in attendance: Sheri Cote, Joanne Barmasse

Presenters and other guests: Justin Hopkins, Roland Kekelia, Ken Biega, Gary Cymbala, Lance Hagen, David Howes, Donna Worst and Yvonne Tobey

1.0 Project Update

1.1 New London Town Processes

Ken Biega and Roland Kekelia (O&G) reported that the New London Building officials are all set to sign off on the submitted plans to take to the Department of Administrative Services (DAS). The initial phase of permitting is complete. Individual contractors will be responsible for pulling discipline specific permits once contracts are awarded.

1.2 Department of Administrative Services (DAS)

Justin Hopkins (Tecton) reported on the scheduled Pre-Bid Conformance Review (PCR) meeting scheduled for March 6, 2018 at 9:00 am. Following submission of the construction documents to the New London Building officials, he contacted DAS to set a tentative meeting date. The primary purpose of this meeting is to review the construction documents and bid package for approval. The state has been approving in a week to ten days, but could take up to a month..

1.3 Update on Schedule

Ken and Roland discussed the challenges of the current scheduling and anticipated concerns about long lead items. If the state approves plan and bid packages in the week to ten day window, bid packages can be publicized as early as March 19th with the anticipation that proposals can be reviewed, scope review conducted and contracts awarded in order to begin demolition by April 9th. This is best-case scenario. Based on that scenario, Roland presented the phasing plan with the design on completing all classroom spaces by August 27th. Office space and elevator installation is scheduled to be completed by the end of October and end of November respectively.

The committee discussed contingency plans and options for student programming [a follow-up face to face meeting with East Lyme's superintendent will be scheduled]. The committee agreed to wait until after the March 6th PCR meeting to finalize contingency plans.

2.0 Building Updates

2.1 There is no new information from DEEP on the oil tank certification.

2.2 Gary Cymbala updated the committee on the key building maintenance and repair items that will need attention, including the patio roof inspection, chimney pointing and flue relining,

and the need for a boiler inspection. He reported that he is waiting on the estimate for the patio roof issue, but has received a report that suggest several recommendation and verifies that the roof membrane is intact. The current quote for the chimney repair is \$5,700.00. He will solicit a quote for the boiler inspection.

CFO, Lynn Nenni, discussed the need to for certification of the kitchen and that the cost associated with repairs and maintenance should be included in the budget. The committee ultimately agreed that these are costs for the project. The costs associated with repairs and maintenance will not be included as part of the original \$7 million approved budget for the project.

IT Director, Lance Hagen, reported that estimates for the telephone and wireless access points have been investigated. This also falls outside the current application with the state as it is not eligible for reimbursement. Lance will apply through Erate for discounts.

2.3 Communications

Development Director, Jack Cross, proposed a letter to the neighborhood that would include an introduction to LEARN, Student Support Services and the project plans. The letter would include the schedule, plans for tours, groundbreaking and grand opening events. A notice to member districts would also be crafted.

3.0 Design and Construction Update

3.1 Justin Hopkins of Tecton addressed the change in the size of the elevator from a 3000 lb. cab, similar in size to the elevator installed at Hatchetts Hill, to a 4000 lb. cab that would accommodate a gurney. While there is a slight increase in cost for the elevator car and additional concrete to accommodate the larger shaft space, the pit and overhead mechanical space, and steel will not change.

CES, the mechanical contractor working with Tecton has modified the air handler ceiling units to accommodate the request for lower decibel level. There will be no up charge for this change.

3.2 Ken Biega (O&G) provided a brief update on the budget. Currently, O&G's estimate indicates that with all items included the project is approximately \$200,000 over budget. He also indicated that the current market is conducive to the project and that bids may be received under estimates. Another potential savings area is in the asbestos abatement projection. Based on the recent analysis, there is only one area that will require abatement and thus there will be savings in this line item estimate.

4.0 Financial Update

4.1 The O&G contracts has been finalized and is being signed by O&G. A fully executed contract will be completed.

4.2 Lynn Nenni reported that she should have a commitment letter next week and is looking to schedule the closing by the end of April.

4.3 Lynn shared the budget report. Not much has changed since the last meeting in that we have not had major invoices from Tecton.

Meeting adjourned at 11:20am