

**STUDENT SUPPORT SERVICES BUILDING COMMITTEE  
REGULAR MEETING MINUTES**

**August 26, 2022**

**10:00 am – 11:0 am**

**44 Hatchetts Hill Road**

**Old Lyme, Connecticut**

**Room 216 and Virtual**

**Meeting called to order at 10:02 am**

**In Attendance: Jack Cross, Kate Ericson, Craig Esposito, Bridgette Gordon-Hickey, and Robert Mitchell**

**Presenters and Guests: Justin Hopkins (Tecton Architects), Mark Jeffko (O&G), and Yvonne Tobey**

**1.0 Approval of Minutes**

- 1.1 Motion to approve minutes of the July 29, 2022 special Building Committee meeting made by Craig Esposito and second by Robert Mitchell  
**Motion passed unanimously**

**2.0 Reports**

- 2.1 Justin Hopkins (Tecton Architects) provided an update on the furniture and technology ordered for the first phase of the project. R H Lord communicated with O&G that the furniture will be delivered and installed next week. There is a delay on receiving the group tables for the two classrooms. Justin indicated that he is waiting on a response from Chris L. at CDWG to provide an update on the delivery. The goal would be to be ready to complete installation either Monday or Tuesday of next week. Justin has been coordinating with Lance Hagen for a backup plan in the event that the tech equipment does not arrive on time.
- 2.2 Mark Jeffko (O&G) reviewed the monthly report. As of the meeting, most of the phase one portion (offices, toilets, two classrooms and café) of the project will be able to be turned over and ready for students for the September 6<sup>th</sup> opening. The remaining portion (kitchen, library/conference, doors) of phase one will be ready to turn over by the end of September. Mark reported that we are still on track for Phase II to be complete and ready for move in by December 7, 2022. Site work is continuing with a focus on paving the front bus loop and pouring the sidewalks in time for the school opening. The remaining site work, except the playground areas will be completed by the end of September. Jack to follow up on the time line for the playground and has heard nothing yet. Air handling units are scheduled for delivery today and should be ready for the start of school. Mark also reported that internal heating and cooling units for the library have not arrived causing the delay for turning the library over for use. The temporary doors have been delivered and scheduled to be installed today.

**3.0 No old Business**

**4.0 No New Business**

## 5.0 Financial Update

### 5.1 Invoices:

Motion made to approve O&G Application #5 (July 31, 2022) for \$1,030,780.77 made by Kate Ericson and second by Robert Mitchell.

**Motion passed unanimously**

Motion made to approve Tecton Invoice #9 (July 31, 2022) for \$12,755.10 made by Robert Mitchell and second by Kate Ericson.

**Motion passed unanimously**

Motion made to approve Mystic Air Invoice #60081 (July 13, 2022) for \$9,595.00 made by Kate Ericson and second by Robert Mitchell.

**Motion passed unanimously**

Motion made to approve NV5 Invoice #285984 (August 19, 2022) for \$3,100.00 made by Craig Esposito and second by Robert Mitchell.

**Motion passed unanimously**

### 5.2 Change Orders:

Jack reported that O&G submitted State Change Order #1 (August 15, 2022) for \$113,170.00

### 5.3 Budget report:

Jack also reviewed Mike Belden's summary of the project expenditures to date. Total expenditures for FY 21/22 \$3,289,728.84, with the grand total from the inception of Project #2 is \$3,411,547.28. Mike has submitted two requests for reimbursements, 1) May 13, 2022 for \$1,310,549.91 and 2) August 24, 2022 for \$1,937,138.31. To date, LEARN has not received any funds from the state.

## 6.0 Upcoming Building Meetings

### 6.1 Next Meeting: September 23, 2022

## 7.0 Adjournment

Motion made to adjourn meeting made by Craig Esposito and second by Robert Mitchell.

Meeting ended at 10:54 am