

# LEARN EXECUTIVE COMMITTEE MEETING

**November 16, 2023**

**8:30-10:00**

**Room 216**

**LEARN**

**44 Hatchetts Hill Road, Old Lyme**

*Zoom option available - login below.*

## AGENDA

- 1.0 Review Draft Audit
  - a. CliftonLarsonAllen (CLA) CPA, Nikoleta McTigue, to present
- 2.0 Tuition Rate Discussion
- 3.0 Review of Dec Board Agenda
- 4.0 SSS Pennsylvania Ave. Transition Academy Plumbing Contract
- 5.0 Architect Proposal for Hatchetts Hill Renovations
- 6.0 RMMS Facility Repairs
- 7.0 Adjournment

Zoom login.

<https://us02web.zoom.us/j/81113705584?pwd=cVRceHZtVW9HTnIUUDZJRGJ4aGIBUT09>

Meeting ID: 811 1370 5584

Passcode: 938990

Dial in

1 929 205 6099 US (New York)

Meeting ID: 811 1370 5584

Passcode: 938990

# LEARN Executive Committee Meeting Summary

November 16, 2023

8:30-10:00

Room 216

LEARN

44 Hatchetts Hill Road, Old Lyme

*Zoom option was available*

Present: Robert Mitchell; Chair, Dale Bernardoni; Secretary, Mindy Stone; Fiscal Officer, Katherine Ericson; LEARN Executive Director, Craig Esposito; Outgoing Board Chair, Cynthia Ritchie; Superintendent of New London Public Schools, Maryann O'Donnell; Superintendent, Clinton Public Schools

Not in attendance:

Guests: Michael Belden, Joanne Lund, Nikoleta McTigue

Meeting began:      am

## AGENDA

- 1.0      Review Draft Audit  
         CliftonLarsonAllen (CLA) CPA, Nikoleta McTigue presented
- 2.0      Tuition Rate Discussion
- 3.0      Review of December Goard Agneda
- 4.0      SSS Pennsylvania Ave. Transition Academy Plumbing Contract

**Motion to approve \$24,500 to ACTIONAIR for the plumbing work needed at the SSS Pennsylvania Ave. Transition Academy facility**

- 5.0      Architect Proposal for Hatchetts Hill Renovations
- 6.0      RMMS building repair- 3 quotes received for water seal flashing and concrete work around patio & gym. Recommend accepting the lowest bid from Offshore Construction Inc for \$14,500

**Motion to approve Offshore Construction's quote of \$14,500 for water seal flashing & epoxy on concrete plaza on patio and outside of gym as presented**

- 7.0      Adjournment

**Motion to adjourn at      am by**

**REGULAR BUSINESS MEETING**  
**BOARD OF DIRECTORS**  
LEARN, Room 107  
44 Hatchetts Hill Road, Old Lyme, CT

*A remote meeting option is provided for those unable to attend in person.  
The login information is on page 2.  
A live Zoom link will be forwarded via email and to your Outlook calendars.*

DATE: December 14, 2023  
PLACE: LEARN  
TIME: 9:00am-11:00am

1. Call to Order:
2. Audience and Guests:
3. Public Comment:
4. Reading and/or Review of Correspondence:
  
5. Superintendent’s Perspective: North Stonington Superintendent of Schools, Troy Hopkins, to present
  
6. Consent Agenda:
  - 6.1 Approval of the Minutes: Regular business meeting – November 9, 2023
  - 6.2 Approval of budget summary as of November 30, 2023
  - 6.3 Approval of Grant Applications:
  
7. Information from the Executive Director:
  - 7.1 Hiring-
  - 7.2 Distributions –
  - 7.3 Executive Committee meeting minutes November 16, 2023
  - 7.4 SSS Building Committee meeting minutes –
  - 7.5 Legislative Updates
  - 7.6 LEARN Agency Updates
  
8. Old Business: none
  
9. New Business:
  - 9.1 Review of Draft Audit
  - 9.2 Magnet School Tuitions 2024-2025
  - 9.3 Special Education Tuitions 2024-2025
  
10. Educational Perspective:
  
11. Roundtable/Future Agenda Items: Union Negotiations, Building/Facilities Conditions
  
12. Adjournment:



"An Employee-Owned Company."

131 Adams Street  
Manchester, CT. 06042  
Phone (860)645-8838  
Fax (860)645-0226  
[www.actionairsystems.com](http://www.actionairsystems.com)

Plumbing break out is \$ 24,500.00 — Agenda Item 4

HVAC break out is \$ 45,500.00

We exclude the following in this proposal:

- No bonds
- No taxes
- No power wiring
- No concrete pads
- No roof protection
- No fire protection
- No temporary conditions
- No cutting, patching or painting
- No ceiling removals or replacements
- No excavation or backfill
- No concrete saw cutting
- No roofing
- No dewatering
- No electrical
- No overtime
- No demolition

Sincerely,

**Action Air Systems, Inc.**

*Kevin Michaud*

Kevin Michaud  
Estimator

5a



October 27, 2023

Katherine Ericson  
LEARN, Executive Director  
44 Hatchett's Hill Road  
Old Lyme, CT 06371

Re: Professional Design Services Proposal  
Interior Renovations to LEARN Office Building at  
44 Hatchett's Hill Road Old Lyme CT  
SP+A Project No. 23.202

Dear Kate:

Silver / Petrucelli + Associates, Inc. is pleased to submit this proposal for interior renovations to the LEARN office building located at 44 Hatchetts Hill Road in Old Lyme CT. Our proposal is based on the scope of work discussed during our site visit on October 13, 2023. The proposed interior refresh focuses mainly on finishes to the upper two floors, the lower level having had some recent renovations. The proposed scope of new finishes includes new flooring, floor base, wall paint, and ceilings where new partitions might intersect and specifying new furniture in spaces as indicated during our walk through. General interior design will include a rework of several existing conference rooms, open office areas, lobbies and computer lab to accommodate staff and efficiencies. In addition to new electrical signage throughout the building; mechanical, electrical, and lighting design will be incorporated as required for any new or redesigned spaces.

**BASIC SERVICES**

**Phase I – Schematic Design Phase**

SP+A will visit the site to verify existing conditions to generate CAD backgrounds and document existing furniture, finishes, electrical and HVAC systems. During the schematic design phase, we will work with you to review goals and confirm the objectives. Following field verification, we will create schematic plans, furniture layouts, a code review, select furniture, paint & finishes selections. In addition, SP+A will perform a schematic design budget and work with you to develop a project solution that meets the program and budget requirements. With your written consent we will then proceed to Construction Documents.

**Phase II – Construction Documents Phase**

During the construction document phase of the project, SP+A will produce drawings necessary for competitive bidding. These documents will include demolition plans, floor plans, reflected ceiling plans, finish plans, interior elevations, wall types, finish schedules, door schedules, casework details, and general information sheets. In addition, SP+A will develop any necessary mechanical and electrical drawings and coordinate electrical signage. All specifications will be provided on the drawings.

At 95% completion we will issue a final review set for owner comments. Once comments are received and incorporated, we will generate the 100% CD set and issue PDF files for bid and permitting. If printed copies are needed, they will be provided upon request.

**Phase III - Bid Services**

During the Bid Phase SP+A has allotted a small amount time to develop bid packages, attend pre-bid meeting, answer RFIs and provide sketches as needed. Our fee includes signed and sealed permit drawings in pdf format only.

56

**Phase IV- Construction Administration Services**

During the Construction Administration phase SP+A has provided limited scope to answer RFIs, produce sketches as needed to address field conditions during construction, attend construction meetings when needed, submit field reports, submittal payment applications, an engineering submittal review and coordination of the furniture installation.

**COMPENSATION**

For the services described above, we propose fixed fees as follows:

**Schematic Design**

Architectural & MEP Engineering \$ 5,326

**Construction Documents**

Architectural & MEP Engineering \$ 6,052

**Bid Services Phase**

Architectural & MEP Engineering \$ 998

**Construction Administration**

Architectural & MEP Engineering \$ 4,399

**Total \$16,775**

**Services Not Included**

- Civil, Landscape, Structural or Plumbing documentation or design
- Bathroom ADA code study or design
- Hazardous material identification or testing
- 3D renderings

Fees include all customary reimbursable expenses such as travel, transmission of electronic data files and any progress printing. Any additional services that you may require during the project can be compensated on an hourly cost-plus basis, in accordance with the attached "Standard Hourly Rate Schedule". If the scope is well defined, a mutually agreeable fixed fee can be negotiated. Invoices will be submitted monthly and shall be in proportion to the services provided. Payment is due within 30 days of receipt of the invoice, with late charges assessed at the maximum permitted by state law.

**SCHEDULE**

We anticipate that we can begin preparation of the initial schematic design plans within 3-4 weeks of your authorization to proceed. We appreciate the opportunity to present this proposal and look forward to working with you on this project. Should you have any questions, please don't hesitate to contact us.

Sincerely,

Amanda M. Cleveland, NCIDQ, IIDA  
Principal

Tanya Cutolo, AIA, LEED AP  
Senior Project Architect

Accepted: Ratherine Eris

Date: 11/1/2023

Contract Summary:

Water Seal Flashing + Epoxy Concrete

Amount:

PLATE on PAs. outside of Gym @ RMA  
\$ - 14,500.00

Provision of \_\_\_\_\_

# of hours/days, etc.

See budget attached to contract (if necessary)

Reviewed by

GARY Cymbala

Reviewed by

\*\*See Contract\*\*

Reviewed by Mike Belden

use m

Return to:

GARY Cymbala

Notes:

Please sign attached proposal for OFFSHORE (lowest quote of three - preferred contract)

- ① OFFSHORE \$14,500
- ② Noble \$16,500
- ③ SEACORP \$17,281.88



66

MAIN OFFICE  
280 HARTFORD ROAD  
MANCHESTER, CT 06040  
TEL (860) 432-0260 ~ FAX (860) 432-0326

Attn: Mr. Gary Cymbala

TO: LEARN Regional Education Service Center  
Melissa.Clark@sscscserv.com  
gary.cymbala@sscscserv.com  
Old Lyme, CT

P AND Leak

10/3/2023  
Ink  
Kitchen  
Repair

## PROPOSAL

WORK ORDER #: 19281

LEARN Regional Multicultural Magnet School (RMMS)  
ADDRESS: One Bulkeley Place, New London, CT 06320 USA

### Proposed Scope of Work as follows:

Per the recent inspection of the infiltration area.

The recommended scope involves the removal of the sediment from the perimeter crevices that have accumulated between the concrete plaza and wall connections. Infill the crevice joints with a closed cel backer rod and low modulus urethane caulking. Cut a 1.25" depth reglet joint along the top of the 3rd existing brick course level along the perimeter wall connections of the concrete plaza area. Install a two-part epoxy flashing embedded with fiberglass scrim to route between the horizontal plaza and vertical wall planes (approx. 4" min width). Fabricate and install a new stainless steel counter flashing to route into the new reglet joint to protect the vertical and horizontal portions of this plaza to wall tie-in detail. Along the paver plaza to concrete plaza connection, remove the existing paver tiles along the transition and re-gasket the existing connection with water cut-off mastic (then reinstall existing tiles). Remove the existing door thresholds along the adjoining Gym access doors. Wire brush the existing corroded door jam bases and prime with rust inhibitor & red oxide paint. Reinstall the thresholds set in a continuous gasket of water cut-off mastic. Over the entire remainder of concrete plaza field area, install a base coat of two-part epoxy / liquid applied roof coating embedded with a fiberglass layer once the existing moisture content of the concrete is less than 7% (or the poly ASTM D 4263 test registers sufficient moisture levels). Once the base coat has set, install a mid-ply & tread coat. While the top tread coat layer is wet, broadcast / disperse silica into the epoxy to increase the coefficient of friction & otherwise increase slip resistance for the applied coating (White or Dove Gray color). Along the surrounding wall planes consisting of porous masonry, apply a double coat of MasterProtect H-177 clear water based waterproofing agent to help prevent water migration from the surrounding building elements.

Please consider that all work is figured to be performed during normal hours of operation and within temperatures of 40 degrees and rising.

EXCLUSIONS (UNLESS SPECIFIED IN THE ABOVE PROPOSAL). TAXES, PERMITS, PAYMENT AND PERFORMANCE BONDS, MISCELLANEOUS FEES INCLUDING BUT NOT LIMITED TO DELIVERY OR TRANSPORTATION FEES OR SURCHARGES, SPECIAL TESTING AND EQUIPMENT FEES, ELECTRICAL, MECHANICAL OR PLUMBING ALTERATIONS INCLUDING BUT NOT LIMITED TO NEW DRAINS, DEMOLITION / REMOVAL OF ROOF TOP EQUIPMENT, LEAD AND ASBESTOS IDENTIFICATION AND ABATEMENT, CONCRETE AND MASONRY REPAIR, INTERIOR PROTECTION, DECK REMOVAL AND REPAIR/REPLACEMENT OTHER THAN NOTED, STEEL OTHER THAN NOTED, SNOW REMOVAL, MATERIAL PRICE INCREASES IN EXCESS OF 3% FROM THE DATE OF THIS PROPOSAL. PRICING VALID FOR 90 DAYS UNLESS OTHERWISE SPECIFIED.

6c



**MAIN OFFICE**  
280 HARTFORD ROAD  
MANCHESTER, CT 06040  
TEL (860) 432-0260 ~ FAX (860) 432-0326

<b>PRICE</b>	<b>\$14,500.00</b>
<b>CT TAX</b>	
<b>TOTAL</b>	<b>\$14,500.00</b>

Approved By:

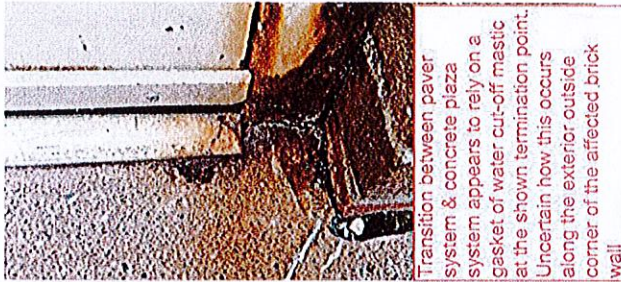
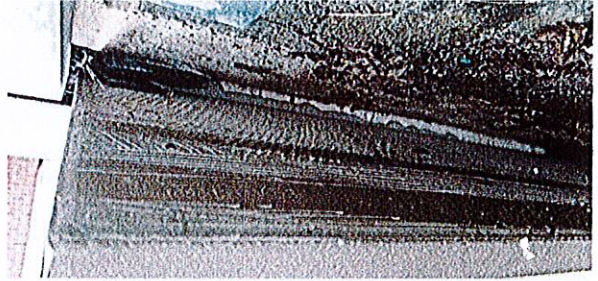
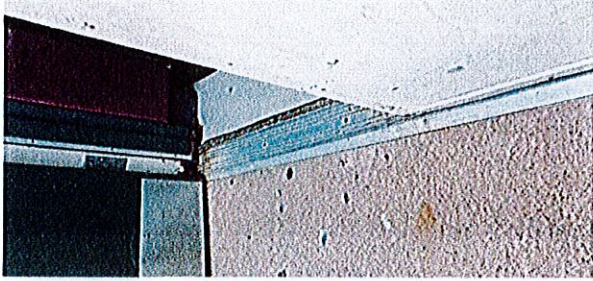
*Katherine E.*  
AUTHORIZED SIGNATURE

**KATHERINE ERICSON**  
PRINT NAME / TITLE

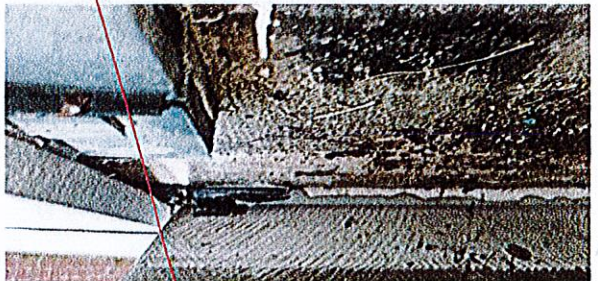
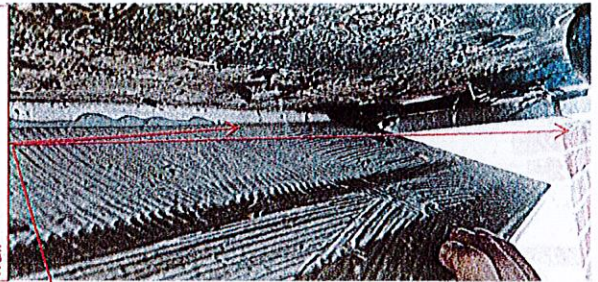
Joseph A. Kiss  
Offshore Construction



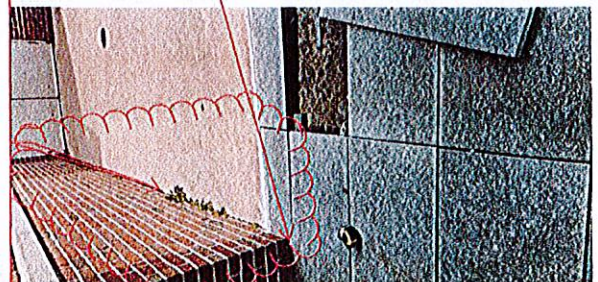
EXCLUSIONS (UNLESS SPECIFIED IN THE ABOVE PROPOSAL): TAXES, PERMITS, PAYMENT AND PERFORMANCE BONDS, MISCELLANEOUS FEES INCLUDING BUT NOT LIMITED TO DELIVERY OR TRANSPORTATION FEES OR SURCHARGES, SPECIAL TESTING AND EQUIPMENT FEES, ELECTRICAL, MECHANICAL OR PLUMBING ALTERATIONS INCLUDING BUT NOT LIMITED TO NEW DRAINS, DEMOLITION / REMOVAL OF ROOF TOP EQUIPMENT, LEAD AND ASBESTOS IDENTIFICATION AND ABATEMENT, CONCRETE AND MASONRY REPAIR, INTERIOR PROTECTION, DECK REMOVAL AND REPAIR/REPLACEMENT OTHER THAN NOTED, STEEL OTHER THAN NOTED, SNOW REMOVAL, MATERIAL PRICE INCREASES IN EXCESS OF 3% FROM THE DATE OF THIS PROPOSAL. PRICING VALID FOR 90 DAYS UNLESS OTHERWISE SPECIFIED.



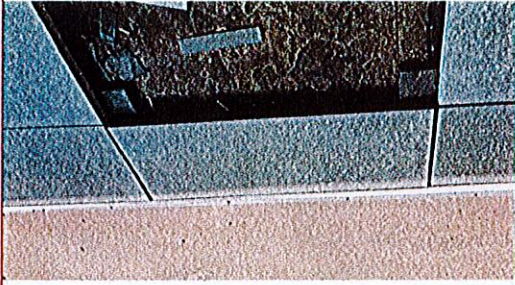
Transition between paver system & concrete plaza system appears to rely on a gasket of water cut-off mastic at the shown termination point. Uncertain how this occurs along the exterior outside corner of the affected brick wall



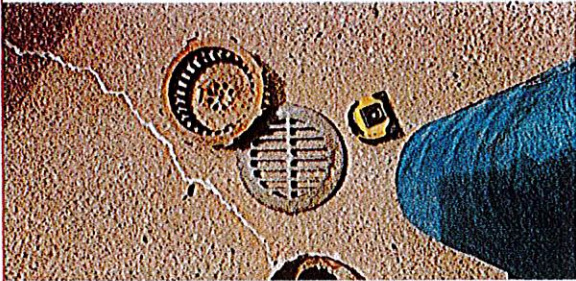
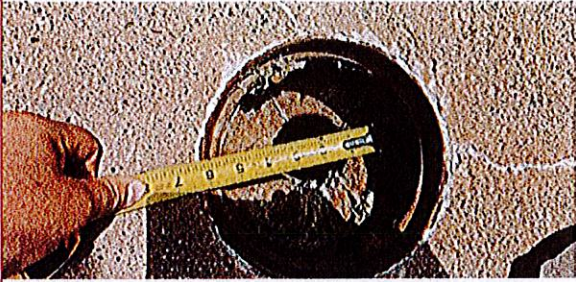
The crevice between the concrete plaza deck and masonry wall has a substantial gap filled with sediment.



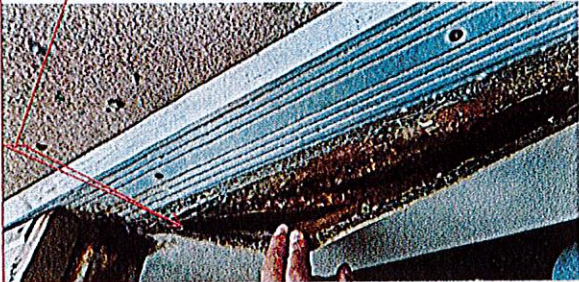
7-27-23 ASSESSMENT OF THE CONCRETE PLAZA DECK AND ADJOINING PEDESTAL PAVER PLAZA AREA ALONG THE FRONT ENTRY AREA



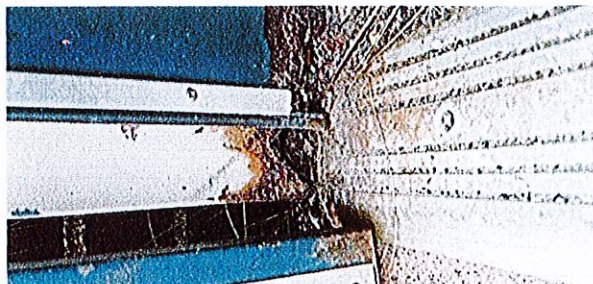
Leak manifests along rear masonry wall below Gym storage next to concrete plaza deck area



Water migrates below the exterior door threshold at the Gym. The door frame jams are corroding & the flooring is delaminating



6.f



89

SEACOAST CONSTRUCTION  
18 Industrial Park Rd Ste 2  
Centerbrook, CT 06409 US  
Bill@SeacoastroofingCT.com  
www.SeacoastRoofingCT.com

SEACOAST ROOFING



COMMERCIAL, INDUSTRIAL, RESIDENTIAL

# Estimate

ADDRESS  
Learn

ESTIMATE # 1192  
DATE 10/30/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Project	Per purposed work from Offshore Construction Bidding project with the scope done by others Concrete plaza and wall connection area Infill joints with backer rod Cut new reglet Two part liquid flashing New stainless steel counter flashing Remove exisiting pavers and re gaskey area Wire brush door jam and paint Install two part liquid flashing over exisiting feild area and add silica in it for slip resistant Install water based waterproofing to masonry	1	16,250.00	16,250.00T

SUBTOTAL 16,250.00  
 TAX 1,031.88  
**TOTAL \$17,281.88**

Accepted By

Accepted Date

sh

# NOBLE

## CONSTRUCTION & MANAGEMENT

P. O. BOX 843      TEL 860 767 7971  
ESSEX, CT 06426      FAX 860 767 1337

SBE Certified / Affirmative Action / Equal Opportunity Employer

November 3, 2023

**LEARN Regional Education Service Center**  
**Old Lyme, CT**  
**ATTN: Gary Cymbala**

**RE: LEARN**  
**1 Bulkeley Place**  
**New London, CT**

**SUBJECT: Water Infiltration – Cost Proposal**

---

**SCOPE OF WORK:**

Provide labor, material, and equipment to address the water infiltration at the concrete plaza deck & pedestal paver area:

- Infill joints with backer rod.
- Cut new reglet.
- Install 2 part liquid flashing.
- Install new stainless steel counter flashing.
- Remove existing pavers & regasket area.
- Wire brush door jam & paint.
- Install water based waterproofing to masonry.

**COST:            \$16,500**

Thank you for allowing us to quote this project to you. Should you have any questions or concerns, please call me at 860-772-8805 or our office.

Respectfully submitted,  
*Ken Biaga*  
President

Noble Construction is an Affirmative Action / Equal Opportunity Employer / CT Small Business Enterprise  
Major Contractor License #MCO.0901109 / 860-767-7971  
**Website: [nobleconstructionct.com](http://nobleconstructionct.com)**