

**Date:** October 25, 2024

**Time:** 10:02 a.m. – 11:20 a.m.

**Location:** LEARN, 44 Hatchetts Hill Road, Old Lyme

### Meeting Minutes

**Building Committee Members:** Kate Ericson, LEARN Executive Director; Robert Mitchell, Chair LEARN Board of Directors; Craig Esposito, Immediate Past President LEARN Board of Directors; Dale Bernardoni, Vice-Chair LEARN Board of Directors; Beverly Washington, Secretary LEARN Board of Directors; Jennifer Favalora, Fiscal Officer LEARN Board of Directors

**Meeting Attendees:** Ryan Donlon, LEARN Associate Director; Katelyn Chapman, Newman Architects; John Holden, Newman Architects; Molly Haas, RDG; Nick Conti, Gilbane Building Company

**Guests:** Mike Belden, LEARN Chief Financial Officer

**Building Committee Staff:** Julie Pendleton, LEARN Coordinator of Special Projects; Lisa Cooney, LEARN Coordinator of Communication

### **Agenda**

- 1.0 Approval of Minutes
- 2.0 Guest Presenter
- 3.0 Updates & Reports
- 4.0 Other Reports
- 5.0 Financial Update
- 6.0 Old Business
- 7.0 New Business
- 8.0 Next Meeting
- 9.0 Adjournment

### **Discussion and Decisions:**

#### 1.0 Approval of Minutes

- September 27, 2024, Building Committee: Early Childhood School, 51 Daniels Avenue, Meeting Minutes
  - Motion to approve
  - Presented by: Robert Mitchell
  - Second by: Beverly Washington
  - Motion carried unanimously

#### 2.0 Guest Presenter

- Mike Belden, LEARN Chief Financial Officer
  - The informal presentation focused on borrowing options for the new early childhood school at 51 Daniels Avenue in Waterford.
    - The information from the presentation will be refined as the project moves forward.



### 3.0 Updates & Reports

- Newman Architects, PC/RDG Architects
  - Collection of Feedback.
    - The collection of stakeholder feedback, as part of the programming phase, is complete.
      - The consolidated feedback yielded 4 aspirational principals that will inform the design.
        - Identity
        - Well-being
        - Discovery
        - Connection
  - There are 4 key phases of architectural design and construction include:
    - Programming Phase
      - Focus of phase: Goals, needs, and requirements
    - Schematic Design Phase
      - Focus of phase: Preliminary design concepts [basic form and function]
    - Design Development Phase
      - Focus on phase: Refined design and detailed planning
    - Construction Documents Phase
      - Detailed drawings and specifications required for construction [used for bidding, permitting, and guiding]
    - October 23 marked the kick-off for the Schematic Design Phase
- Gilbane, Inc.
  - Reviewed the general timeline:
    - January 2025: Receive schematic documents
    - April 2025: Prepping for the bid process for demolition
    - End of summer 2025: Demolition of existing structure at 51 Daniels Avenue

### 4.0 Other Reports

- Town of Waterford
  - Representatives from Newman Architects met with Planning & Zoning officials from the Town of Waterford.
    - A preliminary schedule of information flow between Newman Architects/51 Daniels Avenue project and the Town of Waterford Planning & Zoning was developed.

### 5.0 Financial Update

- Contracts & Invoices.
  - Motion to approve the Payment Application/Invoice # 23947 to Newman Architects, PC for Project # 245-0090MAG/A/PF in the amount of \$59,920.00 for programming work.



- Presented by: Robert Mitchell  
Second by: Craig Esposito  
Motion carried unanimously
- Motion to approve the Payment Application/Invoice #652399 to Shipman & Goodwin LLP for Project # 245-0090MAG/A/PF in the amount of \$2,708.97.
  - Presented by: Dale Bernardino  
Second by: Beverly Washington  
Motion carried unanimously
- Furniture, Fixtures, & Equipment (FF&E)
  - No new information to report.

#### 6.0 New Business

- Discussion and possible action on Project Labor Agreements (PLA)
  - After discussion, it was determined that additional information was needed.
  - Discussion will continue during the November meeting.

#### 7.0 New Business

- No new business for discussion.

#### 8.0 Next Meeting

- Date: November 22, 2024
- Time: 10:00 a.m.
- Location: LEARN, 44 Hacketts Hill Road, Old Lyme, CT
- Items for the Next Meeting Agenda
  - Approval of Minutes
  - Updates & Reports
    - Newman Architects, PC/RDG Architects
    - Gilbane, Inc.
  - Other Reports
  - Financial Update
  - Old Business
  - New Business
- Requested Agenda Items for Upcoming Meeting
  - Expenditure Report – Requested by Beverly Washington
  - Project Timeline – Requested by Jennifer Favalora

#### 9.0 Adjournment

- Motion to adjourn at 11:20 a.m.
  - Presented by: Beverly Washington  
Second by: Bob Mitchell  
Motion carried unanimously

