

**Date:** September 27, 2024

**Time:** 10:01 a.m. – 11:33 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:** John Holden, Newman Architects; Lance Hagen, LEARN Director of Information Technology; Michelle Cozzi, LEARN Assistant Director of Information Technology; Brooks Fischer, Newman Architects; Emily Hemsath, RDG; Ed Buglewicz, RDG; Molly Haas, RDG; Nick Conti, Gilbane Building Company

**Guests:** Yolanda Rivera, Building Trades Training Institute; David Jarvis, Carpenters 326; Kimberly Glassman, Foundation for Fair Contracting; Joe Toner, Connecticut State Building Trades Council

**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 New Business
- 7.0 Next Meeting
- 8.0 Adjournment

### Discussion and Decisions:

- 1.0 Approval of Minutes
  - June 25, 2024, Building Committee: Early Childhood School, 51 Daniels Avenue, Meeting Minutes
    - Motion to approve
    - Presented by: Robert Mitchell  
Second by: Craig Esposito  
Motion carried unanimously
  - August 23, 2024, Building Committee: Early Childhood School, 51 Daniels Avenue, Meeting Minutes
    - Motion to approve
    - Presented by: Robert Mitchell  
Second by: Kate Ericson  
Motion carried unanimously



## 2.0 Guest Presenter

- Connecticut State Building Trades Council was joined by the Foundation for Fair Contracting and the Building Trades Training Institute (BTTI).
  - The informal presentation focused on Project Labor Agreements (PLA)
    - The information from the presentation will be available after the next building committee meeting.

## 3.0 Updates & Reports

- RDG Architects
  - Collection of Feedback.
    - The collection of stakeholder feedback, as part of the programming phase, is complete.
      - Important words/concepts that emerged from the first analysis of feedback.
        - Welcoming
        - Warm
        - Joyful
        - Nurturing
        - Belonging
        - Engaging
        - Child-centered
        - Inclusive
        - Community
        - Innovative
        - Meaningful
  - Building Adjacency Diagrams.
    - RDG shared building adjacency diagrams including:
      - Infant/Toddler area
      - Main Entry/Admin area
      - Health Offices
      - Student Dining
      - Essentials: Gym & Performing Arts
      - Essentials: Music, Visual Arts, & Media Arts
      - Essentials: Gallery
      - Special Education Classroom Wings
    - These conceptual diagrams will be available after the next building committee meeting.
  - Project Timeline.
    - Newman Architects/RDG have developed a project timeline that will be shared after the next building committee meeting.
      - The next phase of the project is the Schematic Design Phase, which will begin during the week of September 30.



#### 4.0 Other Reports

- Fire Marshall Site Review.
  - The local Fire Marshall and other emergency personnel do not need a road/driveway to fully wrap around the entire building for access.
    - Proper planning on the north and south sides of the building/property will provide ample access to the west side of the building in the event of an emergency.
      - The roughest terrain is located on the west side of the property.
- Oil Tanks.
  - Waterford Public Works and LEARN closed out the paperwork on the tank removal at 51 Daniels Avenue.

#### 5.0 Financial Update

- Contracts & Invoices.
  - Motion to approve the Payment Application/Invoice # 23913 to Newman Architects, PC for Project # 245-0090MAG/A/PF in the amount of \$54,784.00 for programming work.
    - Presented by: Jennifer Favalora  
Second by: Craig Esposito  
Motion carried unanimously
- Furniture, Fixtures, & Equipment (FF&E)
  - A meeting focused on FF&E to be scheduled at the beginning of October.
- Purchases on State Bid List
  - All bids going forward will have to be included on the State Bid List.

#### 6.0 New Business

- No new business for discussion.

#### 7.0 Next Meeting

- Date: October 25, 2024
- Time: 10:00 a.m.
- Location: LEARN, 44 Hatchetts Hill Road, Old Lyme, CT

#### 8.0 Adjournment

- Motion to adjourn at 11:33 a.m.
  - Presented by: Kate Ericson  
Second by: Craig Esposito  
Motion carried unanimously

