

**Date:** November 22, 2024

**Time:** 10:07 a.m. – 10:58 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; Brooks Fischer, Newman Architects; Ed Buglewicz, RDG; Molly Haas, RDG; Nick Conti, Gilbane Building Company; Lance Hagen, LEARN Director of Information Technology; Gary Cymbala, SSC

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

### Agenda

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

### Discussion and Decisions:

#### 1.0 Approval of Minutes

- October 25, 2024, Building Committee: Early Childhood School, 51 Daniels Avenue, Meeting Minutes
  - Motion to approve
    - Presented by: Beverly Washington
    - Second by: Robert Mitchell
    - Motion carried unanimously

#### 2.0 Updates & Reports

- Newman Architects, PC/RDG Architects
  - The 4 key phases of architectural design and construction include:
    - Programming Phase
      - Focus of phase: Goals, needs, and requirements
    - **Schematic Design Phase.** (We are in this 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]
  - Guiding Principles (informing the Schematic Design Phase).
    - Identity
    - Well-being
    - Discovery
    - Connection
  - Newman and RDG continue to work on schemes.
  - A high-level summary of the work to date was provided by Newman and RDG.
    - 51 Daniels Avenue building started at 99,000 square feet.
    - Through feedback, the building was reduced to 85,000 square feet.
      - Classrooms: 34
      - Enrollment: 582 students
        - Prekindergarten-Grade 2: 526 students
        - Outplacement: 16 students
        - Infant/Toddler: 40 students
          - 5 classrooms
          - 40 students, ages 6 weeks to 35 months
            - Discussion ensued around the number of infant/toddler classrooms.
            - The Building Committee will move forward with 6 infant/toddler classrooms.
- Gilbane, Inc.
  - Gilbane 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, Waterford
    - Mid-July 2027: Completion of building at 51 Daniels Avenue, Waterford

### 3.0 Other Reports

- Town of Waterford
  - We may expect an early demo. package to be delivered to the Town of Waterford (by Newman Architects) in January.
- Owner's Rep. RFP/RFQ
  - LEARN completed the Owner's Rep. RFP/RFQ. It will be shared after the first of the year.



- Space Waiver Letter
  - The space waiver letter was reviewed by Newman and RDG. The letter is now being refined by LEARN.
  - It will be sent to the State of CT (by LEARN) as soon as possible.

#### 4.0 Financial Update

- Project Cost Summary.
  - A Project Cost Summary was shared. At this early stage, the cost summary is based on estimates.
    - The authorized project total: \$95,736,656.
    - The early estimate on construction, soft costs, architect, and FF & E/tech totals: \$75,228,129.
- Contracts & Payment Applications.
  - Motion to approve the Payment Application/Invoice #653990 to Shipman & Goodwin LLP for Project #245-0090MAG/A/PF in the amount of \$9,005.26 for professional services related to contract negotiations for 51 Daniels Avenue – architect contract and construction manager contract.
    - Motion to approve
      - Presented by: Robert Mitchell
      - Second by: Kate Ericson
      - Motion carried unanimously
  - Motion to approve the Payment Application/Invoice # 23991 to Newman Architects, PC for Project # 245-0090MAG/A/PF in the amount of \$121,230.00 for professional services related to programming work.
    - Motion to approve
      - Presented by: Robert Mitchell
      - Second by: Beverly Washington
      - Motion carried unanimously
  - Motion to approve the contract for Newman Architects, PC/RDG. This is a standard AIA contract with changes specific to this project. A record of those changes is available. The contract was vetted by attorneys and ready for signatures.
    - Motion to approve
      - Presented by: Jennifer Favalora
      - Second by: Robert Mitchell
      - Motion carried unanimously
  - Furniture, Fixtures, & Equipment (FF&E)
    - The month of December will bring a deep dive into furniture needs.
    - LEARN is researching potential grants to fund FF&E.

#### 6.0 Old Business

- Discussion and possible action on Project Labor Agreements (PLA)
  - Additional information was shared regarding PLAs.



### 7.0 New Business

- No new business for discussion.

### 8.0 Next Meeting

- Date: December 18, 2024
- Time: 10:00 a.m.
- Location: LEARN, 44 Hatchetts 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

### 9.0 Adjournment

- Motion to adjourn at 10:58 a.m.
  - Presented by: Kate Ericson
  - Second by: Beverly Washington
  - Motion carried unanimously

