

Date: January 24, 2025

Time: 10:05 a.m. – 11:19 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; Ed Buglewicz, RDG; Molly Haas, RDG; John Holden, Newman Architects; 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

- November 22, 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

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 moving from the Schematic Design phase to the Design Development phase this week.
 - **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
- A high-level summary of the work to date was provided by Newman and RDG. The summary included 3 schemes.
 - 51 Daniels Avenue building site: 13 acres
 - 51 Daniels Avenue building: 85,000 square feet
- Building Committee members responded positively to the presentation by Newman and RDG.
 - Questions posed in response to the schemes focused on:
 - Restrooms (staff and child)
 - Security (exterior doors)
 - Roof
 - Energy Efficiency
 - Acoustics
 - Site Map (soil matter, geo borings)
 - Playground/Playscapes
 - Outside Shade for Students
 - Stage
 - Gymnasium Windows
 - Exterior Building Material
 - Sequence of Classrooms

3.0 Other Reports

- Town of Waterford
 - Permit for Demolition. The permit for demolition is moving forward.
 - Cell Tower. The town of Waterford is formalizing their agreement (with the cell tower owner) about the cell phone tower located at 51 Daniels Avenue.
- Space Waiver Letter
 - The Space Waiver Letter was submitted to the State of Connecticut.
 - The State responded with questions that LEARN is in the process of answering.



4.0 Financial Update

- Contracts & Payment Applications.
 - Motion to approve the Payment Application/Invoice #655814 to Shipman & Goodwin LLP for Project #245-0090MAG/A/PF in the amount of \$4,728.11 for professional services.
 - Motion to approve
 - Presented by: Robert Mitchell
 - Second by: Beverly Washington
 - Motion carried unanimously
 - Motion to approve the Payment Application/Invoice #24032 to Newman/RDG Architects for Project # 245-0090MAG/A/PF in the amount of \$228,250.00 for professional services.
 - Motion to approve
 - Presented by: Craig Esposito
 - Second by: Robert Mitchell
 - Motion carried unanimously
 - Motion to approve the Payment Application/Invoice #24071 to Newman/RDG Architects for Project # 245-0090MAG/A/PF in the amount of \$237,380.00 for professional services.
 - Motion to approve
 - Presented by: Kate Ericson
 - Second by: Robert Mitchell
 - Motion carried unanimously
- Furniture, Fixtures, & Equipment (FF&E)
 - We are engaging in very preliminary discussions, identifying furniture and equipment that will move from 24 Rope Ferry Road to 51 Daniels Avenue.

6.0 Old Business

- No old business for discussion.

7.0 New Business

- No new business for discussion.

8.0 Next Meeting

- Date: February 28, 2025
- Time: 10:00 a.m.
- Location: LEARN, 44 Hatchedts 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 11:19 a.m.
 - Presented by: Beverly Washington
 - Second by: Robert Mitchell
 - Motion carried unanimously

DRAFT