

**Date:** March 28, 2025

**Time:** 10:05 a.m. – 10:41 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; Jennifer Favalora, Fiscal Officer LEARN Board of Directors; Beverly Washington, Secretary LEARN Board of Directors

**Meeting Attendees:** Ryan Donlon, LEARN Associate Director; Molly Haas, RDG; John Holden, Newman Architects; Nick Conti, Gilbane, Inc.; Mike Parent, Gilbane, Inc.; Charles Warrington, Colliers Engineering and Design; Lance Hagen, LEARN Director of IT; Michelle Cozzi, LEARN Assistant Director of IT; 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

- February 28, 2025, Building Committee: Early Childhood School, 51 Daniels Avenue, Meeting Minutes
  - Motion to approve
    - Presented by: Craig Esposito
    - Second by: Robert Mitchell
    - Motion carried unanimously

#### 2.0 Updates & Reports

- Newman Architects, PC/RDG Architects
  - We are halfway through the Design Phase!
  - Newman and RDG spent time with The Friendship School (TFS) faculty reviewing the preliminary (school) drawings.
    - The response from TFS faculty was positive.
  - Newman Architects and RDG Architects continue to work with the Town of Waterford.



- Preliminary materials for the Town of Waterford’s planning and zoning package were shared with the town.
      - Waterford now has 2 weeks to review the materials and provide feedback.
      - Once Newman Architects receives feedback (from Waterford), the package will be finalized and submitted to (Waterford) planning and zoning in April.
- Gilbane, Inc.
  - Gilbane completed the demolition and abatement bid package.
    - We are waiting for approval to go out to bid (demolition and abatement) from the State of Connecticut Office of Grants Administration (OGA).
- Colliers Engineering & Design
  - Charles (Chuck) Warrington, Colliers Engineering & Design, joined the meeting as our Owner’s Rep.
    - He is happy to be on board and add value to the project.
    - Colliers will develop a project work plan with timeline.

### 3.0 Other Reports

- Town of Waterford
  - Cell Tower. There are 2 easements on the 51 Daniels Avenue property.
    - Cell Tower. The Town of Waterford is negotiating the transfer of the cell tower easement agreement to LEARN.
    - Eversource. There are no current concerns with the Eversource easement agreement.
- Space Waiver Letter
  - LEARN is waiting for the 51 Daniels Avenue operational plan to be approved by the State of Connecticut.
    - LEARN is working with Commissioner Beth Bye to clarify/change language in the new State of Connecticut legislation addressing reimbursement for infant/toddler programs.

### 4.0 Financial Update

- Discussion and possible action on Payment Application/Invoice #24168 to Newman/RDG Architects for Project # 245-0090MAG/N/PF (previously 245-0090MAG/A/PF) in the amount of \$205,250.00 for professional services.
  - Motion to approve
    - Presented by: Kate Ericson
    - Second by: Robert Mitchell
    - Motion carried unanimously
- Discussion and possible action on Payment Application/Invoice #659895 from Shipman & Goodwin LLP for Project #245-0090MAG/N/PF (previously 245-0090MAG/A/PF) in the amount of \$7,371.18. This payment pertains to professional services rendered, specifically related to land purchase, insurance, and contract negotiations.
  - Motion to approve
    - Presented by: Robert Mitchell



- Second by: Beverly Washington
  - Motion carried unanimously
- Discussion and possible action on Payment Application/Invoice #61792 to The Day for Project # 245-0090MAG/N/PF (previously 245-0090MAG/A/PF) in the amount of \$130.32.
  - Motion to approve
    - Presented by: Jennifer Favalora
    - Second by: Beverly Washington
    - Motion carried unanimously
- Discussion and possible action on Payment Application/Invoice Precon #1 from Gilbane Building Company for Project #245-0090MAG/A/PF in the amount of \$17,745.00. This payment pertains to work performed and services rendered in connection with Design Phase Schedule, Schematic, and Scopes/Front Ends.
  - Motion to approve
    - Presented by: Kate Ericson
    - Second by: Robert Mitchell
    - Motion carried unanimously
- Furniture, Fixtures, & Equipment (FF&E)
  - RDG Architects are leading discussions on the inventory and design of each classroom.

#### 5.0 Old Business

- LEARN Building Committee Meeting Schedule, 2025-2026 School Year
  - 2025: July 25; August 22; September 26; October 24; November 21; and December 18
  - 2026: January 23; February 27; March 27; April 24; and May 22
  - All meetings held at LEARN, 44 Hatchesetts Hill Road, Old Lyme, CT.
  - All meetings held at 10:00 a.m.
    - Motion to approve
      - Presented by: Craig Esposito
      - Second by: Robert Mitchell
      - Motion carried unanimously

#### 6.0 New Business

- No new business to discuss.

#### 7.0 Next Meeting

- Date: April 25, 2025
- Time: 10:00 a.m.
- Location: LEARN, 44 Hatchesetts Hill Road, Old Lyme, CT
- Items for the Next Meeting Agenda
  - Approval of Minutes



- Updates & Reports
  - Newman Architects, PC/RDG Architects
  - Gilbane, Inc.
  - Colliers
- Other Reports
- Financial Update
- Old Business
- New Business

#### 8.0 Adjournment

- Motion to adjourn at 10:41 a.m.
  - Presented by: Jennifer Favalora
  - Second by: Beverly Washington
  - Motion carried unanimously

