

**Date:** May 23, 2025

**Time:** 10:02 a.m. – 10:36 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:** Molly Haas, RDG; Katelyn Chapman, Newman Architects; John Holden, Newman Architects; Nick Conti, Gilbane, Inc.; Charles Warrington, Colliers Engineering and Design; Lance Hagen, LEARN 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

- April 25, 2025, Building Committee: Early Childhood School, 51 Daniels Avenue, Meeting Minutes
  - Motion to approve.
    - Presented by: Kate Ericson
    - Second by: Robert Mitchell
    - Motion carried unanimously.

#### 2.0 Updates & Reports

- Newman Architects, PC/RDG Architects
  - We are nearing the end of the design process.
    - Design documents were issued.
    - There will be a numbers review in June.
  - Phase 2 Early Electrical Procurement package will be discussed during a special June 5 meeting of the Building Committee.
  - Newman Architects and RDG Architects continue to work with the Town of Waterford.



- The second Town of Waterford Conservation Committee meeting was held this week.
    - A representative from LEARN was present for each meeting.
  - Two project proposals were submitted to the Town of Waterford.
    - The school
    - The pickleball courts
      - Which contains considerations for wetlands
  - Special Building Committee Meetings:
    - June 5, 11:00 a.m.  
Purpose: Sign-off Phase 2: Electrical Procurement
    - July 1, 9:00 a.m.  
Purpose: Discussion/Acceptance of the DD VM log.
    - October 2, 10:30 a.m.
- Gilbane, Inc.
  - The Demolition and Abatement bid package was released.
    - A walk through of the building took place as part of that bid package process.
    - A virtual bid package opening will take place on May 30.
      - The opening will be conducted by Gilbane, Inc.
  - Gilbane, Inc. presented and reviewed the detailed project estimate for the design phase.
- Colliers Engineering & Design
  - Colliers prepared and shared a detailed milestone schedule.
    - This schedule will serve as a guiding document as the project continues.

### 3.0 Other Reports

- Town of Waterford
  - See information under Updates & Reports, Newman Architects, PC/RDG Architects

### 4.0 Financial Update

- Discussion and possible action on invoices for project #245-0090MAG/N/PF, total of \$287,126.50.
  - Newman Architects, \$248,400.00
  - Colliers Project Leaders, \$13,785.00
  - Karpman Consulting (Net Zero Consultant), \$3,380.00
  - Shipman & Goodwin (Legal), \$20,901.50
  - Waterford Permits, \$660.00
  - Motion to approve.
    - Presented by: Craig Esposito
    - Second by: Beverly Washington
    - Motion carried unanimously.
- Discussion and possible action on Commissioning Agency
  - Sustainable Engineering Systems with a \$98,000 bid.



- Bid within budget.
- Motion to approve.
  - Presented by: Kate Ericson
  - Second by: Robert Mitchell
  - Motion carried unanimously.

#### 5.0 Old Business

- Furniture, Fixtures, & Equipment (FF&E)
  - No new report.
  - A note that FF&E includes technology and playground equipment.

#### 6.0 New Business

- None at this time.

#### 7.0 Next Meeting

- Date: June 27, 2025
- 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.
    - Colliers
  - Other Reports
  - Financial Update
  - Old Business
  - New Business

#### 8.0 Adjournment

- Motion to adjourn at 10:36 a.m.
  - Presented by: Robert Mitchell
  - Second by: Beverly Washington
  - Motion carried unanimously.

#### **SPECIAL Building Committee Meetings VIRTUAL**

June 5, 11:00 a.m.  
Purpose: Sign-off Phase  
2: Electrical  
Procurement

July 1, 9:00 a.m.  
Purpose:  
Discussion/Acceptance  
of the DD VM log.

October 2, 10:30 a.m.