

Date: October 24, 2025

Time: 10:01 a.m. – 10:40 a.m.

Location: LEARN, 44 Hatchesetts Hill Road, Old Lyme

Meeting Minutes

Building Committee Members: Kate Ericson, LEARN Executive Director; Robert Mitchell, Chair LEARN Board of Directors; Beverly Washington, Secretary LEARN Board of Directors; Jennifer Favalora, Fiscal Officer LEARN Board of Directors; Craig Esposito, Past President LEARN Board of Directors. **Meeting Attendees:** John Holden, Newman Architects; Nick Conti, Gilbane, Inc.; Taylor Crouse, Gilbane, Inc.; Charles Warrington, Colliers Engineering and Design; Molly Haas, RDG; Gary Cymbala, SSC. **Building Committee Staff:** Julie Pendleton, LEARN Coordinator of Special Projects; Lisa Cooney, LEARN Coordinator of Communications

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: Julie Pendleton, LEARN's Coordinator of Special Projects, opened the meeting by expressing appreciation to the building committee and partners for their collaboration, commitment, knowledge, and high-quality workmanship.

1.0 Approval of Minutes

- September 26, 2025, Building Committee: Early Childhood School, 51 Daniels Avenue, Meeting Minutes
 - Motion to approve
 - Presented by: Craig Esposito
 - Second by: Beverly Washington
 - Motion carried unanimously

2.0 Updates & Reports

- Newman Architects, PC/RDG Architects
 - The State of Connecticut began the Pre-Construction Review (PCR).
 - The typical process: Submission (pre-construction documentation); State Review Meeting; Feedback and Corrections; and the Approval to Bid.
- Gilbane, Inc.
 - Abatement has been completed.
 - Next step: Building demolition, anticipated within the next eight weeks
- Collier's Engineering and Design
 - The space waiver was approved.
 - The waiver includes an additional 13,700 square feet of the planned building.
 - 93.54% of the eligible costs are reimbursable.



3.0 Other Reports

- Town of Waterford
 - The documentation required to finalize the property acquisition continues to move forward.

4.0 Financial Update

- Discussion and possible action on invoices for Project #245-0090MAG/N/PF

Company/Vendor	Invoice	Amount Approved
Newman Architects	24770	\$301,975.00
Colliers Project Leaders	1100522	\$ 16,725.00
Gilbane	PreCon #3	\$ 90,688.00
Gilbane #1	#1 (Construction)	\$695,085.07
Ledge Light Health District	1747195364	\$ 300.00
Shipman & Goodwin		\$ 23,146.50
Total		\$1,127,919.57

- Motion to approve
 - Presented by: Beverly Washington
 - Second by: Robert Mitchell
 - During discussion: A question was raised regarding whether any of the invoices contained items out of the ordinary. Nothing was noted as out of the ordinary.
 - Motion carried unanimously

5.0 Old Business

- Furniture, Fixtures, & Equipment (FF&E)
 - The process is underway.
 - The budget is \$4 million, which includes the playground.

6.0 New Business

- No new business

7.0 Next Meeting

- Original Date: November 21, 2025 (Regular meeting – cancelled)
- Rescheduled as a Special Meeting:
 - Date: November 20, 2025
 - Time: 11:00 a.m.
 - Location: Special Remote Meeting via Teams
- Items for the Next Meeting Agenda
 - Approval of Minutes
 - Updates & Reports
 - Other Reports
 - Financial Update
 - Old Business
 - New Business



8.0 Adjournment

- Motion to adjourn at 10:40 a.m.
 - Presented by: Kate Ericson
 - Second by: Robert Mitchell
 - Motion carried unanimously