

Date: December 18, 2025

Time: 10:05 a.m. – 10:35 a.m.

Location: Virtual

Meeting Minutes

Building Committee Members: Kate Ericson, LEARN Executive Director; Robert Mitchell, Chair LEARN Board of Directors; Craig Esposito, Past Chair LEARN Board of Directors.

Meeting Attendees: Katelyn Chapin, Newman Architects; John Holden, Newman Architects; Nick Conti, Gilbane, Inc.; Taylor Crouse, Gilbane, Inc.; Charles (Chuck) Warrington, Colliers Engineering and Design; Mirya Cory, RDG; Lance Hagen, LEARN Director of IT; Gary Cymbala, Service Solutions.

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

1.0 Approval of Minutes

- November 20, 2025, Building Committee: Early Childhood School, 51 Daniels Avenue, Meeting Minutes
 - Motion to approve
 - Presented by: Robert Mitchell
 - Second by: Kate Ericson
 - Motion carried unanimously

2.0 Updates & Reports

- Newman Architects, PC/RDG Architects
 - Construction drawings have been issued for bid.
 - The Planning & Zoning process with the Town of Waterford is nearing completion.
- Gilbane, Inc.
 - Bid responses to the construction documents were accepted through December 15, 2025.
 - Bids are scheduled to be opened on December 18, 2025.
 - A record number of bid responses was received.
- Collier's Engineering and Design
 - A virtual special meeting of the Building Committee is scheduled for January 8, 2026, at 11:30 a.m.
 - Requests to Advertise (RTAs) will be presented prior to the Guaranteed Not-to-Exceed Price (GNP), with discussion and possible action anticipated in January 2026.

3.0 Other Reports

- Town of Waterford



- The deed for the property has been received.

4.0 Financial Update

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

Company/Vendor	Invoice	Amount Approved
Newman Architects	24537	\$ 110,600.20
Colliers Project Leaders	1121216	\$ 4,800.00
Benesch	342523	\$ 477.60
CTDEEP, Stormwater Permit 129414	AD0N1A77B6BA	\$ 625.00
Town of Waterford, Building Permit	D-25-2	\$ 15,010.00
Total		\$ 131,512.80

- Motion to approve
 - Presented by: Robert Mitchell
 - Second by: Kate Ericson
 - Motion carried unanimously

5.0 Old Business

- Furniture, Fixtures, & Equipment (FF&E)
 - Additional information will be provided in 2026.

6.0 New Business

- Discussion and action on the Request for Proposal (RFP) Stormwater Monitoring Services
 - Motion to approve
 - Presented by: Robert Mitchell
 - Second by: Craig Esposito
 - Motion carried unanimously

7.0 Next Meeting

- Special Meeting
- Virtual
- January 8, 2026, 11:30 a.m.

8.0 Adjournment

- Motion to adjourn at 10:35 a.m.
 - Presented by: Craig Esposito
 - Second by: Robert Mitchell
 - Motion carried unanimously

