

STUDENT SUPPORT SERVICES BUILDING COMMITTEE MEETING

July 26, 2017

LEARN

44 Hatchetts Hill Road, Old Lyme, CT 06371

Attending: Sheri Cote, Craig Esposito, Rita Volkmann, Eileen Howley, Jack Cross, Lynn Nenni, Bridgette Gordon-Hickey

Representatives not attending: Tim Hagen, Chris Goff

Presenters, Staff, other guests: Lee Czarnowski

Call to order: Meeting called to order at 10:15 a.m.

Motion by Esposito, second by Volkmann to add to agenda: 7.0 financial information update to agenda.

Motion was approved unanimously.

Motion passed unanimously

1.0 Approve Minutes

Motion by Esposito, second by Volkmann to approve the minutes of the June 22, 2017. Motion carried with one abstention by Cote.

2.0 Building Committee Charter

2.1 Review and Approval

Motion by Esposito, second by Volkmann to approve the Student Support Services Building Committee Charter:

Student Support Services Building Committee Charter

The LEARN Board of Directors has established a Building Committee to assist and oversee the Student Support Services Ocean Avenue LEARNing Academy Consolidation Project (hereafter known as “the Project”). The Building Committee will provide oversight to monitor the timely completion of the Project, to ensure that the completed Project meets the programs and improvements as contained in the Educational Specifications accepted by the LEARN Board of Directors and approved by the State of Connecticut and to ensure that the Project meets the overall Project plan and budget as approved by the LEARN Board of Directors on June 8, 2017.

The Building Committee will act with decision-making and voting authority as limited by this approved charter. With this authority, the Building Committee shall recommend an Architect and Construction Manager and the requisite contractual arrangements for the LEARN Board of Directors approval. The Building Committee will develop a pre-construction timetable with the Project's Architect, Construction Manager, Executive Director, Development Director and Student Support Services Director. The timetable will include but not be limited to issuance of Schematic Design Documents, completion of Construction Documents and review of the Project by the State of Connecticut prior to bidding and construction commencement. The Building Committee will also oversee the bidding processes for all aspects of the Project including the awarding of contracts. During the pre-construction phase, the Building Committee shall maintain regularly scheduled communication with the LEARN Board of Directors.

During the pre-construction and construction phases of the Project, the Building Committee shall:

- 1. Oversee the Project's implementations and expenditures, and assist the LEARN Board of Directors in maintaining the Project's Budget and Schedule;**
- 2. Shall maintain regularly scheduled communication on all aspects of the Project with the Board of Directors;**
- 3. Approve Project Changes and Additions as follows:**
 - a. Changes and Additions not to exceed Twenty-five Thousand (\$25,000) dollars will be approved by the Building Committee Chairperson or his designee;**
 - b. A quorum of the Building Committee will approve changes or additions greater than Twenty-five Thousand (\$25,000) dollars and less than Fifty Thousand (\$50,000) dollars;**
 - c. Changes or Additions greater than Fifty Thousand (\$50,000) dollars will be reviewed and approved by the Building Committee and by the Board of Directors; and**
 - d. All change orders, regardless of the amount approved, will be presented and reviewed at regularly scheduled Building Committee meetings along with the monthly Project budget status report with details reported to the Board of Directors monthly.**
- 4. Review a summary of all invoices at regularly scheduled Building Committee Meetings;**
- 5. Review any necessary changes to the Project schedule and make recommendations for Board of Directors approval; and**
- 6. Approve and recommend to the Board of Directors the completion of the Project when the Building Committee is satisfied.**

The Executive Director (Development Director) or designee, in conjunction with the Building Committee, shall approve any personnel contracted to assist the Building Committee in carrying out its charter and responsibilities.

The Building Committee shall take no binding action unless:

- 1. A quorum of the voting members of the Building Committee is present at a Building Committee meeting, and**
- 2. A majority of those voting Building Committee members approves an action by a simple majority vote.**

A quorum shall be defined as the voting members present.

The Building Committee members with voting rights shall be comprised of the LEARN Executive Committee, an appointed community member, and LEARN's Executive Director. LEARN's Chief Financial Officer, Student Support Services Director and Development Director shall serve as non-voting members of the committee. The Chair and Co-chair of the Building Committee shall be appointed by the Building Committee. All meetings of the Building Committee will be held in public and compliant with State of Connecticut Freedom of Information Act.

The Building Committee shall be dissolved by LEARN Board of Directors action following the Building Committee approval of the completed Building Project.

Motion was approved unanimously.

3.0 DAS Application Update

- 3.1** The DAS application for state reimbursement for the project was submitted on time, has gone through a preliminary review by DAS staff, and has been accepted. Dr. Howley thanked her staff, including Jack Cross, Lynn Nenni and Phil Russell for their diligence and assistance in this timely submission.

4.0 Purchase and Sale Agreement Update

- 4.1** Brief update and current status
Attorney Ann Zucker has been working with the seller's attorney. The purchase and sale agreement has gone through multiple iterations. The document was close to the final sign off from both parties.

5.0 Update & Review of Request for Qualifications and Proposals

- 5.1** Review guidance from attorneys
Attorney Ann Zucker has assisted with the RFQ's and RFP's for the Construction Manager and Architectural and Engineering services

- 5.2 Review RFQ and RFP documents
Jack Cross explained the RFQ/RFP processes and shared copies of RFQs. RFP's are in the process of being finalized.
- 5.3 Update timelines and proposed calendar:
Architectural and Engineering Services RFQ submission date August 10, 2017, 9:00 a.m.
Bid opening August 10, 2017, 9:05 a.m.
Tentatively scheduled Site Visit/Walk thru August 14, 2017 and tentatively scheduled Architectural and Engineering Services RFP submission date August 29, 2017, depending on final draft date.
Construction Management services RFQ was not finalized yet.

6.0 Project Updates

- 6.1 Existing Conditions
O and G and DRA conducted the initial due diligence and conceptual fit prior to the offer on the property. Bridgette Gordon-Hickey shared information regarding the site visit with team, the intention of the facility use, setting priorities, and making changes to the facility based on program needs over time.
- 6.2 Concept Design
Discussion of main priorities include the handicap accessibility for bathroom facilities, elevator placement (two or three stop), improvement of the HVAC system, and modifications to the front entryway and the lighting system. Craig Esposito suggested that energy efficient options should be considered.

7.0 Financial Updates

Lynn Nenni reported that she is exploring financing with several banks, including TD Bank, Webster and Chelsea Groton. She has received one proposal, and another is in progress. The committee discussed tax exempt bonds versus private taxable mortgage and the implications of interest rate costs over ten years. The committee expressed interest in working with local banks if possible. Staff will follow up with Chelsea and reach out the Charter Oak Credit Union. A budget plan will be forthcoming.

Motion to adjourn by Sheri Cote, second by Rita Volkmann. Motion passed unanimously

Meeting adjourned at 11:50 a.m.