

# Student Support Services Building Committee

## Regular Meeting

Friday, January 26, 2018

44 Hatchedts Hill Road, Old Lyme, CT 06371

**Meeting called to order:** 10:05 am

**In Attendance:** Craig Esposito, Rita Volkmann, Tim Hagen, Eileen Howley, Jack Cross

**Representatives not in attendance:** Joanne Barmasse, Sheri Cote, Bridgette Gordon-Hickey, Lynn Nenni

**Presenters and other guests:** Justin Hopkins, Ken Biega, Gary Cymbala, Lance Hagen, Donna Worst

### 1.0 Project Update

- 1.1 The Planning and Zoning Committee approved the proposed use for the Ocean Avenue LEARNing Academy with approved hours of operation Monday-Friday 6:00am-8:00pm and Saturday-Sunday 8:00am-5:00pm. An on-site meeting is scheduled with the New London Fire Marshal and Building Inspector to review the renovation plan and walk through the facility to assist in seeking the approval of the construction documents. The final construction documents are to be completed by January 29, 2018, and submitted to the New London building officials that week. The New London building officials have 30 days to review and approve the documents.
- 1.2 Additional steps for final approval from the Department of Administrative Services were presented and are contingent on New London's approvals of the construction plans. Ken Biega (O &G) also reminded the building committee about the audit process and stressed the importance of archiving all communications with the state throughout the project.

### 2.0 Building Updates

- 2.1 LEARN has not received the tank certification. Upon confirmation from the Department of Energy and Environmental Protection, the money held in escrow will be released.
- 2.2 Gary Cymbala, Facilities Manager (SSC), reported on repair and maintenance items for the building. A roofing contractor has inspected the patio leak and determined that the leak appears to be a result of water building up over the door threshold/sill and seeping down the interior walls and that the membrane under the patio tiles is intact and not damaged. A complete report is forthcoming.
- 2.3 Gary Cymbala has received an inspection and quote for repointing and relining the chimney. While not a critical safety issue, these repairs will need to be completed during the project.

### 3.0 Design and Construction Update

- 3.1 Ken Biega provided updates on the final construction documents for the permitting, bidding and construction.
- 3.2 Biega provided updated cost estimates. The larger variances were directly related to electrical and plumbing upgrades that involved a new service and re-piping under the existing concrete. Some flooring cost increases related to creating a seamless transition

between floor coverings. Discussion regarding a commissioning agent determined that the size of the project did not warrant a commissioning agent. Questions arose regarding the noise level of the Variable Refrigerant Flow (VRF) HVAC units that were being specified. Justin Hopkins (Tecton) and Ken Biega will review these units with the mechanical engineers. An updated estimate for construction to begin is the end of March or early April.

#### **4.0 Financial Update**

- 4.1 Jack Cross, Director of Development, reported that the final contract with Tecton Architects has been executed. The O&G construction manager contract is in the final stages and should be executed next week.
- 4.2 On behalf of Chief Financial Officer, Lynn Nenni, Executive Director, Dr. Eileen Howley, provided an update on the financing for the project. Given the overall cost of the project and the projected state reimbursement, People's United Bank has been selected as the best option for the recommended financing of three million dollars through a mortgage.
- 4.3 Jack Cross indicated that the A-2 Survey necessary for the mortgage is in process.

Meeting adjourned at 11:16 a.m.