

Student Support Services Building Committee Meeting

June 22, 2017

LEARN

44 Hatchetts Hill Road, Old Lyme, CT 06371

Minutes

In attendance: Craig Esposito, Tim Hagen, Rita Volkmann, Eileen Howley, Jack Cross, Bridgette Gordon-Hickey, Ken Biega, Greg Smolley and Donna Worst

Meeting called to order at 11:10 a.m.

1.0 Formal Constitution of the Building Committee

Resolutions were voted upon by the LEARN Board of Directors at the June 8, 2017, meeting for the formation of the building committee which will directly report to the Board of Directors

- 1.1 Discussion of building committee membership-official and ex officio members to be appointed
Motion to constitute the Building Committee as proposed- Executive Committee members Craig Esposito, Tim Hagen, Rita Volkmann, Chris Goff, Eileen Howley and Sheri Cote as official building committee members made by Hagen, second by Esposito.

Motion passed unanimously

- 1.2 Naming of proposed building committee ex officio members-

Motion to appoint Jack Cross, Lynn Nenni and Bridgette Gordon-Hickey as ex officio members of the building committee made by Volkmann, second by Esposito.

Motion passed unanimously

Motion to appoint Jack Cross as committee chair and Eileen Howley as co-chair made by Volkmann, second by Esposito

Motion passed unanimously

- 1.3 Tim Hagen stated the importance of having a Charter and recommended that the committee adopt a Charter to support the work of the committee. It was taken under consideration and agreed that the building committee would review and act upon this recommendation at the next meeting

2.0 Due Diligence Presentations

- 2.1 Greg Smolley, Drummey-Roseane-Anderson (DRA), presented on the existing conditions of the building located at 582 Ocean Avenue, New London. He reported that the building was found to be a good/sound structure with no foundation or structural weaknesses.

- 3.0 Project Design –Greg Smolley presented several design concepts for potential adaptations to fit the needs of the future staff and student population. Two concepts were presented for the location of the elevator installation as well as a concept for a new bus drop off/parking area with an extended overhead canopy entrance located on the Ocean Avenue side of the building. He noted the existing classroom space can be assigned as needed and will meet current needs. He recommended requesting the underground fuel storage tank be removed by the seller as part of the purchase agreement as well as the playground equipment located on site. His presentation included his recommendation to replace the roof within the next five years (which will be at the end of its life span). He suggested including the cost of replacing the roof in the purchase price negotiations.
- 4.0 Project Cost - Ken Biega of O & G Industries presented a Conceptual Design Estimate: Order of Magnitude for the property. A total project cost of \$7,000,000 includes the purchase price. The summary included costs for site work, abatement, building alterations, sprinkler systems, fire alarm system and an elevator addition. The following items were reported as not being included: PA system, security system and furniture. Ken recommended that LEARN hold all contracts with the selected contractors and make payments directly from LEARN which will not require a bond. In addition, he strongly recommended hiring a construction manager to review the scope of work and be on site daily to oversee the project. The architect will sign off on all projects.
- 5.0 State Grant Application Checklist - Jack Cross presented a review of the grant application which will be submitted by June 30, 2017 and noted that a space waiver request will be included in the submission. He presented two completed appraisals for the 582 ocean Avenue property which supported the proposed purchase price. It was noted that SDE approval for programs may not be required as the programs are pre-existing approved programs which will be merely be relocating. It was also noted that although funding is being sought from the State, that the project is able to move forward on its own merit and any funds appropriated by the State will expedite additional future improvements and/or loan pay down. He presented the proposed timeline to the committee and noted we are currently on track.
- 6.0 Purchase and Sales Agreement- Jack Cross will bring the recommendations from the committee to Attorney Zucker to include in the purchase negotiations.
- 7.0 Requests for Qualifications will be made for architectural, engineering and construction services and will presented for review at the next meeting to convene on July 26, 2017. Greg suggested that contractors be asked to submit RFQ's rather than RFP's which will better identify those contractors qualified to do the work.

Motion to adjourn by Howley, second by Esposito. Motion passed unanimously

Meeting adjourned at 1:17pm