

Student Support Services Building Committee
July 26, 2017
10:15 a.m. – 11:45 a.m.
LEARN
44 Hatchetts Hill Road
Old Lyme, CT 06371

Agenda

- 1.0 Approve Minutes
 - 1.1 SSS Building Committee - June 22, 2017 Minutes

- 2.0 Building Committee Charter
 - 2.1 Review and Approval

- 3.0 DAS Application Update
 - 3.1 Status Report

- 4.0 Purchase and Sale Agreement Update
 - 4.1 Brief update and current Status

- 5.0 Update and Review of Request for Qualifications and Proposals
 - 5.1 Review Guidance from Attorneys
 - 5.2 Review RFQ and RFP documents
 - 5.3 Update timelines and proposed calendar

- 6.0 Project Updates
 - 6.1 Existing Conditions
 - 6.2 Concept Design

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

LEARN (RESC) Old Lyme, Connecticut

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 meet 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 Ten Thousand (\$10,000) 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 Ten Thousand (\$10,000) dollars and less than Thirty Thousand (\$30,000) dollars;
 - c. Changes or Additions greater than Thirty Thousand (\$30,000) 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 a majority of the voting members, including the Chairman of the Building Committee.

The Building Committee members with voting rights shall be comprised of the LEARN Executive Committed and an appointed community member. LEARN's Executive Director, 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.

Approved by the LEARN Board of Directors/Executive Committee on July 26, 2017.

Eileen S Howley Date
Executive Director, LEARN

Craig Esposito Date
Chair, Board of Directors