

**BRISTOL WARREN SCHOOL BUILDING COMMITTEE MEETING MINUTES**



**PROJECT:** Bristol Warren Regional School District  
**LOCATION:** Reynolds Building, 1<sup>st</sup> Floor Conference Room

**MEETING DATE:** January 11, 2024

**ATTENDEES:**

- |                       |   |  |   |   |
|-----------------------|---|--|---|---|
| <b>SBC (Voting):</b>  | <input checked="" type="checkbox"/> Ana C. Riley (AR)     | <input type="checkbox"/> Adam McGovern (AM)            | <input checked="" type="checkbox"/> Tara Thibodeau (TT) | <input checked="" type="checkbox"/> Frank Caliri (FC)   |
|                       | <input checked="" type="checkbox"/> Steve Contente (SCo)  | <input type="checkbox"/> Kate Michaud (KM)             | <input checked="" type="checkbox"/> Michelle King (MK)  | <input checked="" type="checkbox"/> Dennis Morrell (DM) |
|                       | <input checked="" type="checkbox"/> Danielle Carey (DC)   | <input checked="" type="checkbox"/> Tim Sweeney (TS)   | <input checked="" type="checkbox"/> Ed Tanner (ET)      | <input checked="" type="checkbox"/> Aaron Ley (AL)      |
|                       | <input type="checkbox"/> Steve Calenda (SCa)              |  |   |   |
| <b>PMA:</b>           | <input checked="" type="checkbox"/> Chad Crittenden (CC)  | <input type="checkbox"/> Chris Carroll (CCa)           | <input checked="" type="checkbox"/> Walter Hartley (WH) | <input checked="" type="checkbox"/> Nicholas Hull (NH)  |
| <b>PE (Designer):</b> | <input checked="" type="checkbox"/> Joe Drown (JD)        | <input checked="" type="checkbox"/> Mark McCarthy (MM) | <input checked="" type="checkbox"/> Lisa Pecora (LP)    | <input type="checkbox"/> Robert Bell (RB)               |
|                       | <input type="checkbox"/> Nel Daws (ND)                    | <input type="checkbox"/> Kris Bradner (KBr)            | <input type="checkbox"/> Jess Farber (JF) CMTA          |   |
| <b>Guests:</b>        | <input checked="" type="checkbox"/> Tyler Lombardoni (TL) | <input type="checkbox"/> Carly Reich (CR)              | <input checked="" type="checkbox"/> Matthew Cabral (MC) | <input type="checkbox"/> Dianne Sanna (DC)              |
|                       | <input type="checkbox"/> Keri Cronin (KC)                 | <input checked="" type="checkbox"/> Nicky Piper (NP)   | <input type="checkbox"/> Kathryn Brown (KB)             | <input type="checkbox"/> Greg Spiess (GS)               |
|                       | <input type="checkbox"/> Sarah Bullard (SB)               | <input type="checkbox"/> Peter Hewett (PH)             | <input type="checkbox"/> David Scarpino (DS)            | <input type="checkbox"/> Craig Evans (CE)               |
|                       | <input type="checkbox"/> Jessica Almeida (JA)             |  |   |   |

**GENERAL**

Item	Action	Notes
05/31/23:01	SBC	<b>Open Meeting: Update 01/11/24:</b> Attendance noted above. 10 members present. Meeting called to order at 8:32AM by CC.
05/31/23:02	SBC	<b>Public Comments: Update 01/11/24:</b> No public comment in this meeting.
05/31/23:04	SBC	<b>Approval of Minutes: Update 01/11/24:</b> Approval of minutes from 12/14. <b>Motion: DM Seconded: FC Discussion: None. Vote: All in Favor (10 Yes, 0 No, 0 Abstain).</b>

**DESIGN**

Item	Action	Notes
05/31/23:06	PMA/PE	<b>Stage II Update: Update 12/14/23:</b> The next milestone will be CESE approval at the 12/19 meeting. PE focus will be on completing the site survey. PE will also begin to schedule user/focus group & building committee meetings. PE/PMA recommended a monthly scheduled SBC meeting for updates to ensure that enough work is completed to provide a meaningful design update. <b>Update 01/11/24:</b> PMA notes the \$250M RIDE Bond Offering was in fact tapped out. It was shown both last year early and this year in December. PMA notes that the BWRSD was the 4 <sup>th</sup> highest paygo recipient. Great results for BW. Official Housing Aid Summary - Spoke about the competitive market and trying to stay ahead of that market. Going to continue to progress the schedule and work to capitalize on the competitive market. Necessity Of School Construction - Middle tax impact projection actualized was the most impact. \$157M of eligible costs calculated by RIDE and granted by RIDE. This assumes 100% of the money is spent including contingency. It also includes the high rates at the borrowing number which could vary. Need to find a path towards achieving the best funds from RIDE.
01/11/24:01	PMA/PE	<b>Stage III Progress Update: Update 01/11/24:</b> User group meetings are being held this week, first one was on Tuesday and there is another one scheduled for today. CC also notes there is an integrated design meeting happening on 1/23 to discuss sustainability as well. SD Submission will likely be at the end of March. PE currently working on getting their subconsultants onsite to survey some of the schools once the contract has been formally approved.
07/27/23:01	PE	<b>Design Updates: Update 12/14/23:</b> PE reviewed the design schedule. PE reviewed the remaining scope to complete on their SD workplan. A completion date of 3/25/24 includes the date of the submission to RIDE. PE also reviewed tentative dates for SBC/User/SC meetings for the remaining SD phase. PE reviewed the scope of the early bid package for Rockwell. They showed the scope needing to occur and advised that this will likely be the shovel in the ground scope needed to satisfy RIDE. PE reviewed the early bid package for Kickemuit and Hugh Cole. They identified that this would likely not be a summer 2024 project due to constraints of drawings and materials availability. PE reviewed long lead items with the committee. <b>Update 01/11/24:</b> LP runs through a big picture for the design schedule. Notes they about 1/3 of the way through the SD phase of the project. They have just over a month to get the schematic design drawings complete so they can get them over to the cost estimator. LP also shows a summary of their work plan items. PE then runs through some new renderings of the new high school and updated floor plans. MM begins the design updates. MM notes they have been working on refining the design since November. MM notes the biggest thing they have been working on was the third story in one of the areas and they have now developed the design to have only two stories so the classrooms that were located are not alone up there. PE is also working on improving the design of the courtyard in the middle. MM notes they will continue on working on the site layout and notes the bus layout has changed a little bit, no changes to the

		fields just the building. MM notes the building is more efficient now and it should help the project budget. MM notes the goal through design is to not take away from the user spaces but want to make sure the moving spaces are as efficient as possible. MM notes they added the central admin spaces to the building on the end of the building near the creek in their design and RIDE commented on the location of this. MM notes they moved central admin to the front of the building, and it is closer to the front door and is closer to parking. Has its own separate entrance as well. TS asks about the courtyards and if there are windows on the inside there? MM notes the windows are not shown on the design yet but they will be there. ND speaks to some on the interior design now that it is a two-story building. Same main entrance as before but now the community entrance is near the central admin. Clear entrance for public use to gym and other public spaces. ND speaks to the classroom layouts now, they now have all of the freshmen academy on the first floor in its own wing as opposed to the previous design with two floors. CTE programs are distributed throughout the building. 10-12 grades are on top of the freshmen academy on both wings with classrooms. More CTE spaces are located up here as well. MM notes the science classrooms are paired but are not located all in the same area for more collaborative learning.
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### SCHEDULE

Item	Action	Notes
05/31/23:08	PMA	<b>Master Project Schedule: Update 01/11/24:</b> PMA reviewed upcoming important dates and meetings. PMA presented the milestones for the completion of the SD phase, followed by the milestones for the Design Development phase.
05/31/23:09	ALL	<b>Key Dates: Update 01/11/24: 19Dec23:</b> RIDE Stage II Approval Target. <b>30Jun24:</b> Construction Contract Award deadline to qualify for housing aid incentives (RIDE legislative update). PMA also reviewed the RIDE Stage II checklist with the committee.

### BUDGET

Item	Action	Notes
05/31/23:09	PMA/SBC	<b>Project Budget: Update 01/11/24:</b> Budget was discussed in the RIDE Stage II Recap Section.

### MISCELLANEOUS

Item	Action	Notes
05/31/23:10	PMA/PE/SBC	<b>Project Communication/Community Outreach: Update 12/14/23:</b> No community outreach currently. PMA will continue to coordinate website updates with TL. <b>Update 01/11/24:</b> No community outreach updates, PMA will continue to work with TL.
08/24/23.01	ALL	<b>Similar School Tours: Update 12/14/23:</b> AR looking to schedule after the holidays. <b>Update 01/11/24:</b> KB sending out another poll for the 5 school tour dates.
05/31/23:11	Record	<b>New Business: Update 01/11/24:</b> No new business was discussed.
05/31/23:12	Record	<b>Adjournment: Update 01/11/24:</b> Next meeting date on February 8, 2024 @ 9:30AM <b>Motion: TS Seconded: SCo Discussion: None Vote: All in favor (10 Yes, 0 No, 0 Abstain)</b>

PMA Consultants assumes, to the best of our knowledge, that the above content of these Meeting Minutes depicts all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors, or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

PREPARED BY: PMA Consultants LLC.

DATE: January 11, 2024