

BRISTOL WARREN SCHOOL BUILDING COMMITTEE MEETING MINUTES



PROJECT: Bristol Warren Regional School District
LOCATION: Reynolds Building, 1st Floor Conference Room

MEETING DATE: March 30, 2024

ATTENDEES:

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

GENERAL

Item	Action	Notes
05/31/23:01	SBC	Open Meeting: Update 05/30/24: Attendance noted above. 10 members present. Meeting called to order at 8:33AM by CC. FC arrived late, after vote.
05/31/23:02	SBC	Public Comments: Update 05/30/24: No public comment in this meeting.
05/31/23:04	SBC	Approval of Minutes: Update 05/30/24: Approval of minutes from 05/09/24. Motion: AM Seconded: AR and ET Discussion: None. Vote: (9 Yes, 0 No, 0 Abstain). FC not present at time of vote.

DESIGN

Item	Action	Notes
01/11/24.01	PMA/PE	Stage III Progress Update: Update 05/30/24: PMA runs through an overview of the meetings the team has scheduled and attended. CC shows meetings since the last SBC meeting and what meetings are coming in the future. CC notes there are documents wrapping up for the Rockwell drainage early work package.
07/27/23.01	PE	<p>Design Updates: Update 05/30/24:</p> <p>DD Workplan: LP runs through an overview of the DD work plan. LP notes the meeting with the teachers union is scheduled for 6/11. LP also notes they plan on watching a drop off sequence at Hugh Cole for the parent/bus/student flow of the area. LP notes they are wrapping up the surveying for the sites and are working on getting the permitting squared away, meeting today with the town of Warren. Updated survey for the high school should be in hand today. LP notes the CIP projects have been sent to the cost estimators and are currently working on this and the high school will follow shortly after. LP notes this is a much more detailed estimate than last time and they need more time to review and fine tune their numbers.</p> <p>Rockwell Drainage: LP notes the drawings and specs are ready to go for the early drainage sitework happening at Rockwell. AM asks if the playground work is still happening? AR notes the drainage was the first step and then the district will do the other work with the grant money they received separately from the project.</p> <p>Hugh Cole Admin Update: JC gives an update on the Hugh Cole admin area that PE has been working on. JC notes they are taking the old admin and 3 classrooms and creating a new main entry for the central admin. JC shares a shoebox view of central admin and shows the walkway that is being added as part of this. LP notes this area was previously used as admin for the school and there is already plumbing and toilet areas being utilized in this location. LP notes once 5th graders leave Hugh Cole there will be an opportunity to do this work. LP also notes the school is not using this space currently.</p> <p>MHHS Site: KB shares the MHHS site designs. KB shares the courtyard layout. KB notes they would like feedback on some of the outdoor activities that the district would like to happen in the courtyard. KB notes there is currently a plan for some outdoor dining space. KB shares some different examples of the active areas and how the courtyard space could work for MHHS. KB shares a rendering from the model of MHHS looking out to the outdoor dining area. MM notes there are no classrooms directly surrounding the athletic area of the courtyard on purpose so it is not distracted for learning. KB then shares the other courtyard that is quieter. KB notes there will be mounding in this area and there will be learning tools included in this area. KB notes there is a full wall window looking out onto this area as well. KB notes there is a plan from feedback received to include a gate into this courtyard although it has not been finalized what kind of gate it will be yet. MM notes the second floor connects but the bottom area is open to get maintenance equipment into the space. KB shares some of the learning tools that will be used in the area</p>

		<p>and some of the outdoor features that will also help with stormwater. AM asks if the rain garden would be included in the entire stormwater plan and KB confirms yes it will be treated. KB shares the exterior of the building renderings with some plantings around it. AR wants to make sure the pedestrian bridge is big enough for the athletic trainers gator and golf cart. KB says it is the current car bridge so they will utilize the size of it as much as they can. MM notes the plan is to stay away from the stream as much as possible to avoid the regulations that come with this. TS asks about deciduous trees and would like to see some evergreens used around the site to keep a year-round feel. KB says yes there will be multiple types of trees used and it depends on the location and purpose of them. TS asks if planting gardens will be included in the project planting gardens? KB says they can use raised planters if desired but can adapt to how the school will use it. LP notes most of the growing season is when school is not in session it the issue. AL notes stormwater and worried about the maintenance aspect of this? Worries about financing this and maintaining it. AR notes they could have their facilities take care of what they can and can hire outside for this maintenance if needed but they are thinking about this and these costs. KB notes a maintenance manual is included with the project as well. SCa notes there is not a good track record with the facilities department and maintenance and expresses his concern. SCa wants to make sure this is sustainable for the near future not just a year or two. TS notes JFC will need to work with the school department on this as well. ET expresses his concern for the maintenance of these, notes Guiteras has a rain garden or something along these lines and there needs to be a plan in place to maintain them. KB notes there are different options for these as well and they can make the larger areas mow able grass and can make them simpler. AR would like to see purple used where Traverse is showing orange like the tables. MK likes the stage area outside so that teachers and students can present out here and have somewhere to go. AR agrees. SCa notes he has gotten recommendations for a town compost program or something at the high school. KB notes they have done this in a middle school environment and they took apples and other misc trash to be used as compost in the gardens. AR notes they need to follow up with their food provider because there is some requirement for having some sort of compost program. SCa would like to see the different outdoor learning areas that Traverse has worked on previously. Dennis Yarmouth Intermediate-Middle School, 3 in Watertown elementary schools, Natick has one and Easton is similar too. MK would like to see a mix of movable and permanent furniture in these areas so they have some flexibility. KB asks how many students go out for lunch? MK says up to 230 kids at a lunch but they limit it now to just seniors. If there is more space they would have more people outside. MK would think more than half would go out there. KB notes asking the kids what kind of equipment they would like to see in the courtyard would be a great idea. AR likes the idea of the ping pong tables so does MK. Needs to be fixed and can stay outside. MK and AR like cornhole and ping pong.</p>
--	--	--

SCHEDULE

Item	Action	Notes
05/31/23:08	PMA	Master Project Schedule: Update 05/30/24: PMA reviewed upcoming important dates and meetings. PMA presented the milestones for the completion of the Design Development Phase.
05/31/23:09	ALL	Key Dates: Update 05/30/24: 30Jun24: Construction Contract Award deadline to qualify for housing aid incentives (RIDE legislative update).

BUDGET

Item	Action	Notes
05/31/23:09	PMA/SBC	Project Budget: Update 05/30/24: PMA speaks to the budget update. CC notes we are right on track with the budget and are where we need to be.

MISCELLANEOUS

Item	Action	Notes
05/31/23:10	PMA/PE/SBC	Project Communication/Community Outreach: Update 05/30/24: Community outreach was not discussed in this meeting.
05/31/23:11	Record	New Business: Update 05/30/24: AM asks if there has been any major changes since the user group drawings? MM notes nothing significant to note changed, some minor changes. AM asks about who makes the changes and decisions moving forward? CC notes the larger items that will be discussed with the SBC meetings. AM asks about what Agree on choosing pallet of colors and letting architects decide. NP asks about the tax impact calculator? CC says we are waiting on the town budgets, and it will be shared with the group. CC notes the current tax impact calculator is based on the previous years budget.
05/31/23:12	Record	Adjournment: Update 05/30/24: Next meeting date is TBD at this time. Motion to adjourn made at 9:33AM. Motion: DM Seconded: AM Discussion: None Vote: All in favor (10 Yes, 0 No, 0 Abstain)

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: May 30th, 2024