

BRISTOL WARREN SCHOOL BUILDING COMMITTEE MEETING MINUTES

PROJECT: Bristol Warren Regional School District
LOCATION: Reynolds Building Conference Room

MEETING DATE: April 3, 2025

ATTENDEES:

SBC (Voting):	☒ Ana C. Riley (AR)	☒ Adam McGovern (AM)	☒ Matthew Cabral (MC)	☒ 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)
	☒ Nicky Piper (NP)			
PMA:	☒ Chad Crittenden (CC)	☒ Chris Loeffler (CL)	☒ 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 (KB)	☐ Jess Farber (JF) CMTA	☐ Joe Culotta (JC)
	☐ Justin Robertshaw (Traverse) (JR)	☐ Dustin Powell (Traverse) (DP)	☒ Mike Peugh (MP) (CMTA)	
Guests:	☐ Carly Reich (CR)	☐ Steve Calenda (SCa)	☐ Dianne Sanna (DS)	☐ Tracy Earl (TE)
	☐ Margaret Richards (MR)	☐ Kathryn Brown (KBr)	☐ Bart Ferris (BF)	
	☐ Diane Williamson (DW)	☒ Peter Hewett (PH)	☐ Jessalyn Jarest (JJ)	☐ Nina Murphy (NM)
	☐ Jessica Almeida (JA)	☐ Christy Belisle (CB)	☐ Nathan Calouro (NC)	☐ Rachel Rooney (RR)
	☐ Kristin Couto (KC)	☒ Brian Wheeler (BW)	☐ Sarah Bardoza (SB)	☐ Brian Clark (BC)
	☐ Tara Thibodeau (TT)	☒ Chuck Staton Jr (CS)		

GENERAL

Item	Action	Notes
05/31/23:01	SBC	Open Meeting: Update 04/03/25: Attendance noted above. 11 members present. The meeting was called to order at 8:37 PM by CC.
05/31/23:02	SBC	Public Comments: Update 04/03/25: No public comment in this meeting.
05/31/23:04	SBC	Approval of Minutes: Approval of minutes from 01/23/25. Motion: SCo Seconded: AM Discussion: None. Vote: (11 Yes, 0 No, 2 Abstain)

DESIGN

Item	Action	Notes
01/11/24:01	PMA/PE	Stage III Progress Update: Update 04/03/25: PMA runs through an overview of the meetings the team has held and attended in the last month. CC notes we are currently on the street for general contractor bids and we received RIDE approval for CD 60's. CC notes the pre-bid site visit is upcoming as well as an abutters meeting before our next school committee meeting. CC notes the bids are due on May 5th and we will likely receive a request to extend this date. CD 60% Update: CC notes this is the last stage of the review process from RIDE. CC notes the team received RIDE approval for the CD 60% package and have moved on to full construction documents. CC notes we will send them the 100% bid documents but there is no formal review from RIDE. PH asks about the 60% approval from RIDE? AR notes this is just the review of the 60% package to RIDE and does not have to do with reimbursement. GC Pre Quals/Bid Documents Update: CC notes the prequal committee received 5 GC's packages and reviewed them all. CC notes this established a list of prequalified general contractors who can bid on the project. CC notes we received 5 statements of qualifications from these contractors and they are all very qualified. CC notes both PE and PMA have a lot of experience with all of these contractors and know and have worked with them all. CC notes both Agostini and Brait have done RI work but the others have plenty of MA experience. CC notes the next steps, see below. ☒ March 31st –RFP Released ☐ April 14th –Pre-Bid Site Visit ☐ April 28th –Bidder Questions and Clarifications Ends ☐ May 5th –Bids Due ☐ May 5th –Electronic Bid Opening
07/27/23:01	PE	Design Updates: Update 04/03/25: PE WORKPLAN: LP notes the have completed most of their tasks for the CD phase. Couple permitting items open. LP notes she is working on any questions that are coming in from the general contractors and a response will be issued as an addendum. Building System Update: MP notes they just wrapped up the engineering design for the new MHHS all electric building. MP notes they reviewed the orientation of the building on the site and located it based on the exposure that effects the mechanical systems and worked to get it in the best location possible. MP notes we are still carrying geothermal as an add alternate at this time. MP notes once the envelope was complete they were able to work on the building system. MP notes we have a air to water heat pump type system at this time with a geothermal add alternate also being designed. MP notes food service another

		area of concern and they worked with PE on equipment selection to make sure the school can still produce the same type of food. MP notes we have science labs that were converted to all electric so we don't even have to bring gas on the site. LP notes a lot of high schools are moving to hot plates in lieu of Bunsen burners. MP also notes they have EV charging stations as well as a PV ready building. MP notes the states code is making EV parking spaces be included and we have that as part of the project. MP shares the EUI of the building, MHHS is 31 currently without the geothermal. Current EUI for MHHS is 62 so we are cutting it in half. MP notes the lower EUI helps with some of the incentive programs. MP also notes RIDE really pushed us to get these numbers as low as possible that is still affordable. NP asks if any of the mechanical work we are doing is going to help Rockwell? MP notes yes we are doing some work that will help and the number will do down a little bit. PH concerns with all electric and asks if looked at other systems with gas? CC notes we have talked about this multiple times and we did life cycle cost analysis provided for each option and that is how we got to where we are now. MP notes the air source is a more efficient system. MP shares the emissions data for the all electric school and the onsite emissions is actually zero. AM asks what the generator is powered by? LP notes we are currently having a diesel generator with a belly tank. AM would also like to see the updated EUI's for the other schools we are doing work too. Permitting Update: Warren Planning: Hearing last Monday, LP notes it went well and there was some good feedback received, and the design team has addressed their comments and included them into the bid documents. LP notes the next step is final approval from CRMC and then we can submit this to Warren and get the administrative approval to start these projects. AM notes we got some comments on trees in Warren. Chairman of the tree committee CS wants us to plant more trees in the parking lot of KMS. Worries about the heat map of the area. CS notes they reached out to the health equity loan in Warren and secured \$2500 for trees at KMS. Notes this has been confirmed and would like to see this be used in the parking lot at KMS. Bristol Planning: LP notes waiting for RIDEM approval, got a few comments back requesting additional information. LP notes Pare is working on the comments but they are not majorly concerned. PE is setting up a call with RIDEM to make sure we submit what they are looking for. LP notes we are looking for 5/8 right now for Bristol Planning based on the RIDEM feedback. CC notes we will likely push the bid date for the GC's to after the planning meeting. Governors Review on Disability: LP notes they have reviewed MHHS, CA and RW and they have no additional comments on these. LP notes they are still waiting on KMS and Hugh Cole but do not have any major concerns. HPHC: Final report has been complete and will be sent over.

SCHEDULE

Item	Action	Notes
05/31/23:08	PMA	Master Project Schedule: Update 04/03/25: PMA shares a list of meetings that have been held since the last SBC meeting and anything that is coming up. NP asks when kids will be in the new building? CC notes September 2026. CC notes we have limited work from happening in the CIP project areas when kids are in the school except for the Hugh Cole admin renovation because that part of the building can be closed off.
05/31/23:09	ALL	Key Dates: Update 04/03/25: Pre-Bid Site Visit 4/14, MHHS Abutters Meeting 4/21, Bidder Questions and Clarifications Ends 4/28, Bids Due 5/5.

BUDGET

Item	Action	Notes
05/31/23:09	PMA/SBC	Project Budget: Update 04/03/25: CC notes the cashflow is still in good shape. CC notes the first month with a GC will have a much larger cost for insurance and all the mobilization efforts. CC notes we will re-baseline the cashflow once a schedule is received from the selected general contractor. Technical Review Committee Discussion and Vote: CC gives an overview of the purpose of the technical review committee. CC notes we need to have a mechanism to move forward with decisions made throughout the construction process and this is the TRC. CC notes this is typically three people (1 from the school side, 1 from facilities/engineering background and 1 from financial side). CC notes when we meet with the SBC/SC an provide updates as needed. CC notes change authorizations have a similar but separate procedure. CC notes they manage the contingency of the project and meet weekly. Discussion: ET asks who makes the decision on change orders? CC notes the GC submits, PME/PE review and then once the design and OPM have reviewed PMA will provide a recommendation to the TRC during the weekly meeting. NP worries that there is no school committee input on the change authorization level.

		CC notes the contract amendments (change orders as a bundle) would go to the school committee for approval. CC notes the School Committee will weigh in on this. Motion: NP Second: AM Vote: (11 Yes, 0 No, 0 Abstain) All in favor.
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MISCELLANEOUS

Item	Action	Notes
05/31/23:11	Record	<u>New Business:</u> Update 04/03/25: PH notes he has seen a lot of feedback on drainage issues with the new school. PH asks if there is anyone here on the SBC that will state that the new building will not have a problem with drainage or water issues. CC notes that is a big ask and the civil engineer is not currently here. AR notes the drainage feedback we have heard was for other areas not the high school site. AR notes we went back to the planning board to discuss the drainage for the abutters, and we made this clear at the planning board. PH notes there is a hotel that is being further up the wetlands and is there any concern with them affecting the wetlands. CC notes they are required to follow the same guidelines that we are. CC notes the planning board has challenged the engineers to make the current area better and were happy to see what we came up with at the last meeting.
05/31/23:12	Record	<u>Adjournment:</u> Update 04/03/25: Next meeting date is TBD. Motion to adjourn was made at 9:22AM. Motion: SCo, Seconded: AM, Discussion: None Vote: All in favor (11 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: April 3rd, 2025