

# SOUTH KINGSTOWN SCHOOL BUILDING COMMITTEE

## MEETING MINUTES

**Kate Macinanti**  
*Chair*  
**Brian Mahoney**  
*Vice-Chair*  
**Brian Silvia**  
*Member*  
**Lucas Murray**  
*Member*  
**James Manni**  
*Town Manager*



**Terry Lynch**  
*Member*  
**Chip McGair**  
*Member*  
**David Palazzetti**  
*Member*  
**Michael Podraza**  
*Superintendent*

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### EVENT DETAILS

<b>TOPIC:</b>	School Building Committee - Regular Meeting
<b>DATE/TIME:</b>	Thursday, January 23, 2025 @ 6:00 PM
<b>LOCATION:</b>	Town Council Chambers, 2 <sup>nd</sup> Floor, 180 High Street, Wakefield, RI
<b>LIVESTREAM:</b>	<a href="https://www.youtube.com/@sksbc/streams">https://www.youtube.com/@sksbc/streams</a>

### MEETING MINUTES

Item	Topic
1.	<p><b>Call to Order/Roll Call:</b></p> <p><b>Members Present:</b> Kate Macinanti, Brian Mahoney, Brian Silvia, Lucas Murray, Terry Lynch, Robert Littlefield, Chip McGair, David Palazzetti, James Manni, Michael Podraza, Leftfield and Studio JAED representative.</p> <p>The meeting was called to order at 6:04 PM by Kate Macinanti. Roll call was conducted, and a quorum was established.</p>
<b>New Business Items:</b>	
2.	<p><b>General Public Correspondence:</b></p> <p>No Public Correspondence received.</p>
3.	<p><b>Discussion/Action: Update following Town Council meeting re: use of Pay-Go funds for advanced reimbursement around value engineering and finalization of Schematic Design</b></p> <p><b>Summary:</b> The committee discussed the use of Pay-Go funds for advanced reimbursement related to value engineering and the finalization of the schematic design for the South Kingstown High School (SKHS) project.</p> <ul style="list-style-type: none"> <li><b>Key Points:</b> Kate Macinanti mentioned that the Pay-Go fund has been approved up to a dollar value of 2.5 million</li> </ul>

4.	<p><b>Discussion/Action: Updates to any further value engineering for cost reduction for new SKHS design</b></p> <ul style="list-style-type: none"> <li>• Kate Macinanti noted that she believes no new updates will be forthcoming soon, to which Kate Turner responded that SLAM and Studio JAED are responsible for ensuring the designs align with the available budget.</li> <li>• <b>Key Points:</b> <ul style="list-style-type: none"> <li>○ <b>Current Status:</b> Design team mentioned no additional design updates are available for presentation currently.</li> <li>○ <b>Next Steps:</b> Value engineering will continue throughout the design development phase, focusing on further analysis and implementing cost-saving measures.</li> <li>○ <b>Specific Items:</b> Consideration will be given to elements such as underground stormwater detection systems, above-ground retention ponds, and potential reductions in balcony sizes during the design development process.</li> </ul> </li> </ul>
5.	<p><b>Discussion/Action: Formal recommendation to Town Council and School Committee for approval of Schematic Design submission to RIDE to move on to the Design Development phase of the construction process</b></p> <p>The committee discussed and approved a formal recommendation to the Town Council and School Committee for the submission of the Schematic Design to RIDE (Rhode Island Department of Education), allowing the project to move into the Design Development phase. Phil presented an overview, highlighting the importance of ensuring that the design is functional, buildable, and accurate. He explained that the submission represents a snapshot in time and will undergo RIDE's review. The committee has progressed into design development and integrated value engineering changes. Phil also noted that a "user sign-off" document, requiring signatures from key members of the School Building Committee, town representatives, and the superintendent, will be included in the submission, with the rest submitted digitally. While Town Council approval is not mandatory, the committee agreed to present the submission for transparency and courtesy. Representatives will attend the upcoming Town Council (Monday, January 27) and School Committee (Tuesday, January 28) meetings to address questions, including clarifications on technical terms like GPR (General Project Requirements).</p> <ul style="list-style-type: none"> <li>• <b>Motion:</b> A motion was made by Kate Macinanti and seconded by Terry Lynch to approve the submission of the SKHS building schematic design to RIDE for review.</li> <li>• <b>Vote:</b> The motion passed unanimously.</li> </ul>
6.	<p><b>Discussion/Action: Ensure proper processes are mapped out for the channel of communication between Community Members/School District Faculty &amp; Staff and Project Team</b></p> <p>The committee discussed ensuring a clear process for communication between community members, school district faculty and staff, and the project team. Kate Macinanti mentioned that communication has been inconsistent, with various individuals reaching out directly to different team members. To address this, it was agreed that public inquiries should go through a dedicated project website and email, which will be filtered to the appropriate channels and included in the public correspondence section of building committee meetings. For school staff, communication should be directed through the school principal (Chip for the high school, Brian Mahoney for Curtis Corner). Any staff requests related to the project (e.g., furniture, fixtures) will follow a formal process, vetted by the project management team to avoid ad-hoc decisions or bypassing proper channels. Bob Littlefield emphasized the need for consistent messaging, with all parties involved redirecting inquiries into the appropriate person. In response to concerns about project distractions from Lucas Murray, it was decided that any requests for additional information or directives will be brought up during the OAC (Owner-Architect-Contractor) meeting, and if necessary, elevated to the building committee before any action is taken. It was suggested to clarify communication procedures on the project website, specifying which contact points should handle various types of inquiries (community members vs. faculty/staff). This approach will ensure efficient communication and prevent mismanagement of requests that could detract from the project's focus.</p>
7.	<p><b>Discussion: Update regarding Commissioning Agent RFQ/P</b></p> <p>Kate provided an update on the Request for Proposals (RFP) for the Commissioning Agent, which was posted on January 17th. The commissioning agent will oversee both mechanical, electrical, plumbing (MEP) commissioning and building envelope commissioning, ensuring energy efficiency and adherence to best practices. This is a requirement by NE-CHPS and RIDE, as well as standard practice. A pre-meeting was held with five vendors, who asked insightful questions, leading to the creation of an addendum with clarifications, expected to be posted shortly. The proposal</p>

	<p>submission deadline is February 7th. After receiving submissions, a thorough evaluation will be conducted, and the committee, along with the Town Council, will select a vendor. The selected commissioning agent will review designs, conduct site visits, oversee installation, and perform functional testing to ensure everything meets the project’s requirements. They will also conduct tests on the building envelope to ensure it is sealed and weatherproof. This third-party oversight is crucial for quality control throughout the project.</p>
<p>8.</p>	<p><b>Discussion: EMA/Red Cross standards for evacuation shelters as it relates to the high school building design</b></p> <p>During the discussion on the EMA/Red Cross standards for evacuation shelters in relation to the high school building design, the following points were addressed:</p> <ul style="list-style-type: none"> <li>• It was clarified that Broad Rock Middle School is currently the designated evacuation shelter, replacing the high school, which had served as the shelter until about a year and a half ago.</li> <li>• Luke raised concerns about the high school potentially being designated as a Red Cross-approved evacuation shelter under the Red Cross standards. The need to ensure the new high school meets these standards was highlighted, including considerations like wind speed requirements and roof construction.</li> <li>• The Town Manager and Chief of Police were involved in discussions about the criteria for such designations. It was recommended to contact the Red Cross and work with the Emergency Management Agency (EMA) to align the new design with the required standards.</li> <li>• Key considerations for meeting Red Cross standards include ensuring the building have a generator, 24-hour access, and is off-site from the natural disaster’s likely impact area. It was discussed that the high school would serve as the primary evacuation shelter once constructed, with Broad Rock remaining as a secondary option.</li> <li>• A generator for the new building was confirmed to be part of the design, including power for emergency systems, lights, and ventilation, though it won't support full heating and cooling. There are questions still being worked through with fuel sources (natural gas vs. diesel).</li> <li>• It was clarified that the ICC 500 storm shelter standards do not apply to the high school, meaning the design does not need to meet the stricter requirements for storm shelters. However, adherence to Red Cross standards, as feasible, will be a priority.</li> </ul> <p>Q&amp;A:</p> <ul style="list-style-type: none"> <li>• Q: Does Broad Rock have a heating system that can operate on generator power? <ul style="list-style-type: none"> <li>○ A (Brian): Yes, but it only partially supports the full building. Some systems will operate on generator power, but it's more for freezer protection than comfortable heating.</li> </ul> </li> <li>• Q: Will the new high school require an auxiliary heating system that can run on generator power? <ul style="list-style-type: none"> <li>○ A (Brian): Likely, yes. The auxiliary heating system will be needed for emergency situations to maintain certain levels of heat, though it won't be sufficient for normal comfort levels but will serve to prevent freezing.</li> </ul> </li> </ul>
<p>9.</p>	<p><b>Discussion: Update regarding Hazard Field land swap</b></p> <p>In the discussion about the Hazard Field land swap, Lucas Murray provided an update on the ongoing process. He explained that he had retained Peter Scott &amp; Associates as an appraiser to evaluate the property. The appraisal is currently in progress, and once completed, the necessary numbers will be available to finalize the application. Luke assured the group that the process is moving forward and emphasized that the application is partially prepared, pending the appraisal results. He expects the appraisal to take about 30 days.</p>
<p>10</p>	<p><b>Community Comment</b></p> <p>David provided an update on the Project Labor Agreement (PLA), explaining that a study is underway to determine if the construction should use such an agreement, which involves unionized workers and specific benefits like fixed pricing and no-strike clauses. He suggested adding the topic to the agenda of future meetings to avoid delays.</p> <p>David also emphasized the importance of creating community subcommittees during the design development phase to gather local input. Bob Littlefield shared his experience with a similar advisory team during a gymnasium project, highlighting its value.</p> <p><b>The meeting concluded with a recommendation from Kate Macinanti to add both topics to future agendas for further discussion.</b></p>

11	<b>Discussion/Action: Next Meeting Dates/Times</b> <ul style="list-style-type: none"><li>• <b>Summary:</b> The next meeting was tentatively scheduled for February 6, 2025, at 6:00 PM. Bob Littlefield will be absent for the meeting on 6<sup>th</sup>.</li><li>• <b>Motion:</b> A motion was made by Brian Silvia and seconded by Lucas Murray to approve the proposed agenda and meeting date.</li><li>• <b>Vote:</b> The motion passed unanimously.</li></ul>
12	<b>Adjourn</b> <ul style="list-style-type: none"><li>• <b>Motion:</b> A motion to adjourn the meeting was made by Kate Macinanti and seconded by David Palazzetti.</li><li>• <b>Vote:</b> The motion passed unanimously, and the meeting was adjourned at 6:43 PM.</li></ul>