

CPC Meeting Minutes
January 23, 2024
First Floor Conference Room – Community Development Offices
235 High Street, Former Reynold School

In Attendance:

CPC Members:

Diane Williamson
Sara Hassell
Myra Page
Don Hemond
Chuck MacDonough
Charles Coelho
Alan Spen, Alternate

Others:

Building Official Steve Greenleaf
Parks and Recreation Director Warren Rensehausen
Planner Nick Toth
Project Manager for Brewster Thornton Group, Christine Shea

2024 FEB 28 PM 12:58

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

- I. Meeting Called to Order at 5:00 PM
- II. New Member
 - a. A new alternate member, Alan Spen was introduced
- III. Minutes approved
 - a. The previous month's minutes were reviewed with the commission and requested to be accepted. A motion was made to accept the minutes as presented by Don Hemond and seconded by Myra Page, and passed unanimously.
- IV. Walley School Updates
 - a. Christine Shea of Brewster-Thorton provided the following updates on Walley School:
 - i. Construction and Demolition has begun
 - ii. Holes have been cut for the elevator shaft
 - iii. Framing has begun on the first floor
 - iv. Collected historical features such as salvageable flooring, trim, doors, and doorframes for reuse in the building
 - v. Structural work in the basement is being completed including concrete footings
 - b. Working on bidding additionally scoped items like roof and windows
 - c. Discussion and questions
 - i. Myra Page asked if the roof was a surprise. Christine Shea responded that it both was and was not – it was expected to be an older roof but leaks had developed.
 - ii. Charles Coelho asked the extent of the roof replacement being bid. Christine Shea noted a full replacement was being bid.
 - iii. Diane Williamson brought up that the flashing around the roof would need to be repaired as well. In response to a question it was indicated that the roof is being replaced with asphalt shingles

- iv. Warren Rensehausen noted that bids were going out in February and would be due on the 28th of February
 - v. Myra Page asked that since the elevator had been significantly changed, if there would be remaining funds to cover other items using the grant. It was noted that we could not use those funds for other purposes.
 - V. Finance Department Report
 - a. Town Treasurer Sara Hassel presented the financial updates on the project
 - i. Received an additional HUD Grant for \$650,000
 - ii. Keeping Budget at \$3.9 M
 - iii. Have \$4.5 M available
 - iv. Spending on project has been the following:
 - 1. 2023: \$306,000
 - 2. 2024: \$48,000
 - v. Do not have final costs on project but the project does have a buffer
 - b. Discussion/Questions
 - i. Allan Spen asked for a review of the final plan, use and purpose of building, which was discussed to be the following
 - 1. The first floor will function as a Town Senior Center
 - 2. The second floor will remain unused primarily for the time being, and will be the next phase of the project
 - 3. Warren Rensehausen is working on programming for the project
 - 4. Social Services and BPD will maintain offices in the building, temporarily on the first floor
 - ii. Charles MacDonough asked the target date for occupancy. Warren Rensehausen stated that the target for occupancy was End of Year 2024.
 - iii. As built for the building were requested – however, due to the age of the structure none are available.
- VI. Site Visit and Cupola
 - a. A site visit was scheduled for January 29
 - b. The status of the Cupola was questioned. It was noted that it still needed repairs to wooden sections and the flashing, but structurally it was likely ok. Stephen Greenleaf noted that roofing company would need to be brought in to look at it.
 - c. It was noted that lightning protection would be needed for the cupola, which is estimated to cost approximately \$15,000.
- VII. Nomination of Chair and Vice Chair
 - a. Diane Williamson was nominated for Chair. A motion was made by Sara Hassell, and seconded by Donald Hemond. Motion carried unanimously.
 - b. Donald Hemond was nominated for Vice chair. Warren Rensehausen made a motion which was seconded by Myra Page. Motion carried unanimously.
- VIII. Meetings set for the 4th Tuesday of Each Month at 5 PM.
- IX. Meeting Closed at 5:36 PM
- X. Meeting minutes by Nick Toth
Meeting minute approved on February 27, 2024