

**SCHOOL BUILDING COMMITTEE MEETING MINUTES  
FOSTER ELEMENTARY SCHOOL PROJECT**

**February 25, 2026 6:30PM  
Remote Meeting via Zoom**

**ATTENDEES**

|                                                   |                                                                                                                                                                       |                                                                                                                                                                     |                                                                                                                                                                      |                                                                                                                                                               |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Building Committee &amp; School Department</b> | <input checked="" type="checkbox"/> Linda Hill (LH)<br><input checked="" type="checkbox"/> Chris Mercer (CM)<br><input checked="" type="checkbox"/> Aisha Oppong (AO) | <input checked="" type="checkbox"/> Ray Estes (RE)<br><input checked="" type="checkbox"/> Jen Murphy (JM)<br><input checked="" type="checkbox"/> Katie Roberts (KR) | <input checked="" type="checkbox"/> Kevin Lynch (KL)<br><input checked="" type="checkbox"/> Tim O'Neill (TO)<br><input checked="" type="checkbox"/> Matt Meehan (MM) | <input checked="" type="checkbox"/> Michelle Ayer (MA)<br><input checked="" type="checkbox"/> Matt Scheufele (MS)<br><input type="checkbox"/> Jen Newell (JN) |
| <b>PMA (OPM)</b>                                  | <input checked="" type="checkbox"/> Sean Burke (SB)                                                                                                                   | <input type="checkbox"/> Chris Carroll (CC)                                                                                                                         | <input checked="" type="checkbox"/> Sheamus O'Connor (SO)                                                                                                            | <input type="checkbox"/>                                                                                                                                      |
| <b>RDA (Designer)</b>                             | <input checked="" type="checkbox"/> Gene Raymond (GR)                                                                                                                 | <input type="checkbox"/> John Bartecchi (JB)                                                                                                                        | <input type="checkbox"/> Steve Lamothe (SL)                                                                                                                          | <input type="checkbox"/>                                                                                                                                      |
| <b>Guests</b>                                     | <input type="checkbox"/>                                                                                                                                              | <input type="checkbox"/>                                                                                                                                            | <input type="checkbox"/>                                                                                                                                             | <input type="checkbox"/>                                                                                                                                      |

**GENERAL**

| Item  | Action/ Due | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| 02.01 | All         | <p><b>General</b><br/>LH called the meeting to order at 6:31pm with 6 voting members. TO joined after the meeting started. This meeting was held in person with a remote option via zoom. LH read the following statement:</p> <p>This meeting is being held in person and/or remotely as an alternate means of public access pursuant to Chapter 2 of the Acts of 2025 and all other applicable laws temporarily amending certain provisions of the Open Meeting Law. You are hereby advised that this meeting and all communications during this meeting may be recorded by the Town of Hingham in accordance with the Open Meeting Law. If any participant wishes to record this meeting, please notify the chair at the start of the meeting in accordance with M.G.L. c. 30A, § 20(f) so that the chair may inform all other participants of said recording.</p> |
| 05.01 | All         | <p><b>Approval of Minutes:</b><br/><u>01.14.26 Meeting Minutes:</u><br/><b>Motion:</b> RE made a motion to approve the 01.14.26 meeting minutes. JM seconded the motion.<br/><b>Discussion:</b> None<br/><b>Vote:</b> Aye: LH, JM, MA, RE, KL, CM. Nay: 0. Abstain: 0. 6-0-0. Meeting minutes approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 01:01 | ALL         | <p><b>Calendar Items / Scheduled Meetings:</b> The next SBC meeting is scheduled for 3.18.26 at 6:30pm to review phase 3 progress and project closeout.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**DESIGN & CONSTRUCTION**

| Item  | Action/ Due | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| 38.01 | PMA         | <p><b>Construction Update:</b><br/><u>Construction Progress Update:</u> PMA discussed phase 3 progress and closeout status.</p> <p><u>Irrigation Well:</u><br/>The well work began last Friday. The well installer has drilled far enough and is suggesting the well be "hydrofracked" to increase the well flow rate. After reviewing with the irrigation consultant, RDA recommends the hydrofracking operation. The cost will be ~\$3,300 for this work. the irrigation consultant hopes this will increase the flow rate from ~10GPM to ~25GPM. PMA noted that we have ~\$35,000 held in change order exposure for changes in the irrigation costs from the approved PCO. This added cost is captured in the project budget. Four items are being tracked that could alter the final irrigation cost: 1) the hydrofracking cost 2) cost to drill a bedrock well to ~700ft vs the cost of the designed gravel well 3) costs to upsize irrigation pump 4) cost for the buried well and landscape manhole. The SBC agreed to continue with the hydrofracking based on RDA's and S2112's recommendation.</p> <p><u>Lighting Controls:</u><br/>The lighting control vendor went out of business. Regardless of bankruptcy, the install and parts warranty is still owned in the contract. Bacon Construction and the electrical subcontractor still own the warranty. The project has confirmed this with people knowledgeable in Construction &amp; Contract Law. Additionally the electrical engineer has been engaged to assist with troubleshooting. PMA and the Facilities Department</p> |

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|       |     | <p>will send a warranty notice letter to the GC and electrical contractor to document the issues the project has been having and demand resolution to these ongoing issues.</p> <p><u>Speakers:</u><br/>The speakers have been tested and the design engineer has been engaged to assist. Two speakers were found to be faulty and were replaced over Winter Break. Additional training is scheduled for Monday 3/2 to train the facilities staff to adjust individual speakers. The engineer and electrical contractor believe this issue can be resolved by adjusting speakers to staff comfort.</p> <p><u>Heat Pump Chiller Commissioning:</u><br/>The heat pump chiller is not programmed per the design documents. A manufacturers rep is needed to change the programming of the system. The Cx agent is coordinating a call with the GC, HVAC contractor, and design team to resolve the issue. PMA will work on a letter to put the HVAC contractor and GC on notice. They need to be responsive to all issues that arise until the issue is resolved.</p> <p><u>Playground Fencing:</u><br/>The school plans to move special education programs to Foster next year. The special education department believes that a fully enclosed playground will be needed to satisfy new DESE requirements. These requirements are new and the designer has not had the opportunity to review. KR will distribute the requirements for review.</p> <p>RDA will review the requirements of the program and the current play area. Any additional fencing will be priced through the PR and PCO process. The SBC would like to review costs and other factors since these requirements did not exist when the playground was designed.</p> |
| 05.02 | RDA | <p><b>Designer Update:</b><br/><u>LEED Update:</u> No update. The LEED report cannot be submitted until the final Cx report is issued. The Cx report is being held up by the heat pump commissioning issue discussed above.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|       | All | <u>Additional FF&amp;E and IT Items:</u> none presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**SCHEDULE & BUDGET**

| Item  | Action/ Due | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| 46.02 | PMA         | <b>Construction Change Orders:</b> no change order presented. Change order #22 will be presented at the next meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 03:01 | PMA         | <p><b>Budget &amp; Project Cost:</b><br/><b>Invoices:</b><br/><u>PMA Invoice 057 January 2026:</u><br/>PMA's invoice was presented to reflect PMA's progress with phase 3 &amp; project closeout.<br/><b>Motion:</b> RE made a motion to approve PMA invoice #57 for \$4,540.64. KL seconded the motion.<br/><b>Discussion:</b> None<br/><b>Vote:</b> Aye: LH, JM, MA, RE, KL, CM, TO. Nay: 0. Abstain: 0. 7-0-0.</p> <p><u>Certified Safe Electric Pay Req 05 February 2026 FINAL:</u><br/>CSE's pay req 05 was presented to reflect completing the project. This is their final invoice.<br/><b>Motion:</b> RE made a motion to approve CSE invoice #05 for \$24,975.00. KL seconded the motion.<br/><b>Discussion:</b> this is the final invoice for Certified Safe.<br/><b>Vote:</b> Aye: LH, JM, MA, RE, KL, CM, TO. Nay: 0. Abstain: 0. 7-0-0.</p> <p><u>Mass DEP Invoice INTF13159RT4X0029511 February 2026:</u><br/>Mass DEP's invoice was presented to reflect the project's yearly environmental permit fee.<br/><b>Motion:</b> RE made a motion to approve PMA invoice #57 for \$4,540.64. KL seconded the motion.<br/><b>Discussion:</b> This cost is anticipated for February 2027. Cost for this will be earmarked in the budget.<br/><b>Vote:</b> Aye: LH, JM, MA, RE, KL, CM, TO. Nay: 0. Abstain: 0. 7-0-0.</p> |

## Foster Elementary School Project

Hingham, MA



### Other

| Item  | Action/ Due | Notes                                                                                                                                                                                                                                                                                                                               |
|-------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04.02 | All         | <b>Public Comment:</b> No public comment.                                                                                                                                                                                                                                                                                           |
|       | All         | <b>SBC Annual Report:</b><br>RE distributed the annual report this week for review and comment. A few minor comments were received via email. MA will work to find a better quality photo of the ribbon cutting for the cover page. The annual report was approved. RE will send it to the Select Board once the photo is replaced. |
| 05.03 | All         | <b>Adjourn:</b><br><b>Motion:</b> LH made a motion to adjourn at 8:21pm. RE seconded the motion.<br><b>Discussion:</b> none.<br><b>Vote:</b> Aye: LH, JM, MA, RE, KL, CM, TO. Nay: 0. Abstain: 0. 7-0-0. Meeting adjourned.                                                                                                         |
|       | All         | <b>Documents:</b><br>26.01.14 SBC Meeting Minutes<br>26.01.14 PMA Budget Update<br>Change Order 022 Draft<br>PMA Invoice 057<br>CSE Pay Req 005 FINAL<br>Mass DEP Permit Invoice                                                                                                                                                    |

*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:** February 25, 2025