

**SCHOOL BUILDING COMMITTEE MEETING MINUTES  
FOSTER ELEMENTARY SCHOOL PROJECT  
August 17, 2022 7:00PM  
Virtual Meeting via Zoom**

**ATTENDEES**

<b>Building Committee &amp; School Department</b>	<input checked="" type="checkbox"/> Linda Hill (LH) <input checked="" type="checkbox"/> Chris Mercer (CM) <input checked="" type="checkbox"/> Aisha Oppong (AO)	<input checked="" type="checkbox"/> Ray Estes (RE) <input checked="" type="checkbox"/> Jen Murphy (JM) <input checked="" type="checkbox"/> Margaret Adams (MA2)	<input checked="" type="checkbox"/> Kevin Lynch (KL) <input checked="" type="checkbox"/> Tim O'Neill (TO) <input checked="" type="checkbox"/> Matt Scheufele (MS)	<input type="checkbox"/> Michelle Ayer (MA) <input type="checkbox"/> Audrey Wilcox (AW) <input type="checkbox"/>
<b>PMA (OPM)</b>	<input type="checkbox"/> Chad Crittenden (CC) <input type="checkbox"/> Gary Jentzen (GJ)	<input checked="" type="checkbox"/> Sean Burke (SB)	<input type="checkbox"/> Chris Carroll (CC2)	<input checked="" type="checkbox"/> Sheamus O'Connor (SO)
<b>RDA (Designer)</b>	<input checked="" type="checkbox"/> Gene Raymond (GR) <input type="checkbox"/> Angela Cavanaugh (AC) <input type="checkbox"/> Nick Deveau (ND)	<input checked="" type="checkbox"/> George Berg (GB) <input type="checkbox"/> Christine Monaghan (CM)	<input type="checkbox"/> John Bartecchi (JB) <input type="checkbox"/> Steven Watchorn (SW)	<input type="checkbox"/> Steven Lamothe (SL) <input type="checkbox"/> Michael Bennett (MB) and
<b>Consultants</b>	<input type="checkbox"/>			
<b>Guests</b>	<input type="checkbox"/> Jo-Ann Heileman (JH)	<input type="checkbox"/> Katie Hartman	<input checked="" type="checkbox"/> Nes Correnti	<input checked="" type="checkbox"/> Greg Lamothe

**GENERAL**

Item	Action/ Due	Notes
02:01	All	<p><b>General</b> LH called the meeting to order at 7:03pm with 6 voting members present. This meeting was held remote via zoom. LH read the following statement when the meeting was called to order:</p> <p>Chair Statement: This meeting is being offered remotely as an alternate means of public access pursuant to Chapter 107 of the Acts of 2022 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>
5:01	All	<p><b>Approval of Minutes:</b> Motion: RE made a motion to approve the 07.20.22 meeting minutes. TO seconded the motion. Discussion: Correct typo on page 1. The date of the next SBC meeting was incorrect. Vote: 6-0-0. 08.03.22 meeting minutes approved.</p>
01:01	ALL	<p><b>Calendar Items / Scheduled Meetings</b> The third Conservation Commission meeting for the early site work permit is scheduled for 8.29.2022. The first planning board meeting is scheduled for 8.22.2022. The MSBA board meeting for project approval is scheduled for 8.31.22.</p> <p>The next regular SBC meeting is tentatively scheduled for 8.31.2022 to review the DD progress, review planning updates, and discuss the updated cost estimates. VE items will be discussed if necessary.</p>

**Design & Construction**

Item	Action/ Due	Notes
01:03	PMA	<p><b>MSBA Process</b> <u>SD Submission:</u> Comments have been received from the MSBA. Responses are due by 8.23.22. RDA and PMA will coordinate to get all comments answered by this weekend for SBC input. None of the comments will affect the approval of the project at the August Board Meeting.</p>
05:02	All	<p><b>Designer Update:</b> <u>Proprietary Items:</u> JB is gathering information on two potential proprietary items for the project. The fire hydrants will be proprietary based on information received by the DPW. RDA will follow up with the DPW to confirm if valves, fittings, etc. also need to be proprietary.</p>

	<p>The toilet accessories may need to be proprietary based on BoBrick products RDA will follow up with school facilities to confirm.</p> <p><u>Phase 3 Site Circulation:</u> RDA presented updated phase 2 &amp; 3 vehicular circulation diagrams. Based on feedback received at the last meeting, RDA added a temporary exit drive for use while the softball field, the tennis courts, and parking lot are being built. The area near the new tennis courts are located can be used for temporary parking during phase 3. The building will be occupied in September 2024; however the final parking layout will not be completed until April or May of 2025.</p> <p>Discussed whether buses and cars should share the loop road during phase 3. Discussed whether Pre-k, bus, and parent drop offs could be staggered to reduce the number of cars onsite at one time. MS noted that Foster has the earlier bus schedule, and that pre-k could be scheduled for after K-5.</p> <p>RDA will present these circulation option(s) to the planning board but will note that they have not been confirmed. MS and MA will review the drop off/pick up operation at the existing school and will provide feedback once school begins.</p> <p><u>Permitting Update:</u> GR reviewed the schedule of recent and upcoming planning &amp; permitting meetings. The second Conservation Meeting was on Monday August 15, 2022. The third Conservation meeting is scheduled on August 29, 2022. The project aims to be approved by the Conservation Commission in early September.</p> <p>The first Planning Board meeting is scheduled for August 22, 2022. The project has not received feedback from Planning Board staff or the peer reviewer on the Planning Board submission. The project plans for to be approved by Planning Board by mid-September.</p> <p>GR reviewed the questions &amp; concerns received from the Conservation Commission at Monday’s meeting. The Committee expressed concern was about how the watershed rain runoff could combine with tidal inflow during major storms to cause flooding on site &amp; surrounding neighborhood that was not considered in the design. RDA notes that solving issues with neighborhood flooding can not be solved by this project alone. RE noted that the Commission only wants to confirm that we have taken it the appropriate data into account. The issue with flooding along Downer Ave needs to be a larger discussion with RT-3 and Broad Cove. JB noted that a study of the whole watershed is a major project, and the project budget cannot afford it. An independent study outside the project could be pursued by the Town as they consider solutions to the Town’s future flooding issues.</p> <p>Vertex will respond to all Committee concerns ahead of the next meeting.</p> <p><u>LEED Registration:</u> GR discussed the cost to register the project with LEED. The cost is roughly \$1,650.00.</p> <p>Motion: RE made a motion to approve register the project with LEED totaling \$1,650. TO seconded the motion. Discussion: None Vote: 6-0-0. GR will include the cost to register with the next project invoice.</p>
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**SCHEDULE & BUDGET**

Item	Action/ Due	Notes
02.02	PMA	<p><b>Project Schedule:</b> The wellfield consultant is delayed and needs to be rescheduled. The goal is to complete the test well before students return. If the test well is delayed until after school starts, fencing will be installed around the area until finished. RDA will relocate to test well as far away as possible to avoid any conflicts.</p>

		The additional boring work is delayed to 8.22.22. The plan is to complete the (4) borings located in the parking lot and school area before school begins. The remaining (9) are located in the hill area and will not affect school operations if the work takes place in September.
03:01	ALL	<p><b>Budget &amp; Project Cost:</b>  <b>Total Project Budget:</b>                  SB reviewed the budget. The only change is PMA's July Invoice.</p> <p><b>Invoices:</b>                  PMA invoice 015 July 2022:                  Motion: RE made a motion to approve PMA Invoice 015 totaling \$50,000.00, period 7.1.22 to 7.31.22. TO seconded the motion.                  Discussion: None                  Vote: 6-0-0. PMA Invoice 015 is approved.</p>

**Other**

Item	Action/ Due	Notes
04.02	All	<b>Public Comment:</b> No public comment.
6.01	All	<p><b>Town Meeting Prep:</b>                  The SBC discussed opportunities the dates for three info sessions for the project in October. AO will send out information next week. The dates and locations for the info sessions are 10/13 at the Town Hall, 10/19 via zoom, and 10/22 at the Middle School.</p> <p>The Town Administrator is spearheading an information campaign for the two upcoming public projects. They will be posting videos on the special Town Meeting, the public Safety building project, and the Foster school project. They will post at least 1 video a week until Town Meeting. RE or LH will record one of the videos with information on the Foster project.</p> <p>JM and MS will coordinate to set up a table with project updates and information for the Foster School orientation night. JM will reach out to PTO members to have someone present at the table hand out flyers and answer questions.</p> <p>The advisory committee sent the SBC 12 questions the committee had about the project. A working group met on 8.16.22 to prepare responses. RE reviewed the responses for discussion. The project team will present the responses to the advisory committee on 8.23.22.</p>
12.01	All	<p><b>48 Hour Items:</b>                  Greg Lamothe gave an update on PRS and recent change order work. ACG was asked to move forward with a change order related to the gym windows. Additional cost will be pulled from contingency.</p>
5.03	All	<p><b>Adjournment:</b>  <b>Motion:</b> LH made a motion to adjourn meeting, made at 9:21pm. RE seconded.  <b>Discussion:</b> none  <b>Vote:</b> 6-0-0. The motion carries.</p>

*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:** Sheamus O'Connor, PMA Consultants LLC

**DATE:** August 17, 2022