

**2017 SCHOOL BUILDING COMMITTEE MEETING MINUTES
FOSTER ELEMENTARY SCHOOL PROJECT**

**March 18, 2026 6:30PM
Remote Meeting via Zoom**

ATTENDEES

Building Committee & School Department	☐ Linda Hill (LH) ☒ Chris Mercer (CM) ☒ Aisha Oppong (AO)	☒ Ray Estes (RE) ☐ Jen Murphy (JM) ☐ Katie Roberts (KR)	☒ Kevin Lynch (KL) ☒ Tim O'Neill (TO) ☒ Matt Meehan (MM)	☒ Michelle Ayer (MA) ☒ Matt Scheufele (MS) ☐ Jen Newell (JN)
PMA (OPM)	☐ Sean Burke (SB)	☐ Chris Carroll (CC)	☒ Sheamus O'Connor (SO)	☐
RDA (Designer)	☒ Gene Raymond (GR)	☐ John Bartecchi (JB)	☐ Steve Lamothe (SL)	☐
Guests	☐	☐	☐	☐

GENERAL

Item	Action/ Due	Notes
02.01	All	General RE called the meeting to order at 6:32pm with 5 voting members. This meeting was held in person with a remote option via zoom. RE read the following statement: 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.
05.01	All	Approval of Minutes: 02.25.26 Meeting Minutes: Motion: RE made a motion to approve the 02.25.26 meeting minutes. KL seconded the motion. Discussion: None Vote: Aye: KL, TO, MA, CM, RE. Nay: 0. Abstain: 0. 5-0-0. Meeting minutes approved.
01:01	ALL	Calendar Items / Scheduled Meetings: The next SBC meeting is scheduled for 4.15.26 at 6:30pm to review phase 3 progress and project closeout.

DESIGN & CONSTRUCTION

Item	Action/ Due	Notes
38.01	PMA	Construction Update: <u>Winter Weather Damage & Repair:</u> Bacon, PMA, and RDA will plan to walk the site with School Facilities next week to review damage caused by the Winter storms & snow removal. Site lighting, irrigation, and planting areas were affected. RDA will review the areas to see if & how areas should be revised to avoid similar damage in future snow events. <u>Irrigation Well:</u> The hydrofracking is scheduled for Friday. Test results will be submitted immediately for the irrigation designer's review. The well installer is aiming for a flow rate of 20-25 gal/min. Once the exact flow rate is known, the irrigation designer will revise the pump or irrigation zones as needed. <u>Lighting Controls:</u> PMA sent a warranty notice letter to the GC and electrical contractor on Wednesday 3/18/26. This letter documents the issues the project has been having and demands resolution to these ongoing issues. Bacon Construction is reviewing the issues with Systems Contracting. <u>Speakers:</u> The speakers have been tested, and the school has been retrained on the system. The school is working through remaining issues but is using the system. The school is down to 3-4 rooms with concerns. If a speaker is found to be faulty, it will be replaced under warranty.

		Heat Pump Chiller Commissioning: PMA sent a letter to the GC and HVAC contractor on Wednesday 3/18/26. The heat pump chiller is not programmed per the design documents. The engineers and the contractors had a meeting on 3/17/26 to discuss open issues and work on a resolution. Until the issue is resolved, the facilities staff is documenting any interruptions in heating. The project has another meeting scheduled for 3/25/26 with the manufacturer, Water Furnace. PMA has made the HVAC contractor know that until the issue is resolved, any issues with heating will be documented and Harold Brothers will be responsible for correcting the issue. Harold Brothers has been responsive, but the manufacturer has not. Upcoming Work: Exterior work is not expected to begin until April. Bacon plans to walk with the site contractor and landscaper next week to discuss schedule for the remaining work. Punchlist: Remaining punchlist and change order work will be scheduled for April break.
05.02	RDA	Designer Update: no update.
	All	Additional FF&E and IT Items: Playground Fencing: Discussed the fence and DESE requirements. It appears this is a School request and the current set up does not appear to conflict with DESE guidelines. PMA and RDA will be onsite next Friday to walk around the area with the School Facilities. Facilities asked a local fence installer for a price and will share it once received. RDA will plan to send this fence request to Bacon as a PR. PMA will work to get a price or a rough order of magnitude for next meeting. RDA will set up a meeting with the School's special education department next week to review the extent of the fencing in detail.

SCHEDULE & BUDGET

Item	Action/ Due	Notes																								
46.02	PMA	Construction Change Orders: <u>Change Order #20:</u> PMA presented change order #022 for approval. The change order includes costs for eleven PCOs totaling \$153,375.77 with 0 days added to the substantial completion date. The PCOs are: <table><tr><td>1. PCO #036A.1 Brick Tie Installation Labor for</td><td>\$7,083.00</td></tr><tr><td>2. PCO #129.1 PR 026 Added Door Bottoms for</td><td>\$33,416.00</td></tr><tr><td>3. PCO #139.0 PR 027 Added Sod on Downer Ave for</td><td>\$20,729.00</td></tr><tr><td>4. PCO #140.1 LBG Premium Time 10.18 & 10.20 for</td><td>\$3,319.00</td></tr><tr><td>5. PCO #145.0 LBG Premium Time 10.25 & 11.01 for</td><td>\$7,285.00</td></tr><tr><td>6. PCO #148.1 Repair NE Section of the Basketball Court for</td><td>\$43,421.00</td></tr><tr><td>7. PCO #151.0 LBG Premium Time 11.08 for</td><td>\$2,200.00</td></tr><tr><td>8. PCO #156.0 PR 031 Radiant Heat in Nurse’s Office for</td><td>\$5,219.00</td></tr><tr><td>9. PCO #157.0 Enlarge AED Cabinet Opening for</td><td>\$579.77</td></tr><tr><td>10. PCO #158.1 Additional Binder at Basketball Court for</td><td>\$27,097.00</td></tr><tr><td>11. PCO #159.0 Added Double Yellow Line on Downer Ave for</td><td>\$3,027.00</td></tr><tr><td>Total:</td><td>\$153,375.77</td></tr></table> <u>Vote to Approve Change Order #22:</u> Motion: RE Second KL Approve CO #22 for \$153,375.77 and authorizes Kathryn Roberts, Superintendent of Schools, to sign and execute it on behalf of the Owner Discussion: All PCO included have been reviewed and recommended for approval by PMA and RDA. Vote: Aye: KL, CM, MA, TO, RE. Nay: 0. Abstain: 0. 5-0-0.	1. PCO #036A.1 Brick Tie Installation Labor for	\$7,083.00	2. PCO #129.1 PR 026 Added Door Bottoms for	\$33,416.00	3. PCO #139.0 PR 027 Added Sod on Downer Ave for	\$20,729.00	4. PCO #140.1 LBG Premium Time 10.18 & 10.20 for	\$3,319.00	5. PCO #145.0 LBG Premium Time 10.25 & 11.01 for	\$7,285.00	6. PCO #148.1 Repair NE Section of the Basketball Court for	\$43,421.00	7. PCO #151.0 LBG Premium Time 11.08 for	\$2,200.00	8. PCO #156.0 PR 031 Radiant Heat in Nurse’s Office for	\$5,219.00	9. PCO #157.0 Enlarge AED Cabinet Opening for	\$579.77	10. PCO #158.1 Additional Binder at Basketball Court for	\$27,097.00	11. PCO #159.0 Added Double Yellow Line on Downer Ave for	\$3,027.00	Total:	\$153,375.77
1. PCO #036A.1 Brick Tie Installation Labor for	\$7,083.00																									
2. PCO #129.1 PR 026 Added Door Bottoms for	\$33,416.00																									
3. PCO #139.0 PR 027 Added Sod on Downer Ave for	\$20,729.00																									
4. PCO #140.1 LBG Premium Time 10.18 & 10.20 for	\$3,319.00																									
5. PCO #145.0 LBG Premium Time 10.25 & 11.01 for	\$7,285.00																									
6. PCO #148.1 Repair NE Section of the Basketball Court for	\$43,421.00																									
7. PCO #151.0 LBG Premium Time 11.08 for	\$2,200.00																									
8. PCO #156.0 PR 031 Radiant Heat in Nurse’s Office for	\$5,219.00																									
9. PCO #157.0 Enlarge AED Cabinet Opening for	\$579.77																									
10. PCO #158.1 Additional Binder at Basketball Court for	\$27,097.00																									
11. PCO #159.0 Added Double Yellow Line on Downer Ave for	\$3,027.00																									
Total:	\$153,375.77																									

		PCO #146.0 PR 028 Revised Guardrails on Level 2: RDA presented PCO #146. This PCO will resolve the concerns around the guardrail height on the second floor K & 1 corridor. RDA has reviewed the proposed fix with the school and admin agreed the fix will alleviate the concerns. RDA and PMA are seeking a not-to-exceed approval for this work so Bacon can begin shop drawings and field measuring. The glass has a long lead time, so this work will be scheduled for the summer break. RDA and PMA both feel that the PCO cost is likely to come down based on our previous comments. After discussion, the SBC agreed on a NTE price of \$115K. PMA will give Bacon the okay to begin shops drawings. This PCO will be finalized and included in Change Order #23.
03:01	PMA	Budget & Project Invoices: <u>Bacon Construction Pay Req 032 February 2026 FINAL:</u> BCC's pay req 032 was presented to change order work and punchlist progress. Motion: RE made a motion to approve BCC invoice #032 for \$53,568.88. KL seconded the motion. Discussion: none. Vote: Aye: KL, CM, TO, RE. Nay: 0. Abstain: 0. 4-0-0.

Other

Item	Action/ Due	Notes
04.02	All	Public Comment: No public comment.
	All	SBC Annual Report: This year's report has been submitted.
05.03	All	Adjourn: Motion: RE made a motion to adjourn at 7:23pm. KL seconded the motion. Discussion: none. Vote: Aye: KL, CM, TO, RE. Nay: 0. Abstain: 0. 4-0-0. Meeting adjourned.
	All	Documents: 26.02.25 SBC Meeting Minutes 26.03.18 PMA Budget Update Change Order 022 PCO 146.0 Guardrail Revisions Bacon Construction Pay Req 032

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: March 18, 2025