

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

**April 15, 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 LH called the meeting to order at 6:33pm with 6 voting members. This meeting was held in person with a remote option via zoom. LH 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: <u>3.18.26 Meeting Minutes:</u> Motion: RE made a motion to approve the 3.18.26 meeting minutes. KL seconded the motion. Discussion: None Vote: Aye: RE, KL, CM, JM, MA, LH. Nay: 0. Abstain: 0. 6-0-0. Meeting minutes approved.
01:01	ALL	Calendar Items / Scheduled Meetings: The next SBC meeting is scheduled for 5.06.26 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> Site lighting, irrigation, and planting areas were affected. Bacon Construction noted that irrigation repairs might delay the start of the irrigation system at the Softball field. A meeting is tentatively set for next Wednesday at 10am to review the damage and to discuss next steps <u>Irrigation Well:</u> Well test results will have been reviewed by the irrigation designer. The irrigation system will be redesigned for a ~15gal/min flow rate. The existing piping will not be moved, but control zones and irrigation durations will be changed. The well pump and pump station will be submitted for review based on the ~15gal/min flow rate. <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 school is down to 2 rooms with concerns. These will be replaced over April break.

		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 believe they have a programming change that will resolve the issue. The changes will be made over April break.
05.02	RDA	Designer Update: no update.
	All	Additional FF&E and IT Items: Playground Fencing: Discussed the fence location. The school provided edits to RDA's suggested layout based after walking with the staff this week. The SBC discussed a revised layout that will work to provide security for the school while maintaining open play spaces. A meeting will be set up with Bacon, RDA, the SBC, and the school next week to review the fence layout. Bacon Construction will mark out this location after the meeting to begin discussions with the Planning Board and Conservation Commission. Irrigation Design Add Service: RDA presented an add services request to redesign the irrigation layout & control zones based on the recent well test results. The request was approved by email last week. The proposal totals \$3,850.00 inclusive of RDA's markup. After discussion all SBC members agreed this proposal is acceptable.

SCHEDULE & BUDGET

Item	Action/ Due	Notes
46.02	PMA	Construction Change Orders: No change order presented.
03:01	PMA	Budget & Project Invoices: <u>PMA Consultants Invoice 058 February and March 2026:</u> PMA's invoice 058 was presented to reflect phase 3 CA and closeout activities. Motion: RE made a motion to approve PMA invoice #058 for \$7,771.04. KL seconded the motion. Discussion: none. Vote: Aye: RE, KL, CM, JM, MA, LH. Nay: 0. Abstain: 0. 6-0-0. <u>Bacon Construction Pay Req 033 March 2026:</u> BCC's pay req 033 was presented to change order work and punchlist progress. Motion: RE made a motion to approve BCC invoice #033 for \$183,340.76. KL seconded the motion. Discussion: none. Vote: Aye: RE, KL, CM, JM, MA, LH. Nay: 0. Abstain: 0. 6-0-0.

Other

Item	Action/ Due	Notes
04.02	All	Public Comment: No public comment.
05.03	All	Adjourn: Motion: RE made a motion to adjourn at 8:02pm. MA seconded the motion. Discussion: none. Vote: Aye: RE, KL, CM, JM, MA, LH. Nay: 0. Abstain: 0. 6-0-0. Meeting adjourned.
	All	Documents: 26.03.18 SBC Meeting Minutes 26.04.15 PMA Budget Update PMA Invoice 058 Bacon Construction Pay Req 033

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.