

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

**May 06, 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 6:31pm with 7 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>4.15.26 Meeting Minutes:</u> Motion: RE made a motion to approve the 4.15.26 meeting minutes. MA seconded the motion. Discussion: None Vote: Aye: RE, KL, CM, JM, MA, LH, TO. Nay: 0. Abstain: 0. 7-0-0. Meeting minutes approved.
01:01	ALL	Calendar Items / Scheduled Meetings: The next SBC meeting is scheduled for 6.03.26 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> The project team walked the site on 5.04.26 to review the storm damage and discuss curbing and landscaping changes to prevent damage in the future. Another walk is planned for next week to finalize any proposed changes to the site. RDA will create a PR for this work after the walk next week. <u>Irrigation Well:</u> Bacon is pricing PR-033 for the irrigation flow rate revisions. Well water quality testing is being scheduled. Bacon will have a date confirmed early next week. The pump and pump house submittals are in, but the submittals cannot be finalized until the quality test results are complete. <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. Bacon has repeatedly demanded a response from Systems in writing. Systems Contracting is scheduled to be onsite on Saturday to investigate the replacement of lighting controls in a few locations. Systems is also working with School IT to get a desktop version of the lighting control application.

		<u>Speakers:</u> The two rooms with speaker issues were replaced over April break. The school began using the speaker system again and sent out another survey. Results are expected this week. The project will plan to provide additional training in August for new staff. <u>Heat Pump Chiller Commissioning:</u> Corrections were made to the heat pump system over April break. The system should be running based on the designed sequence of operation. MM will continue to monitor. Harold Brothers is working with School facilities to schedule additional HVAC training. Any minor Cx items will be closed out at that meeting. <u>Softball Field:</u> The landscaper, LBG, has been in contact with Wier Water for a temporary water meter. LBG will be onsite over the next two weeks to finish the irrigation at the softball field. They are targeting the first week of June for the SOD work. Infield work is nearly complete and will take only a few days to finalize once the SOD is in place. The netting is ready for delivery, but Bacon is holding off to prevent damage after install. <u>Pay Area Fencing:</u> Discussed fencing and ROM from Bacon. The scope and estimated pricing was approved. Bacon will formalize and submit a PCO for inclusion in the next Change Order. PMA will notify Bacon to order material ASAP. <u>Remaining Phase 3 Work:</u> The landscape architect, S2112, and the landscaper, LBG, are scheduling a meeting to review site plantings in late May. PMA notified Bacon to install the ConCom required seed mix on the slopes ASAP. The final play area pavement markings will be scheduled for summer break.
05.02	RDA	Designer Update: <u>Roof Screen Revisions:</u> RDA reviewed potential changes to alter the roof screen openings on the roof to close off views from the ground. RDA's proposed changes would cost roughly \$19,000.00 with markups. After discussion RDA will investigate a less costly option to just cover exposed steel framing, not the whole opening. <u>Curbing, Mulch, and Site Changes:</u> RDA presented changes to the curbing, edging, and mulch in several areas of the site. The winter storms and high winds highlighted some issues with the currently installed stone mulch and asphalt berm. RDA proposes to removal and replace ashplant curbing with granite in areas and to remove some of the installed stone mulch. RDA will plan to walk the site with the School, PMA, and Bacon Construction next week to review the proposed changes. RDA will follow up with a PR.
	All	Additional FF&E and IT Items: no update.

SCHEDULE & BUDGET

Item	Action/ Due	Notes
46.02	PMA	Construction Change Orders: No change order presented.
03:01	PMA	Budget & Project Invoices: <u>Bacon Construction Pay Req 034 April 2026:</u> BCC's pay req 034 was presented to change order work and punchlist progress. Motion: RE made a motion to approve BCC invoice #034 for \$102,638.78. KL seconded the motion. Discussion: none. Vote: Aye: RE, KL, CM, JM, MA, LH, TO. Nay: 0. Abstain: 0. 7-0-0.

Foster Elementary School Project

Hingham, MA

Other

Item	Action/ Due	Notes
04.02	All	Public Comment: No public comment.
05.03	All	Adjourn: Motion: LH made a motion to adjourn at 7:57pm. KL seconded the motion. Discussion: none. Vote: Aye: RE, KL, CM, JM, MA, LH, TO. Nay: 0. Abstain: 0. 7-0-0. Meeting adjourned.
	All	Documents: 26.04.15 SBC Meeting Minutes 26.05.06 PMA Budget Update Bacon Construction Pay Req 034

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: May 06, 2026