

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

**June 03, 2026 6:30PM
East Hearing Room, Hingham Town Hall
Or 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 6:39pm with 4 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>5.06.26 Meeting Minutes:</u> Motion: RE made a motion to approve the 5.06.26 meeting minutes. LH seconded the motion. Discussion: None Vote: Aye: TO, MA, RE, LH. Nay: 0. Abstain: 0. 4-0-0. Meeting minutes approved.
01:01	ALL	Calendar Items / Scheduled Meetings: The next SBC meeting is scheduled for 7.08.26 at 6:00pm 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> Irrigation repairs will be priced and repaired after the rest of the irrigation revisions are done. Light pole replacements are being priced. Curbing changed and landscape edging are being priced. <u>Irrigation Well:</u> Bacon is working on PR-033 for the irrigation flow rate revisions. Well water quality testing is being reviewed by RDA and Aqueous, the irrigation designer. The pumps and pump house submittals are being reviewed, 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 is also working with School IT to get a desktop version of the lighting control application. RDA will ask GGD to find a 3rd party consultant who can assist the district in diagnosing the issues.

		<u>Speakers:</u> The school is still reporting issues with the speaker system. Systems reports that all known issues were resolved. RDA will ask GGD to find a 3rd party consultant who can assist the district in diagnosing the issues. MM has a communications contractor who has previously worked in the district. They will be brought in to assist. <u>Heat Pump Chiller Commissioning:</u> Harold Brothers is working with School facilities to schedule additional HVAC training. Any minor Cx items will be closed out at that meeting. The system recently had issues with condensation. These issues should be resolved. Facilities will notify the project team if these issues re-occur. <u>Softball Field:</u> LBG is targeting the week of 6/8 for SOD. They will be onsite this week and next to clear the weeds and prep the area for SOD. PMA will notify Bacon that more workers are needed to complete the site work. The landscaper is only sending 2-3 people to complete this work. A larger workforce is needed to complete all landscaping work this summer. <u>Play Area Fencing:</u> This work is authorized and is scheduled for the week school gets out. Pricing is in change order #23. <u>Remaining Phase 3 Work:</u> PMA reviewed Bacon's summer work plan and a markup showing all remaining contract work.
05.02	RDA	Designer Update: <u>Roof Screen Revisions:</u> RDA discussed changes to the roof screen opening to close off views from the ground. Based on the discussion at the 5.06 SBC meeting, the scope was reduced to just wrapping the beam. RDA's new design would cost roughly \$10,000.00 with markups. RDA asked for authorization to approve this work. The contractor is available to do the work in early June. All SBC members present agreed to authorize this work. This will be included in an upcoming change order. <u>Curbing, Mulch, and Site Changes:</u> PR-34 was sent to Bacon on 5/28. Bacon is pricing these changes. A mockup of the landscape edging will be completed in early June to see if the edging can be pinned to the sidewalks without digging into the stone subbase. A separate SBC meeting may be needed to approve this PCO once received. The goal is to complete this work this summer.
	All	Additional FF&E and IT Items: the school has the final list from the staff and is working to order this material.

SCHEDULE & BUDGET

Item	Action/ Due	Notes										
46.02	PMA	Construction Change Orders: <u>Change Order #23:</u> PMA presented a draft change order #023 for approval. The change order includes costs for four PCOs totaling \$205,926.00 with 0 days added to the substantial completion date. PCO #167.0 is not submitted yet and the value is subject to change based on the work that is still needed to patch paint/millwork. The PCOs are: <table><tr><td>1. PCO #146.0 PR 028 Revised 2nd Floor Guardrails for</td><td>\$114,311.00</td></tr><tr><td>2. PCO #162.0 PR 032 Additional Fencing at Play Area for</td><td>\$75,359.00</td></tr><tr><td>3. PCO #165.0 PR 033 Irrigation Revisions for</td><td>\$37,944.00</td></tr><tr><td>4. DRAFT PCO #167.0 Project Area Credit – PCOs 080.1,080.2,098.0 for</td><td>(\$21,688.00)</td></tr><tr><td>Total:</td><td>\$205,926.00</td></tr></table>	1. PCO #146.0 PR 028 Revised 2 nd Floor Guardrails for	\$114,311.00	2. PCO #162.0 PR 032 Additional Fencing at Play Area for	\$75,359.00	3. PCO #165.0 PR 033 Irrigation Revisions for	\$37,944.00	4. DRAFT PCO #167.0 Project Area Credit – PCOs 080.1,080.2,098.0 for	(\$21,688.00)	Total:	\$205,926.00
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		Vote to Approve Change Order #23: Motion: RE made a motion to approve draft change order #023 for \$205,926.00 and authorizes Kathryn Roberts, Superintendent of Schools, to sign and execute it on behalf of the Owner once finalized. LH second the motion. Discussion: PCO #167.0 is in draft form and the value might change. Bacon is confirming what scope still needs to be done to patch paint or wood millwork after the glass is installed. The final will be included when the change order is authorized. Vote: Aye: TO, MA, LH. Nay: 0. Abstain: 0. 4-0-0.
03:01	PMA	Budget & Project Invoices: PMA shared an updated budget and change order log. Tracked liquidated damages will be included in the change order log for tracking purposes. PMA Consultants Invoice 059 April 2026: PMA's invoice was presented for CA and closeout progress. Motion: RE made a motion to approve PMA invoice #059 for \$8,752.38. LH seconded the motion. Discussion: none. Vote: Aye: TO, MA, LH, RE. Nay: 0. Abstain: 0. 4-0-0. Bacon Construction Pay Req 035 May 2026: BCC's pay req 035 was presented to change order work and punchlist progress. Motion: RE made a motion to approve BCC invoice #035 for \$10,355.00. LH seconded the motion. Discussion: none. Vote: Aye: TO, MA, LH, RE. Nay: 0. Abstain: 0. 4-0-0.

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 8:10pm. RE seconded the motion. Discussion: none. Vote: Aye: TO, MA, RE, LH. Nay: 0. Abstain: 0. 4-0-0. Meeting adjourned.
	All	Documents: 26.05.06 SBC Meeting Minutes 26.06.03 PMA Budget Update Change Order #23 DRAFT Bacon Construction Summer Work Schedule Remaining Work Markups PMA Invoice 059 Bacon Construction Pay Req 035

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: June 03, 2026