

2017 SCHOOL BUILDING COMMITTEE MEETING MINUTES
FOSTER ELEMENTARY SCHOOL PROJECT
July 08, 2026 6:00PM
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)	☐ Nina Villanova (NV) ☒ Heather Benner (HB) ☐ 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 6:07pm 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 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>6.03.26 Meeting Minutes:</u> Motion: RE made a motion to approve the 6.03.26 meeting minutes. KL seconded the motion. Discussion: None Vote: Aye: LH, RE, KL, CM. Nay: 0. Abstain: 0. 4-0-0. Meeting minutes approved.
01:01	ALL	Calendar Items / Scheduled Meetings: The next SBC meeting is scheduled for 08.12.26 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> Curbing changes are included in change order #24. Bacon is pricing the replacement of the two light poles and the irrigation drip line repair. PMA sent a notice of non-conformance for the drip line installation depth. Bacon is working with Greenscape, the landscaper, to correct these areas. <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. If the issues are not resolved by the next SBC meeting, RDA will engage their 3rd party consultant to diagnose the issues and recommend a replacement. <u>Speakers:</u> Acadia Communications has reviewed the speaker issue. They are working with school IT to find and test a solution. If the issue is network related, school IT will resolve it. If the issue is programming, Systems Contracting will resolve it. The facilities department is expecting a full report from Acadia the week of 7/13.

		<u>Heat Pump Chiller Commissioning:</u> Harold Brothers set up additional training with School facilities on 7/16/26. Jacobs Engineering, the Cx agent, will be onsite to close remaining Cx on the same day. <u>Softball Field:</u> The SOD work is on hold due to the water ban in effect. The SOD will be placed in September once the next planting season opens. All other work will be complete before the SOF is installed. <u>Pay Area Fencing:</u> This work is complete. <u>Remaining Phase 2&3 Work:</u> PMA reviewed Bacon's summer work plan and an updated markup showing all remaining contract work.
05.02	RDA	Designer Update: <u>Roof Screen Revisions:</u> This work is complete. A PCO for the cost will be included in change order #25. <u>Irrigation Well and Pump House:</u> The completed well's water tests showed saltwater contamination. The well cannot be used for plantings. RDA engaged Aqueous, the irrigation designer, and LKB, the Civil Engineer, to locate a new well onsite. PMA presented LKB's markup showing the location. Aqueous will have a hydrologist onsite on 7/09/26 to review LKB's markup and to stake the best location for the new well. Bacon submitted a cost for the new well. This cost will be reviewed and included in the next project change order. Bacon is scheduling the driller for their next available date, likely in late July. RDA will issue a revised proposal request with clarifications on the pump house location and any plumbing or electrical requirements for the new well. <u>Landscape Edging:</u> RDA reviewed PR-034R2 and Bacon's PCO 172 for landscape edging. Bacon's pricing for the rolled top edging is roughly \$100k. RDA proposed an alternative to reduce the price to roughly \$80k. After discussion, the PCO will be revised for black straight edging on most areas. A small section near the play area will remain yellow rolled top edging. RDA will give Bacon direction to proceed with the discussed approach. The PCO will be included in the next project change order.
	All	Additional FF&E and IT Items: No update. The school is ordering any remaining material.

SCHEDULE & BUDGET

Item	Action/ Due	Notes						
46.02	PMA	Construction Change Orders: <u>Change Order #24:</u> PMA presented a change order #024 for approval. The change order includes costs for two PCOs totaling \$403,893.00 with 0 days added to the substantial completion date. The PCOs are: <table><tr><td>1. PCO #166.0 PR 034.0 Granite Curbing and Memorial Bricks for</td><td>\$391,465.00</td></tr><tr><td>2. PCO #170.0 PR 034.1 Added Granite Curbing Area for</td><td>\$12,428.00</td></tr><tr><td>Total:</td><td>\$403,893.00</td></tr></table> <u>Vote to Approve Change Order #24:</u> Motion: RE made a motion to approve draft change order #024 for \$403,893.00 and authorizes Kathryn Roberts, Superintendent of Schools, to sign and execute it on behalf of the Owner once finalized. KL second the motion. Discussion: none. Vote: Aye: RE, LH, KL, CM, TO. Nay: 0. Abstain: 0. 5-0-0.	1. PCO #166.0 PR 034.0 Granite Curbing and Memorial Bricks for	\$391,465.00	2. PCO #170.0 PR 034.1 Added Granite Curbing Area for	\$12,428.00	Total:	\$403,893.00
1. PCO #166.0 PR 034.0 Granite Curbing and Memorial Bricks for	\$391,465.00							
2. PCO #170.0 PR 034.1 Added Granite Curbing Area for	\$12,428.00							
Total:	\$403,893.00							
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.						

		<u>PMA Consultants Invoice 060 May 2026:</u> PMA's invoice was presented for CA and closeout progress. Motion: RE made a motion to approve PMA invoice #060 for \$5,320.40. KL seconded the motion. Discussion: none. Vote: Aye: RE, LH, KL, CM, TO. Nay: 0. Abstain: 0. 5-0-0. <u>Bacon Construction Pay Req 036 June 2026:</u> BCC's pay req 035 was presented to change order work and punchlist progress. Motion: RE made a motion to approve BCC invoice #036 for \$120,562.10. KL seconded the motion. Discussion: none. Vote: Aye: RE, LH, KL, CM, TO. Nay: 0. Abstain: 0. 5-0-0.
--	--	--

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 6:59pm. TO seconded the motion. Discussion: none. Vote: Aye: RE, LH, KL, CM, TO. Nay: 0. Abstain: 0. 5-0-0. Meeting adjourned.
	All	Documents: 26.06.03 SBC Meeting Minutes 26.07.08 PMA Budget Update Change Order #24 Remaining Work Markups PMA Invoice 060 Bacon Construction Pay Req 036

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:** July 08, 2026