

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

August 12, 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 6:00pm with 5 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>7.08.26 Meeting Minutes:</u> Motion: RE made a motion to approve the 7.08.26 meeting minutes. KL seconded the motion. Discussion: None Vote: Aye: RE, KL, JM, LH, NV. Nay: 0. Abstain: 0. 5-0-0. Meeting minutes approved.
01:01	ALL	Calendar Items / Scheduled Meetings: The next SBC meeting is scheduled for 09.10.26 at 6:00pm to review phase 3 progress and project closeout.

DESIGN & CONSTRUCTION

Item	Action/ Due	Notes
38.01	PMA	Construction Update: PMA reviewed work markups and progress. <u>Winter Weather Damage & Repair:</u> Curbing changes in process and will be complete next week. Discussed the replacement of the two light poles and the irrigation drip line repair. PMA will approve this scope this week and include them in the next change order. <u>Planting Progress:</u> LBG completed weeding in completed areas. Weeds in areas to get SOD are still present. These areas will be reviewed during the Fall planting walkthrough with S2112. The walkthrough is scheduled for the end of August and will discuss all open planting PCOs, SOD timeline, weeding, and planting replacements. The Town is still in a level 2 water ban. The landscaper will need to plan to water the plantings without access to irrigation or the hydrant. Discussed the need to place the SOD this season to avoid cost delays and to ensure the field is usable as soon as possible. Discussed the planting changes PCO for the SOD. PMA will finalize this PCO for the next change order. <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. PMA, Bacon Construction, and Systems Contracting are walking on Tuesday 8/18/26.

		<u>Speakers:</u> Acada Communications has reviewed the speaker issue. They are working with school IT to resolve network related issues. If any issues require an electrician, Systems Contracting will resolve it. The facilities department is expecting a full report from Acada in mid-August. <u>Heat Pump Chiller Commissioning:</u> Harold Brothers resolved issues with the heat pump programming and the condensation this Summer. Nine items are open on the Cx log. <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. The SBC agreed that the SOD must be placed this season to avoid further delay costs and to ensure the field will be ready for use as soon as possible.
05.02	RDA	Designer Update: <u>Irrigation Well and Pump House:</u> The new well has been located. Drilling is TBD. 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> Included in change order #25.
	All	Additional FF&E and IT Items: No update.

SCHEDULE & BUDGET

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46.02	PMA	Construction Change Orders: <u>Change Order #25:</u> PMA presented a draft of change order #025 for approval. The change order includes costs for four PCOs totaling \$155,793.00 with 0 days added to the substantial completion date. The PCOs are: <table><tr><td>1. PCO #150.0 Irrigation Well Hydrofracking and Testing for</td><td>\$36,555.00</td></tr><tr><td>2. PCO #171.1 PR 034.1 Landscape Edging for</td><td>\$72,396.00</td></tr><tr><td>3. PCO #172.1 New Bedrock Well Drilling and Testing for</td><td>\$43,952.00</td></tr><tr><td>4. PCO #173.0 Added Shunt Trip at Heat Pumps for</td><td>\$2,890.00</td></tr><tr><td>Total:</td><td>\$155,793.00</td></tr></table> <u>Vote to Approve Change Order #25:</u> Motion: RE made a motion to approve draft change order #025 for \$155,793.00 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, KL, JM, TO, NV, LH. Nay: 0. Abstain: 0. 6-0-0. <u>Early Site Package Change Order #01:</u> PMA presented KRR's change order #01 for approval. The change order includes costs for five PCOs totaling (\$96,483.78) with 0 days added to the substantial completion date. This will be the only early package change order. The PCOs are: <table><tr><td>1. PCO #004.0 Added Electrical Manhole for</td><td>\$7,562.21</td></tr><tr><td>2. PCO #005.0 Various Bidding Unit Price Credits for</td><td>(\$125,601.38)</td></tr><tr><td>3. PCO #007.1 Various Planting Credits for</td><td>(\$23,612.00)</td></tr><tr><td>4. PCO #008.0 Slope Washout Repairs for</td><td>\$9,919.24</td></tr><tr><td>5. PCO #009.0 Access Road Leveling / Underdrain</td><td>\$35,248.15</td></tr><tr><td>Total:</td><td>(\$96,483.78)</td></tr></table>	1. PCO #150.0 Irrigation Well Hydrofracking and Testing for	\$36,555.00	2. PCO #171.1 PR 034.1 Landscape Edging for	\$72,396.00	3. PCO #172.1 New Bedrock Well Drilling and Testing for	\$43,952.00	4. PCO #173.0 Added Shunt Trip at Heat Pumps for	\$2,890.00	Total:	\$155,793.00	1. PCO #004.0 Added Electrical Manhole for	\$7,562.21	2. PCO #005.0 Various Bidding Unit Price Credits for	(\$125,601.38)	3. PCO #007.1 Various Planting Credits for	(\$23,612.00)	4. PCO #008.0 Slope Washout Repairs for	\$9,919.24	5. PCO #009.0 Access Road Leveling / Underdrain	\$35,248.15	Total:	(\$96,483.78)
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		Vote to Approve Change Order #01: Motion: RE made a motion to approve KRR's change order #001 for a reduction of \$96,483.78, for a final contract value of \$7,002,516.21, and authorizes Kathryn Roberts, Superintendent of Schools, to sign and execute it on behalf of the Owner. KL second the motion. Discussion: none. Vote: Aye: RE, KL, JM, TO, NV, LH. Nay: 0. Abstain: 0. 6-0-0.
03:01	PMA	Budget & Project Invoices: PMA shared an updated budget and change order log. PMA Consultants Invoice 061 June 2026: PMA's invoice was presented for CA and closeout progress. Motion: RE made a motion to approve PMA invoice #061 for \$4,397.42. KL seconded the motion. Discussion: none. Vote: Aye: RE, KL, JM, TO, NV, LH. Nay: 0. Abstain: 0. 6-0-0. Bacon Construction Pay Req 037 July 2026: BCC's pay req 037 was presented for change order work and punchlist progress. Motion: RE made a motion to approve BCC invoice #037 for \$462,601.55. KL seconded the motion. Discussion: none. Vote: Aye: RE, KL, JM, TO, NV, LH. Nay: 0. Abstain: 0. 6-0-0. KR Rezendes Inc. Pay Req 015 July 2026: KRR's FINAL pay req 015 was presented for change order work and punchlist progress. Motion: RE made a motion to approve KRR invoice #015 for \$75,011.21. KL seconded the motion. Discussion: none. Vote: Aye: RE, KL, JM, TO, NV, 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: LH made a motion to adjourn at 6:50pm. KL seconded the motion. Discussion: none. Vote: Aye: RE, LH, KL, NV, TO, JM. Nay: 0. Abstain: 0. 6-0-0. Meeting adjourned.
	All	Documents: 26.07.08 SBC Meeting Minutes 26.08.12 PMA Budget Update Change Order #25 DRAFT Early Site Package Change Order #01 Remaining Work Markups PMA Invoice 061 Bacon Construction Pay Req 037 KRR Pay Req 015 FINAL

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.