

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

**January 14, 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 6:30pm 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>12.10.25 Meeting Minutes:</u> Motion: RE made a motion to approve the 11.12.25 meeting minutes. JM seconded the motion. Discussion: None Vote: Aye: RE, LH, JM, CM, TO, MA. Nay: 0. Abstain: 0. 6-0-0. Meeting minutes approved.
01:01	ALL	Calendar Items / Scheduled Meetings: The next SBC meeting is scheduled for 2.25.26 at 6:30pm to review phase 3 progress and project closeout.

DESIGN & CONSTRUCTION

Item	Action/ Due	Notes
38.01	PMA	Construction Update: <u>Construction Progress Update:</u> PMA discussed phase 3 progress and closeout status. Discussed the status of the softball field, plantings, and irrigation well. Bacon Construction is not planning to cover the softball field since they still need to final grade the whole area in the Spring. The phase 1 project is nearly ready for close-out and aims to have its final pay req next month. PMA will ensure that all KRR open items are resolved before the final req is approved. The PV project is complete and will have its final req presented at the next SBC meeting. PMA reviewed the monetized punchlist. Significant progress was made over winter break. Heat in the nurse's office was discussed. A heater in this space is being added but is not installed yet. <u>Additional FF&E:</u> No FF&E presented.
05.02	RDA	Designer Update: <u>LEED Update:</u> GR provided an update on the project's LEED submission. RDA is nearly ready to submit and is targeting LEED Gold. RDA cannot submit officially until the Cx agent's work is complete. The Cx is waiting on the heat pump system to be commissioned. RDA talked to the Cx agent and they noted the information will be ready in April or May.

		<u>Well Installation:</u> The test well was performed. The results showed that the system may need to be altered. PMA and RDA will meet with the well installer to see what options are possible. <u>Pre-K Shading:</u> S2112 and RDA cannot design a fixed structure that will reliably provide shade to the Pre-K area. The sun is in different positions over the year so any permanent structure will work to cover the area during the school year and during the summer programs. MM and GR discussed a possible tent option that can be purchased through FF&E. MM will get pricing and present costs to the committee at the next meeting.
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SCHEDULE & BUDGET

Item	Action/ Due	Notes
46.02	PMA	Construction Change Orders: no change order presented.
03:01	PMA	Budget & Project Cost: Invoices: <u>PMA Invoice 056 December 2025:</u> PMA's invoice was presented to reflect PMA's progress with phase 3 & project closeout. Motion: RE made a motion to approve PMA invoice #56 for \$13,538.00. JM seconded the motion. Discussion: None Vote: Aye: RE, LH, JM, CM, TO, MA. Nay: 0. Abstain: 0. 6-0-0. <u>Bacon Pay Req 031 December 2025:</u> Bacon's req was presented to reflect progress through December 2025. Motion: RE made a motion to approve Bacon invoice #30 for \$4,456.37 JM seconded the motion. Discussion: None Vote: Aye: RE, LH, JM, CM, TO, MA. 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 7:27pm. JM seconded the motion. Discussion: none. Vote: Aye: RE, LH, JM, CM, TO, MA. Nay: 0. Abstain: 0. 6-0-0. Meeting adjourned.
	All	Documents: 25.12.10 SBC Meeting Minutes 26.01.14 Work to Complete List Update 26.01.14 PMA Budget Update PMA Invoice 056 Bacon Construction Pay Req 031

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:** January 14, 2025