

February 3, 2026

Eric Tracy
Hamilton-Wenham Regional School District
Superintendent
5 School Street
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Re: 60% Design Submission
MSBA ARP Roof Replacement
Hamilton-Wenham Regional High School
775 Bay Road
South Hamilton, MA 01982
Gale JN 845190 P02 T01

As you are aware, Gale Associates, Inc. (Gale) previously performed a field evaluation and observed isolated destructive test cuts at the existing roof systems at the Hamilton-Wenham Regional High School (HWRHS) and has provided Hamilton-Wenham Regional School District (HWRSD) with a roof evaluation/schematic design report dated November 19, 2025. In accordance with our agreement, Gale has prepared a 60% design submission for your review, which includes drawings and technical specifications. This submission includes HWRSD's comments on the evaluation report that were discussed on December 18, 2025.

Each roof area has been designated as indicated in the Key Plan in Figure 1.

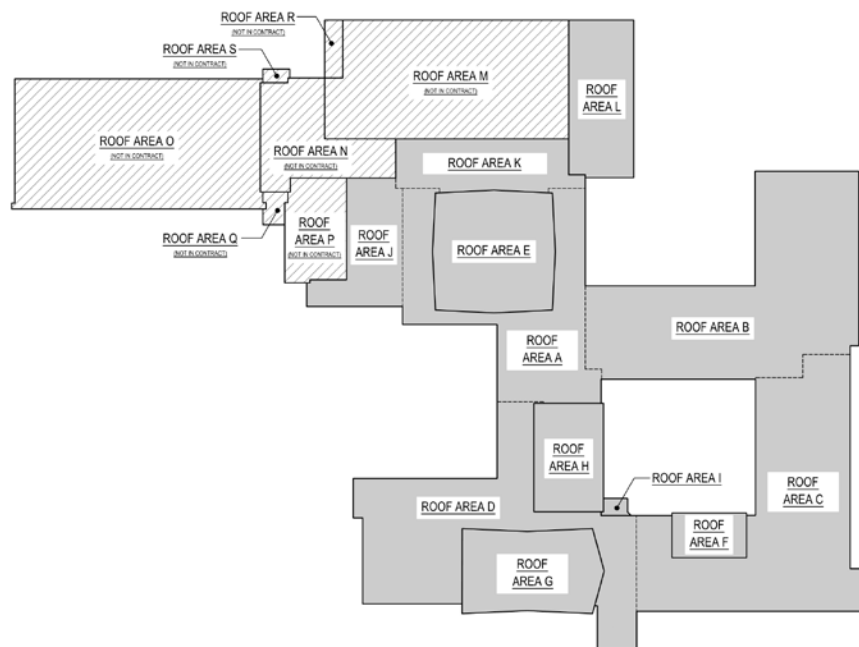


Image 1: Roof Area Key Plan.



There are several items we would like to highlight, which require further clarification direction from HWRSD:

1. PEER Consultants, P.C. (PEER) sampled additional roofing materials from the roof test cuts that were performed on the EPDM roof areas (Roof Areas J, K, and L) in January 2026. PEER confirmed no asbestos was detected in the samples taken and will update their evaluation report with the additional testing. The interior finishes (i.e. gypsum wall board, joint compound, etc.), which are anticipated to be affected during the demolition of the skylights, were not accessible during our fieldwork and were not tested for hazardous materials. PEER noted that their asbestos specification could include an investigative presumed phase for the gypsum board/interior finishes at the skylights and existing throughwall flashing materials that will be replaced/impacted at designated locations. It is Gale's opinion to include the costs associated with the abatement of the presumed materials as a Unit Price should hazardous materials be encountered during construction.
 - a. PEER also noted that there was asbestos detected in the sealants around the wood frames at the rising wall windows. Modifications to the existing window systems are not anticipated, however, the new throughwall flashings will be adjacent to this sealant. It is Gale's opinion that the full perimeter sealant at each window/wood trim above the roof-line be abated under the base bid scope of work. Gale will proceed with this scope unless directed otherwise by HWRSD.
2. HWRSD provided direction to remove designated skylights and infill the roof decking. During Gale's site visit on January 23, 2026, we observed sprinkler heads extending up into the skylight opening. Gale discussed the following infill options with RMF Engineering, Inc. (RMF) and how the sprinkler would be impacted. Gale intends to proceed with Option 1, unless directed otherwise by HWRSD.
 - a. Option 1: Remove existing skylight, curb, and interior finishes. Infill opening with new metal decking and finish ceiling. As the sprinkler head would interfere with the new deck installation, the sprinkler in the skylight cove could be cut and capped and does not need to remain active.
 - b. Option 2: Remove the skylight, but keep the curb, cap over the opening, and install new membrane flashings. This option would not necessarily interfere with the sprinkler system and modifications would not be required so long as there is 6 to 8 inches of clearance above the sprinkler head. Note that this option would not impact the interior finishes and the presumed hazardous materials would no longer be impacted.
3. As previously discussed, Alternate #1 has been included in the design documents which includes the installation of a fluid-applied coating over the existing roof membrane on Roof Area E (library) in lieu of the full roof replacement. Unit Prices have been carried under this alternate for membrane repairs and wet insulation replacement.



4. As noted during the teleconference meeting, HWRSD indicated that they would self-perform the limited MAAB repairs separately from the roof replacement project. These repairs are noted in the evaluation/schematic design report dated November 19, 2025.
5. To fulfill MSBA's PV readiness requirement, Gale has included a new penetration box location on Roof Area A.
6. HWRSD noted that there is a separate project that is replacing the condensing unit to the library (on Roof Area A). Gale has included coordination notes on the roof area plan for the roofing contractor to include flashings of the new unit curb. Additional coordination will be required during the construction phase.
7. Please annotate the roof plans on the A100s sheets to indicate where HWRSD would like walkway pads. Gale has carried approximately 2,500 linear feet of walkway pads to be installed between and around fan units in the base bid scope of work. This amount can be increased or decreased based on HWRSD's direction.
8. Please annotate the site plan on Sheet G101 to indicate the proposed staging area for the contractor to store limited materials on site and for contractor parking.
9. Gale has submitted the 60% design documents to the cost estimator and will forward the cost estimate to the team once it is received. Gale will proceed with the construction documents in the meantime.
10. At this time the front end specifications have not yet been included. Gale intends to utilize the front end documents from the "Athletic Campus Improvements" project and modify as needed for the roof replacement project. Gale will provide a "Front End Submission" to HWRSD prior to the 100% submission for their review and comment on the front end specifications. As noted in Gale's Additional Service Narrative, Gale will coordinate the distribution of the design documents via BidDocsOnline, Inc.

Thank you for your attention in this matter. We look forward to your response regarding each design item discussed herein.

Should you have any questions or comments during your review of this letter, or the design documents submitted, please do not hesitate to contact this office.

Best regards,

GALE ASSOCIATES, INC.

Katie R. Ciaramitaro/lad

Katie R. Ciaramitaro, CDT

Senior Designer

Building Envelope Commissioning and Consulting (BECC) Group

60% Design Development Submission
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KRC/SCM/lad

Attachments:

- 60% Design Drawings
- 60% Specifications

Cc: Curtis Wightman – HWRSD (c.wightman@hwschools.net)
Rob Todisco – P3 Project Planning Professionals (rtodisco@p-threeinc.com)
Gale Team (BHN, KRC)

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