



Project: Essex Elementary School
 Subject: School Building Committee Meeting
 Location: Remote (Zoom)
 Distribution: Attendees, Project File

Project No:
 Meeting Date: 4/28/26
 Time: 6:00 PM
 Prepared By: R. Rincon

Present	Name (* Voting Member)	Affiliation
✓	Michelle Cresta*	Director of Finance & Operations
✓	Pam Beaudoin*	Superintendent
✓	Kim Provost*	Principal
✓	Theresa Whitman*	SBC Co-Chair
	John Binieris*	SBC Co-Chair
	Andy Oldeman*	Manchester Finance Committee / Mechanical Engineer
✓	Charlie Hay*	Architect School Building Experience
	Gordon Brewster*	Engineer, Sr. Proj. Manager, Owner's PM, former Member of MERMHS & Memorial building
✓	Tyler Virden*	Project Executive -Wise Construction / Paren
✓	Annie Cameron*	Former SC Member and Memorial SBC Member
	Ariel Fernando Brain*	Architect - CBT
✓	Jen Hoberman*	Architect - Partner SV Design
✓	Michael Gerhardt*	Civil Engineer / Parent
✓	Timothy McDonald*	Architect - Onion Flats
	Henry Ottenger*	Manchester Conservation Committee / Education Background
	David Preen	Resident / Plumbing & Fire
	Lisa O'Donnell	Design & Construction / Essex Planning Board
	Steve Hunt*	Facilities Manager
✓	Emily Dwyer*	EES Teacher
✓	Kim Field	EES Teacher
✓	Rachelle Russo	EES Teacher
	Mike Burton	Project Director / Partner - DWMP
✓	Christina Dell Angelo	Project Executive - DWMP
✓	John Albright	Project Manager - DWMP
✓	Rachel Rincon	Assistant Project Manager - DWMP
	Jacob Greco	Assistant Project Manager - DWMP
	James LaPosta	Principal - JCJ Architecture
✓	Fawn Pellegrini	Senior Project Manager - JCJ Architecture
✓	Dustin Lombardi	Architect - JCJ Architecture
✓	Jeff Elliott	Project Architect - JCJ Architecture
	Emily Czarnecki	Principal (Interiors) – JCJ Architecture
	Mike Pirollo	Principal – MLP Integrated Design
	Eric Haggstrom	Sustainability Director – JCJ Architecture
	Kelley Tapia	Soden Sustainability

- Please click [here](#) for the agenda
 - o This will be referenced in the meeting minutes.
- Below is a summation of key points, please view the recording [here](#) for full transcript and chapter summaries.

Item No.	Description																																			
20.1	Call to Order & Intro: Called to order by T. Whitman at 6:03pm, please refer to the attendee list.	Record																																		
20.2	<p>Approval of April 14, 2026, and April 16, 2026, Meeting Minutes (Vote Expected):</p> <p>A motion to approve April 14, 2026, Meeting Minutes, was made by A. Cameron seconded by E. Dwyer.</p> <p>Discussion: None.</p> <p>Roll Call Vote:</p> <table border="1" data-bbox="394 982 1036 1860"> <thead> <tr> <th>Name</th> <th>Yes/No/Abstain & Absent</th> </tr> </thead> <tbody> <tr><td>Michelle Cresta</td><td>Yes</td></tr> <tr><td>Pam Beaudoin</td><td>Yes</td></tr> <tr><td>Kim Provost</td><td>Yes</td></tr> <tr><td>John Binieris</td><td>Absent</td></tr> <tr><td>Theresa Whitman</td><td>Yes</td></tr> <tr><td>Andy Oldeman</td><td>Absent</td></tr> <tr><td>Charlie Hay</td><td>Yes</td></tr> <tr><td>Gordon Brewster</td><td>Absent</td></tr> <tr><td>Tyler Virden</td><td>Yes</td></tr> <tr><td>Annie Cameron</td><td>Yes</td></tr> <tr><td>Ariel Fernando Brain</td><td>Absent</td></tr> <tr><td>Jen Hocherman</td><td>Yes</td></tr> <tr><td>Michael Gerhardt</td><td>Yes</td></tr> <tr><td>Timothy McDonald</td><td>Yes</td></tr> <tr><td>Henry Oettinger</td><td>Absent</td></tr> <tr><td>Emily Dwyer</td><td>Yes</td></tr> </tbody> </table>	Name	Yes/No/Abstain & Absent	Michelle Cresta	Yes	Pam Beaudoin	Yes	Kim Provost	Yes	John Binieris	Absent	Theresa Whitman	Yes	Andy Oldeman	Absent	Charlie Hay	Yes	Gordon Brewster	Absent	Tyler Virden	Yes	Annie Cameron	Yes	Ariel Fernando Brain	Absent	Jen Hocherman	Yes	Michael Gerhardt	Yes	Timothy McDonald	Yes	Henry Oettinger	Absent	Emily Dwyer	Yes	Record
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Steve Hunt	Advisor – No Vote
Kim Field	Advisor – No Vote
Rachelle Rousseau	Advisor – No Vote
David Pereen	Advisor – No Vote
Lisa O'Donnell	Advisor – No Vote

- **Yes: 11 | No: 0 | Absent/Abstain: 5**

A motion to approve April 16, 2026, Meeting Minutes, was made by A. Cameron seconded by E. Dwyer.

Discussion: None.

Roll Call Vote:

Name	Yes/No/Abstain & Absent
Michelle Cresta	Abstain
Pam Beaudoin	Yes
Kim Provost	Yes
John Binieris	Absent
Theresa Whitman	Abstain
Andy Oldeman	Absent
Charlie Hay	Yes
Gordon Brewster	Absent
Tyler Virden	Yes
Annie Cameron	Yes
Ariel Fernando Brain	Absent
Jen Hocherman	Abstain
Michael Gerhardt	Yes
Timonthy McDonald	Yes
Henry Oettinger	Absent
Emily Dwyer	Yes
Steve Hunt	Advisor – No Vote
Kim Field	Advisor – No Vote

	<table border="1" data-bbox="393 268 1036 420"> <tr> <td>Rachelle Rousseau</td> <td>Advisor – No Vote</td> </tr> <tr> <td>David Pereen</td> <td>Advisor – No Vote</td> </tr> <tr> <td>Lisa O'Donnell</td> <td>Advisor – No Vote</td> </tr> </table> <p>• Yes: 8 No: 0 Absent/Abstain: 8</p>	Rachelle Rousseau	Advisor – No Vote	David Pereen	Advisor – No Vote	Lisa O'Donnell	Advisor – No Vote	
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20.3	<p>Invoices and Commitments for Approval (Vote Expected):</p> <p>Discussion: C. Dell Angelo reported that there are two contract amendments under consideration. The first amendment is for Dore and Whittier Management Partner Services and involves extending services through the end of the schematic design phase, as discussed at the previous meeting. The team recently met with the MSBA to review what this extension means in terms of amending the feasibility study agreement between the MSBA and the district. As a result, the district will need to work with legal counsel and bond counsel to determine how the amended agreement should be structured, particularly given how funds were appropriated between the two towns. This process must be completed with the MSBA before the amendment to this contract can be approved. The second amendment pertains to PM&C and covers cost estimates prepared for the PDP and PSR phases. Approval of this amendment is requested at this meeting so that payment can be issued for those completed cost estimates. M. Gerhardt questioned whether funds should be reallocated at the time work is authorized rather than after completion. C. Dell Angelo explained that they are currently seeking approval of an amendment to cover additional services and allow payment for two completed cost estimates, noting that invoices are received only after work is performed and are based on the specific scope. Mike expressed concern that the process appears retroactive and suggested amendments should occur prior to work being completed. P. Beaudoin asked whether this was due to financial constraints or standard practice; C. Dell Angelo clarified that this is typical and such expenses are treated as “other project costs,” outside the main contract. M. Gerhardt also inquired about PM&C’s contracting process, and Christina explained that engagements are often based on prior working relationships, with authorization sometimes given verbally and formal cost details provided after the work is completed, adding that she can supply a breakdown at a future meeting. M. Cresta shared she had reviewed the amendment and recommended approval.</p> <p>A motion to approve the following budget amendment was made by A. Cameron and seconded by M. Cresta. No further discussion.</p> <p>DWMP Amendment #2: \$7,500.00</p>	Record						

	<p>Roll Call Vote:</p> <table border="1" data-bbox="393 380 1036 1501"> <thead> <tr> <th data-bbox="393 380 695 464">Name</th> <th data-bbox="695 380 1036 464">Yes/No/Abstain & Absent</th> </tr> </thead> <tbody> <tr><td data-bbox="393 464 695 512">Michelle Cresta</td><td data-bbox="695 464 1036 512">Yes</td></tr> <tr><td data-bbox="393 512 695 560">Pam Beaudoin</td><td data-bbox="695 512 1036 560">Yes</td></tr> <tr><td data-bbox="393 560 695 609">Kim Provost</td><td data-bbox="695 560 1036 609">Yes</td></tr> <tr><td data-bbox="393 609 695 657">John Binieris</td><td data-bbox="695 609 1036 657">Absent</td></tr> <tr><td data-bbox="393 657 695 705">Theresa Whitman</td><td data-bbox="695 657 1036 705">Yes</td></tr> <tr><td data-bbox="393 705 695 753">Andy Oldeman</td><td data-bbox="695 705 1036 753">Absent</td></tr> <tr><td data-bbox="393 753 695 802">Charlie Hay</td><td data-bbox="695 753 1036 802">Yes</td></tr> <tr><td data-bbox="393 802 695 850">Gordon Brewster</td><td data-bbox="695 802 1036 850">Absent</td></tr> <tr><td data-bbox="393 850 695 898">Tyler Virden</td><td data-bbox="695 850 1036 898">Yes</td></tr> <tr><td data-bbox="393 898 695 947">Annie Cameron</td><td data-bbox="695 898 1036 947">Yes</td></tr> <tr><td data-bbox="393 947 695 995">Ariel Fernando Brain</td><td data-bbox="695 947 1036 995">Absent</td></tr> <tr><td data-bbox="393 995 695 1043">Jen Hocherman</td><td data-bbox="695 995 1036 1043">Yes</td></tr> <tr><td data-bbox="393 1043 695 1092">Michael Gerhardt</td><td data-bbox="695 1043 1036 1092">Yes</td></tr> <tr><td data-bbox="393 1092 695 1140">Timonthy McDonald</td><td data-bbox="695 1092 1036 1140">Yes</td></tr> <tr><td data-bbox="393 1140 695 1188">Henry Oettinger</td><td data-bbox="695 1140 1036 1188">Absent</td></tr> <tr><td data-bbox="393 1188 695 1236">Emily Dwyer</td><td data-bbox="695 1188 1036 1236">Yes</td></tr> <tr><td data-bbox="393 1236 695 1285">Steve Hunt</td><td data-bbox="695 1236 1036 1285">Advisor – No Vote</td></tr> <tr><td data-bbox="393 1285 695 1333">Kim Field</td><td data-bbox="695 1285 1036 1333">Advisor – No Vote</td></tr> <tr><td data-bbox="393 1333 695 1381">Rachelle Rousseau</td><td data-bbox="695 1333 1036 1381">Advisor – No Vote</td></tr> <tr><td data-bbox="393 1381 695 1430">David Preen</td><td data-bbox="695 1381 1036 1430">Advisor – No Vote</td></tr> <tr><td data-bbox="393 1430 695 1501">Lisa O'Donnell</td><td data-bbox="695 1430 1036 1501">Advisor – No Vote</td></tr> </tbody> </table> <p data-bbox="375 1541 878 1575">• Yes: 11 No: 0 Absent/Abstain: 5</p>	Name	Yes/No/Abstain & Absent	Michelle Cresta	Yes	Pam Beaudoin	Yes	Kim Provost	Yes	John Binieris	Absent	Theresa Whitman	Yes	Andy Oldeman	Absent	Charlie Hay	Yes	Gordon Brewster	Absent	Tyler Virden	Yes	Annie Cameron	Yes	Ariel Fernando Brain	Absent	Jen Hocherman	Yes	Michael Gerhardt	Yes	Timonthy McDonald	Yes	Henry Oettinger	Absent	Emily Dwyer	Yes	Steve Hunt	Advisor – No Vote	Kim Field	Advisor – No Vote	Rachelle Rousseau	Advisor – No Vote	David Preen	Advisor – No Vote	Lisa O'Donnell	Advisor – No Vote	
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20.4	<p>PSR Submission Approval (Vote Expected):</p> <p>Discussion: There was discussion clarifying the expected level of review and whether input should be provided prior to the motion being made</p> <p>A motion to submit the PSR to the MSBA was made by A. Cameron and seconded by C. Hay.</p>	Record																																												

	<p>Discussion: After the motion was made and seconded, members discussed several corrections identified from a partial read-through and requested a final proofread before submission. Dore and Whittier and JCJ agreed.</p> <p>Roll Call Vote:</p> <table border="1" data-bbox="391 485 1036 1608"> <thead> <tr> <th data-bbox="391 485 695 573">Name</th> <th data-bbox="695 485 1036 573">Yes/No/Abstain & Absent</th> </tr> </thead> <tbody> <tr><td data-bbox="391 573 695 621">Michelle Cresta</td><td data-bbox="695 573 1036 621">Yes</td></tr> <tr><td data-bbox="391 621 695 669">Pam Beaudoin</td><td data-bbox="695 621 1036 669">Yes</td></tr> <tr><td data-bbox="391 669 695 718">Kim Provost</td><td data-bbox="695 669 1036 718">Yes</td></tr> <tr><td data-bbox="391 718 695 766">John Binieris</td><td data-bbox="695 718 1036 766">Absent</td></tr> <tr><td data-bbox="391 766 695 814">Theresa Whitman</td><td data-bbox="695 766 1036 814">Yes</td></tr> <tr><td data-bbox="391 814 695 863">Andy Oldeman</td><td data-bbox="695 814 1036 863">Absent</td></tr> <tr><td data-bbox="391 863 695 911">Charlie Hay</td><td data-bbox="695 863 1036 911">Yes</td></tr> <tr><td data-bbox="391 911 695 959">Gordon Brewster</td><td data-bbox="695 911 1036 959">Absent</td></tr> <tr><td data-bbox="391 959 695 1008">Tyler Virden</td><td data-bbox="695 959 1036 1008">Yes</td></tr> <tr><td data-bbox="391 1008 695 1056">Annie Cameron</td><td data-bbox="695 1008 1036 1056">Yes</td></tr> <tr><td data-bbox="391 1056 695 1104">Ariel Fernando Brain</td><td data-bbox="695 1056 1036 1104">Absent</td></tr> <tr><td data-bbox="391 1104 695 1152">Jen Hocherman</td><td data-bbox="695 1104 1036 1152">Yes</td></tr> <tr><td data-bbox="391 1152 695 1201">Michael Gerhardt</td><td data-bbox="695 1152 1036 1201">Yes</td></tr> <tr><td data-bbox="391 1201 695 1249">Timothy McDonald</td><td data-bbox="695 1201 1036 1249">Yes</td></tr> <tr><td data-bbox="391 1249 695 1297">Henry Oettinger</td><td data-bbox="695 1249 1036 1297">Absent</td></tr> <tr><td data-bbox="391 1297 695 1346">Emily Dwyer</td><td data-bbox="695 1297 1036 1346">Yes</td></tr> <tr><td data-bbox="391 1346 695 1394">Steve Hunt</td><td data-bbox="695 1346 1036 1394">Advisor – No Vote</td></tr> <tr><td data-bbox="391 1394 695 1442">Kim Field</td><td data-bbox="695 1394 1036 1442">Advisor – No Vote</td></tr> <tr><td data-bbox="391 1442 695 1491">Rachelle Rousseau</td><td data-bbox="695 1442 1036 1491">Advisor – No Vote</td></tr> <tr><td data-bbox="391 1491 695 1539">David Preen</td><td data-bbox="695 1491 1036 1539">Advisor – No Vote</td></tr> <tr><td data-bbox="391 1539 695 1587">Lisa O'Donnell</td><td data-bbox="695 1539 1036 1587">Advisor – No Vote</td></tr> </tbody> </table> <p data-bbox="375 1650 883 1682">• Yes: 11 No: 0 Absent/Abstain: 5</p>	Name	Yes/No/Abstain & Absent	Michelle Cresta	Yes	Pam Beaudoin	Yes	Kim Provost	Yes	John Binieris	Absent	Theresa Whitman	Yes	Andy Oldeman	Absent	Charlie Hay	Yes	Gordon Brewster	Absent	Tyler Virden	Yes	Annie Cameron	Yes	Ariel Fernando Brain	Absent	Jen Hocherman	Yes	Michael Gerhardt	Yes	Timothy McDonald	Yes	Henry Oettinger	Absent	Emily Dwyer	Yes	Steve Hunt	Advisor – No Vote	Kim Field	Advisor – No Vote	Rachelle Rousseau	Advisor – No Vote	David Preen	Advisor – No Vote	Lisa O'Donnell	Advisor – No Vote	
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20.5	<p>Schedule Update:</p> <ul data-bbox="375 1772 805 1877" style="list-style-type: none"> • 5/12/26 SBC Meeting • 5/26/26 SBC Meeting • 6/4/26 Community Meeting #6 	Record																																												

	<ul style="list-style-type: none"> • 6/9/26 SBC Meeting • 6/23/26 SBC Meeting • 7/14/26 SBC Meeting • 7/28/26 SBC Meeting • 8/11/26 SBC Meeting • 8/25/26 Community Meeting #7 • 8/25/26 SBC Meeting • 9/8/26 SBC Meeting • 9/22/26 SBC Meeting • 10/13/26 SBC Meeting • 10/27/26 SBC Meeting • 10/29/26 Community Meeting #8 • 11/10/26 SBC Meeting • 11/24/26 SBC Meeting 																													
20.6	Other Topics not Reasonably Anticipated 48 Hours Prior to the Meeting: None	Record																												
20.7	Public Comment: None	Record																												
20.8	Reflections & Action Items: None	Record																												
20.9	<p>Adjourn: A motion to adjourn the meeting was made at 6:33 pm by E. Dwyer and seconded by M. Gerhardt.</p> <p>Roll Call Vote:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Yes/No/Abstain & Absent</th> </tr> </thead> <tbody> <tr> <td>Michelle Cresta</td> <td>Absent</td> </tr> <tr> <td>Pam Beaudoin</td> <td>Yes</td> </tr> <tr> <td>Kim Provost</td> <td>Yes</td> </tr> <tr> <td>John Binieris</td> <td>Absent</td> </tr> <tr> <td>Theresa Whitman</td> <td>Yes</td> </tr> <tr> <td>Andy Oldeman</td> <td>Absent</td> </tr> <tr> <td>Charlie Hay</td> <td>Yes</td> </tr> <tr> <td>Gordon Brewster</td> <td>Yes</td> </tr> <tr> <td>Tyler Virden</td> <td>Absent</td> </tr> <tr> <td>Annie Cameron</td> <td>Yes</td> </tr> <tr> <td>Ariel Fernando Brian</td> <td>Yes</td> </tr> <tr> <td>Jen Hocherman</td> <td>Absent</td> </tr> <tr> <td>Michael Gerhardt</td> <td>Yes</td> </tr> </tbody> </table>	Name	Yes/No/Abstain & Absent	Michelle Cresta	Absent	Pam Beaudoin	Yes	Kim Provost	Yes	John Binieris	Absent	Theresa Whitman	Yes	Andy Oldeman	Absent	Charlie Hay	Yes	Gordon Brewster	Yes	Tyler Virden	Absent	Annie Cameron	Yes	Ariel Fernando Brian	Yes	Jen Hocherman	Absent	Michael Gerhardt	Yes	Record
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Henry Oettinger	Absent
Emily Dwyer	Yes
Steve Hunt	Advisor – No Vote
Kim Field	Advisor – No Vote
Rachelle Rousseau	Advisor – No Vote
David Pereen	Advisor – No Vote
Lisa O'Donnell	Advisor – No Vote
Yes: 9 No: 0 Absent/Abstain: 7	

Sincerely,
DORE + WHITTIER
Rachel Rincon
Assistant Project Manager

Rachel L. Rincon

Cc: Attendees, File
The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.