

MONTHLY REPORT

ESSEX ELEMENTARY SCHOOL



December 2025

DORE + WHITTIER

I. EXECUTIVE SUMMARY

The Massachusetts School Building Authority (MSBA) approved the Manchester-Essex Regional School District's selection of Dore + Whittier Management Partners (DWMP) as Owner's Project Manager on April 9, 2025. Following this approval, DWMP supported the district in the procurement and selection of JCJ Architecture as the preferred Designer. This selection was subsequently approved by the MSBA at the Design Selection Panel meeting on August 12, 2025.

This document represents the fourth monthly report for the Essex Elementary School Project and summarizes progress through December 2025. During this period, work on the Preliminary Design Program (PDP) continued and is expected to proceed through School Building Committee (SBC) approval on January 6, 2026. The PDP is intended to further define the district's educational vision and program, evaluate potential site locations and grade configurations, and develop a range of design alternatives to be advanced into the next phase, the Preferred Schematic Report (PSR), for further analysis and refinement. A key focus in December was the review of proposed design alternatives and their preliminary cost estimates, which are available for review under the project design tab on the project website.

During December, one SBC meeting was held, along with a Communications Working Group meeting and Community Meeting #3. To date, a total of 22 public meetings have been conducted since the Owner's Project Manager contract was awarded.

Please see the current structure of the project team and SBC below:

Project Team

Dore + Whittier Team

Michael Burton
Partner In Charge

Christina Dell Angelo
Project Director

John Albright
Project Manager

Jacob Greco
Assistant Project Manager

Rachel Rincon
Assistant Project Manager

JCJ Architecture Team

Jim LaPosta Dustin Lombardi
Principal in Charge Project Architect

Fawn Pellegrini
Project Manager

Jeff Elliott
Project Architect

Emily Czarnecki
Interior Designer

School Building Committee

Pam Beaudoin
Superintendent of Schools/SBC

Michelle Cresta
Director of Finance & Ops/SBC

Theresa Whitman
SC/SBC Co-Chair

John Binieris
SC/SBC Co-Chair

Annie Cameron
Essex Select Board/SBC

Tyler Virden
Project Executive/SBC

Gordon Brewster
OPM/SBC

Charlie Hay
Architect/SBC

Kim Provost
Essex Elementary School
Principal/SBC

Henry Oettinger
Manchester ConCom/SBC

Tim McDonald
Architect/SBC

Andy Oldeman
Manchester Finance
Committee/SBC

Lisa O'Donnell
Essex Planning Board/SBC
Advisor

Ariel Fernando Brain
Architect/SBC

Jen Hocherman
Architect/SBC

Michael Gerhardt
Civil Engineer/SBC

David Peraan
Plumbing/Fire Design/SBC
Advisor

Emily Dwyer
Essex ES Teacher Rep

Rachelle Russo
Essex ES Teacher Rep/SBC
Advisor

Kim Field
Essex ES Teacher Rep/SBC
Advisor

Steve Hunt
Facilities Director/SBC Advisor

II. Overview of Meetings in December

At the December 3rd 2025 Communications Working Group Meeting, The working group presented the following agenda:

1. Community Meeting No. 3
2. Schedule Review
3. General Communication Items

The Essex Elementary School Communications Working Group reviewed plans for an upcoming community meeting in Manchester where they will present information about the MSBA process, project timeline, and design alternatives for potential school sites. They discussed communication strategies and engagement levels between Manchester and Essex communities, including plans for informational videos and hybrid meeting formats. The group also covered progress on the preliminary design program submission to MSBA, scheduled for review around the holidays, and confirmed readiness for next week's community meeting and building tour.

The recording can be found on the project website

[Recording](#)

At the December 9th 2025 Community Meeting, The project team presented the following agenda:

1. Project Team Introduction
2. MSBA Process and Schedule
3. Existing Conditions
4. Review of Potential Sites
5. Preliminary Review of Alternatives
6. Educational Programming
7. Next Steps
8. Q&A

The meeting focused on updates and discussions regarding the Essex Elementary School project, including project progress with the Mass School Building Authority, financial aspects, and current building conditions. The team reviewed potential school sites in Essex, evaluated construction options, and discussed the preliminary design program phase for the project. The meeting also covered the operational and financial implications of merging schools, exploring various building scenarios and addressing community concerns about maintaining schools in each town.

A copy of the presentation and recording can be found on the project website.

[Recording – Presentation](#)

At the December 15th 2025 School Building Committee Meeting, The committee presented the following agenda:

1. Call to Order & Intro
2. Previous Topics & Meeting Minutes (Vote Expected)
 - SBC Meeting No. 10 – November 25, 2025
3. Invoices & Commitments for Review and Approval (Vote Expected)
 - Dore + Whittier Management Partners | \$51,587.00
 - JCJ Architecture | \$58,635.00
4. Community Meeting #3 Feedback
5. Final Review of Alternatives with Preliminary Costs
6. Schedule Update
7. Other Topics not Reasonably Anticipated 48 Hours Prior to the Meeting
8. Public Comment
9. Reflections & Actions Items
10. Adjourn

December 2025

The Essex Elementary School Building Committee met to review cost estimates and alternatives for a new school facility. The committee discussed preliminary cost estimates ranging from \$45-90 million, with concerns raised about the high costs and how to present these numbers to the public. They reviewed various grade configuration options and their associated costs, with particular focus on whether to build a new school in Essex or renovate the existing Manchester Memorial School. The committee agreed to submit their PDP (Program Description) to MSBA on January 6th, after which they would discuss grade configurations and potentially eliminate some options. They also scheduled several future community meetings and planned to review alternatives again in January and February before submitting their PSR to MSBA in April.

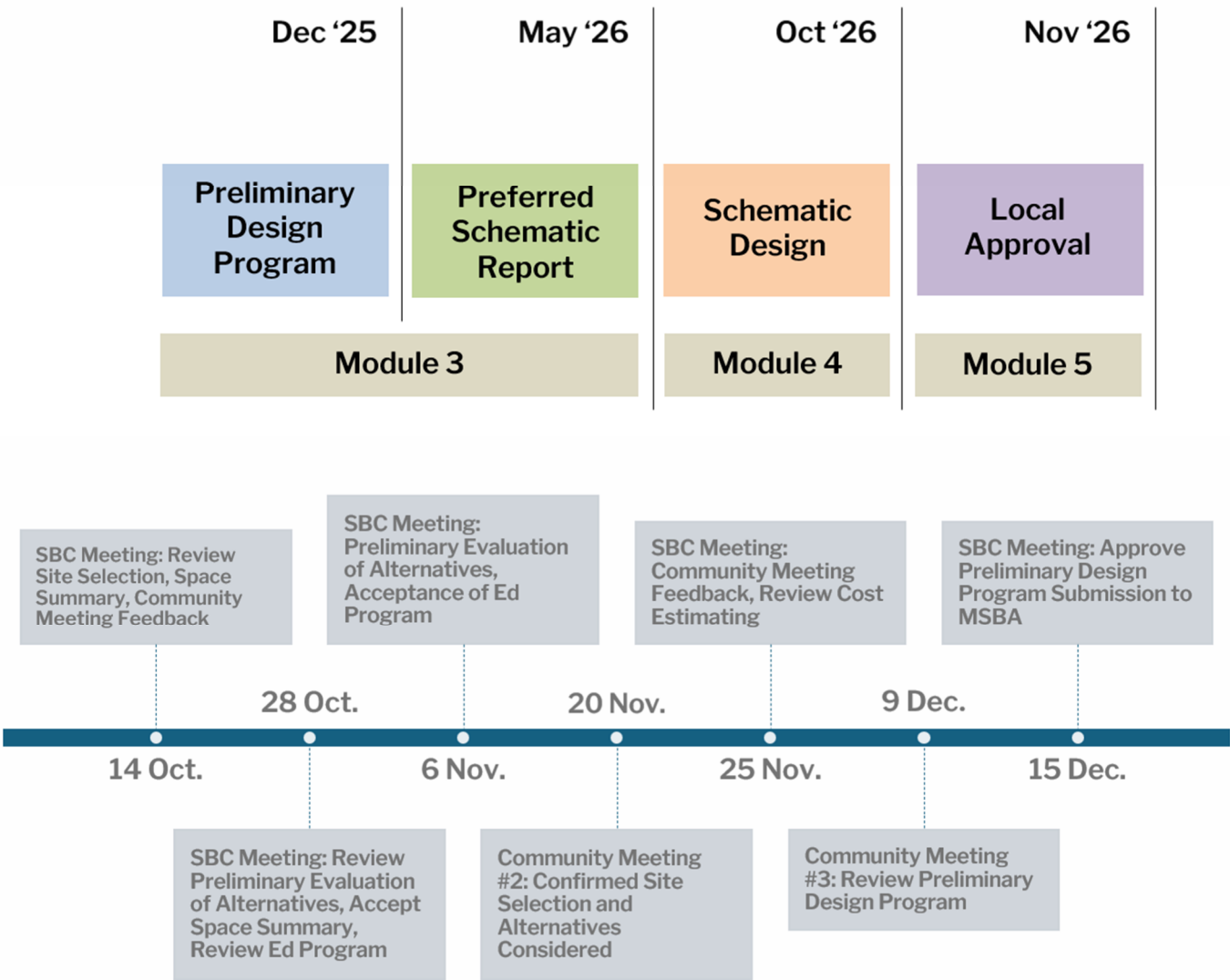
A copy of the meeting minutes, presentation and recording can be found on the project website

[Meeting Minutes](#) – [Recording](#) – [Presentation](#)



III. PROJECT SCHEDULE OVERVIEW

Feasibility Study Phase Schedule





IV. TASKS COMPLETED

A couple meetings were held in the month of December, 2025, they include:

Communication Working Group @ 11:00am	12/3/2025	11:00am	Communication Working Group	Community Meeting 3, Schedule Review, General Communication Items	Y
Community Meeting No. 3 @ 6:00pm	12/9/2025	6:00pm	Community Meeting No. 3	Memorial ES Tour and Recap of Project	Y
SBC Meeting No. 11 @ 6:00pm	12/15/2025	6:00pm	SBC Meeting No. 11	Final Evaluation of Alternatives with Preliminary Costs	Y



V. 30-DAY LOOK AHEAD

SBC Meeting No. 12 @ 6:00pm	1/6/2026	6:00pm	SBC Meeting No. 12	PDP Approval to MSBA & Initial Grade Configuration Discussion	Y
SBC Meeting No. 13 @ 6:00pm	1/26/2026	6:00pm	SBC Meeting No. 13	Alternatives with Grade Configuration Discussion	Y
Community Meeting No. 4 @ 6:00pm	1/28/2026	6:00pm	Community Meeting No. 4	Share PDP Results and Evaluation of Alternatives with Grade Configurations	Y



VI. Project Finances

Budget Status Narrative: In the month of December, two (2) invoice(s) were submitted for payment against the project budget and zero (0) amendments were approved.

Project Details

DWMP Project No.	25-0133	Project Type	
Project Name	Essex Elementary School	Scope Type	
Project Address	12 Story St. Essex, MA 01929	MSBA Project?	Yes
Project Phase	Feasibility Study	MSBA Proj. No.	202306980020
Phase End-Date	03/01/2026	Enrollment	
Phase % Complete	82%	Reimb. Rate	31.00%
Edit Project Details			

- Budgets
- Budget Transfers
- Contracts
- Invoices
- Vendors
- Meetings
- Monthly Reporting

Project Budget Summary

Budget Category	Orig. Budget	Transfers	Upd. Budget	Contract Amt.	% Committed	Expended	% Expended	Contract Remain'g	Bud. Balance	Edit	Delete
0000-0000 Feasibility Study Agreement											
0001-0000 - OPM-Feasibility Study	\$450,000.00	\$0.00	\$450,000.00	\$450,000.00	100%	\$284,188.00	63%	\$165,812.00	\$0.00		
0002-0000 - A&E-Feasibility Study	\$600,000.00	\$0.00	\$600,000.00	\$600,000.00	100%	\$148,500.00	24%	\$451,500.00	\$0.00		
0003-0000 - Environmental & Site	\$300,000.00	\$0.00	\$300,000.00	\$300,000.00	100%	\$44,457.96	14%	\$255,542.04	\$0.00		
0004-0000 - Other	\$150,000.00	\$0.00	\$150,000.00	\$3,128.42	2%	\$3,128.42	100%	\$0.00	\$146,871.58		
Total - 0000-0000 Feasibility Study Agreement	\$1,500,000.00	\$0.00	\$1,500,000.00	\$1,353,128.42	302%	\$480,274.38	202%	\$872,854.04	\$146,871.58		
Total	\$1,500,000.00	\$0.00	\$1,500,000.00	\$1,353,128.42	302%	\$480,274.38	202%	\$872,854.04	\$146,871.58		