

MONTHLY REPORT

ESSEX ELEMENTARY SCHOOL



November 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 the Owner's Project Manager on April 9, 2025. Following this approval, DWMP assisted the district in procuring and selecting JCJ Architecture as the preferred Designer, a choice that subsequently received MSBA approval at the Design Selection Panel meeting on August 12, 2025.

This is the third monthly report for the Essex Elementary School Project and covers progress through November 2025. During this period, the Preliminary Design Program (PDP) continued to advance and will do so through its anticipated School Building Committee (SBC) approval on January 6, 2026. The purpose of the PDP is to refine the district's educational vision and program, review potential site locations and grade configurations, and develop a range of potential design options to carry forward into the next phase, the Preferred Schematic Report (PSR), where they will be further evaluated. The key focus in November was reviewing and refining the proposed design alternatives, these can be viewed under project design tab on the website.

Throughout November, two SBC meetings were held, along with meetings of the communications working group, sustainability working group, and Community Meeting #2. To date, there have been 19 public meetings since the OPM 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 Pereen
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 October

At the November 6th 2025 SBC Meeting No. 9, The committee presented the following agenda:

1. Call to Order & Intro
2. Previous Topics & Meeting Minutes (Vote Expected)
 - SBC Meeting No. 8 20251028
3. Invoices & Commitments for Review and Approval (Vote Expected)
 - DWMP Invoice No. 6 | \$46,485.50
 - JCJ Invoice No. 2 | \$29,846.21
 - Minuteman Press Invoice | \$3,127.81
4. Space Summaries & Educational Program Acceptance (Vote Expected)
5. Preliminary Evaluation of Alternatives Review
6. Schedule Update
7. Other Topics not Reasonably Anticipated 48 Hours Prior to the Meeting
8. Public Comment
9. Reflections & Actions Items
10. Adjourn

The Essex Elementary School Building Committee reviewed and approved various invoices and space summaries while discussing educational program requirements and design considerations for creating inclusive learning environments. The group evaluated different enrollment scenarios and space utilization options for both Essex and Memorial schools, including discussions about potential overcrowding and program configurations. The committee explored renovation and additional scenarios, considering factors like cost, space constraints, and construction phasing, while also reviewing site plans and building codes for future expansion plans.

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

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

At the November 17th 2025 Sustainability Working Group, The project team presented the following agenda:

1. Welcome
2. Homework Topics
3. Confirmation of Incentives
4. Draft LEED Scorecard for the Essex ES site
5. LEED Scorecard differences for MMES site

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6. Next Step

The team conducted a sustainability workshop to review preliminary lead draft scorecards for two sites and discussed various recommendations for achieving LEED certification and energy efficiency targets. They explored options for EV charging infrastructure, bike facilities, and stormwater management approaches, while considering the unique challenges of each site's design and preservation requirements. The group addressed project timelines and reporting requirements, with plans to seek feedback from the Manchester Conservation Commission and continue discussions with the school building committee.

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

[Recording – Presentation](#)

At the November 18th 2025 Communication Working Group, The working group presented the following agenda:

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

The team reviewed plans for an upcoming community meeting on Thursday evening, which will include a building tour and presentation of a feasibility study for school building options. The discussion covered various aspects of the project, including site considerations, enrollment options, and the need for amendments to the regional agreement. The group also addressed promotional efforts for the event, potential collaborations for creating informational materials, and plans for future meetings and presentations.

A copy of the recording & meeting summary can be found on the project website

[Recording & Meeting Summary](#)

At the November 20th 2025 Community Meeting No. 2, The project team presented the following agenda:

1. Project Overview
2. Review of Potential Sites
3. Preliminary Review of Alternatives
4. Next Steps
5. Q&A

The meeting focused on the Essex Elementary building project, which has been in planning since 2000 as part of a three-year initiative to address the district's capital needs. The project team, including the Owner's Project Manager and design team, presented various options for school renovations and expansions, with community input being encouraged throughout the process. The discussion covered the timeline for selecting a preferred option, funding apportionment between Essex and Manchester, and the importance of maintaining two community schools, with the next community meeting scheduled for December 9th.

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

[Recording](#) – [Presentation](#)

At the November 25th 2025 SBC Meeting No. 9, The committee presented the following agenda:

1. Call to Order & Intro
2. Previous Topics & Meeting Minutes (Vote Expected)
 - SBC Meeting No. 8 20251028
 - SBC Meeting No. 9 20251106
3. Invoices & Commitments for Review and Approval (Vote Expected)
 - Minuteman Press Invoice | \$3,127.81
4. Community Meeting #2 Feedback
5. Sustainability Working Group Update
6. Work Plan Review (Vote Expected)
7. Further Evaluate Alternatives
8. Schedule Update
9. Other Topics not Reasonably Anticipated 48 Hours Prior to the Meeting
10. Public Comment
11. Reflections & Actions Items
12. Adjourn

The Essex Elementary Building Committee reviewed previous meeting minutes and discussed invoices related to community meetings, noting a decrease in attendance at the second community meeting. The Sustainability Working Group presented their progress on LEED certification goals and incentive targets for the Story Street and Manchester Memorial sites, with the team evaluating various requirements and energy efficiency targets for both projects. The committee reviewed site circulation plans and transportation logistics, including bus and parent drop-off scenarios, while also discussing the project timeline and upcoming community meetings for PDP approval.

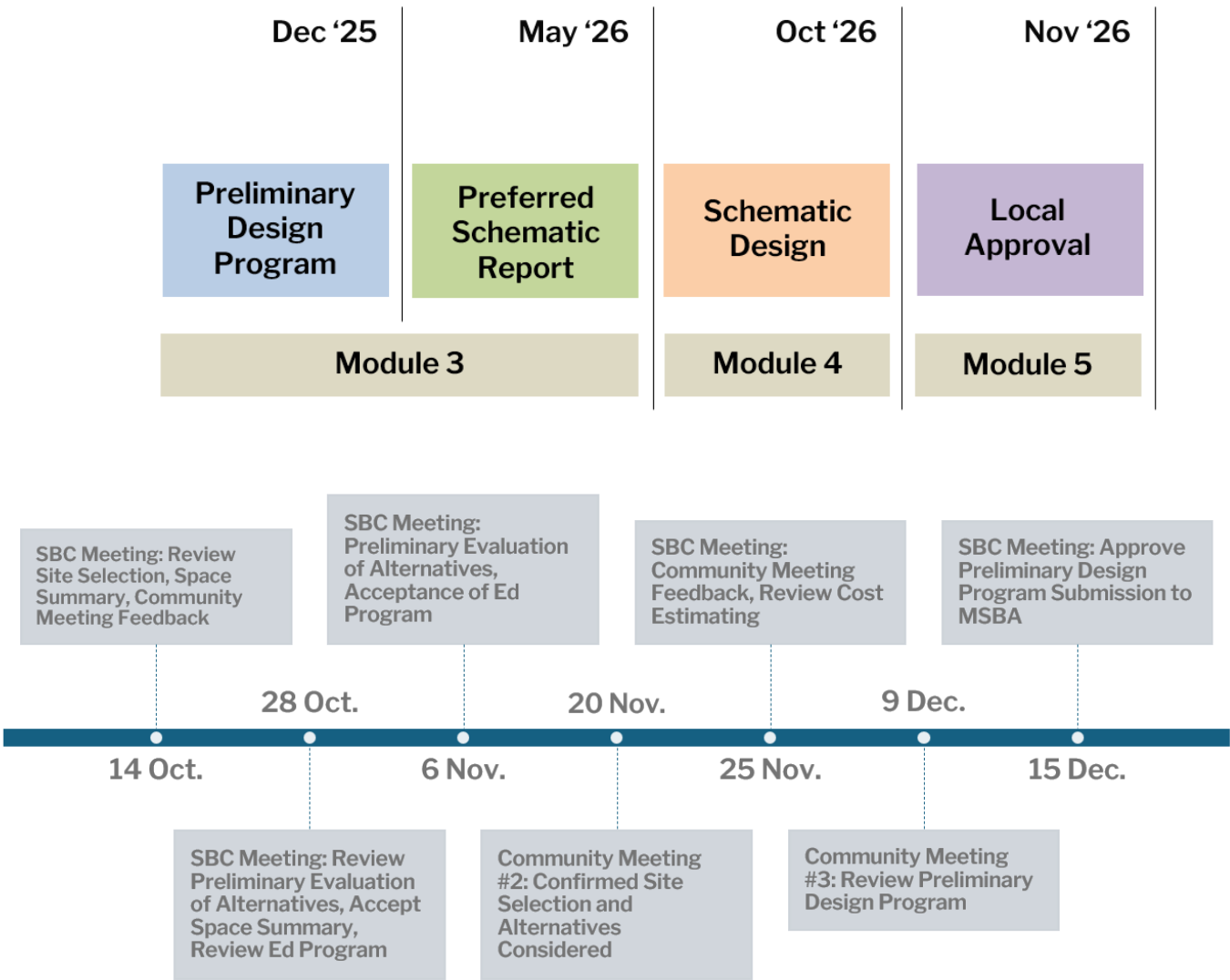
A copy of the minutes, presentation and recording can be found on the project website

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



III. PROJECT SCHEDULE OVERVIEW

Feasibility Study Phase Schedule





IV. TASKS COMPLETED

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

SBC Meeting No. 9 @ 6:00pm	11/6/2025	6:00pm	SBC Meeting No. 9	Accept Ed Program and Space Summary, Preliminary Evaluation of Alternatives	Y
Sustainability Working Group @ 10:30am	11/17/2025	10:30am	Sustainability Working Group		Y
Communication Working Group @ 10:00am	11/18/2025	10:00am	Communication Working Group		Y
Community Meeting No. 2 @ 6:00pm	11/20/2025	6:00pm	Community Meeting No. 2	Site and Alternatives Review	Y
SBC Meeting No. 10 @ 6:00pm	11/25/2025	6:00pm	SBC Meeting No. 10	Review Community Feedback, Further Evaluation of Alternatives	Y



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V. 30-DAY LOOK AHEAD

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
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 November, four (4) 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.	2023069800020
Phase End-Date	03/01/2026	Enrollment	
Phase % Complete	43%	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%	\$177,209.00	39%	\$272,791.00	\$0.00		
0002-0000: A&E-Feasibility Study	\$600,000.00	\$0.00	\$600,000.00	\$600,000.00	100%	\$56,025.00	9%	\$543,975.00	\$0.00		
0003-0000: Environmental & Site	\$300,000.00	\$0.00	\$300,000.00	\$300,000.00	100%	\$821.21	0%	\$299,178.79	\$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%	\$237,183.63	148%	\$1,115,944.79	\$146,871.58		
Total	\$1,500,000.00	\$0.00	\$1,500,000.00	\$1,353,128.42	302%	\$237,183.63	148%	\$1,115,944.79	\$146,871.58		

Payment Request No	Request Type	Electronic Payment Request Date	Submitted Amount	Eligible Project Cost	Ineligible Project Cost	MSBA Payment Amount	MSBA Payment Date
1		11/19/2025	\$240,310	\$240,310	\$0	\$0	
Total			\$240,310	\$240,310	\$0	\$0	