

MONTHLY REPORT

ESSEX ELEMENTARY SCHOOL



October 2025

DORE + WHITTIER

I. EXECUTIVE SUMMARY

The Massachusetts School Building Authority (MSBA) approved the district's (Manchester-Essex Regional School District) selection of Dore + Whittier Management Partners (DWMP) for their role as Owners Project Manager on April 9th, 2025. Following this DWMP helped the district procure and select JCJ Architecture as the project's preferred Designer which was subsequently followed by MSBA approval at the August 12th, 2025, Design Selection Panel meeting.

This is the second monthly report for the Essex Elementary School Project that will cover October 2025. During this the Preliminary Design Program (PDP) has progressed and will continue through till the School Building Committee (SBC) approval scheduled for January 6th, 2026. The goal of the PDP is to work through the district's educational vision & program, review any potential site locations & grade configurations, while developing a multitude of potential options to bring into the next phase; Preferred Schematic Report (PSR) to be studied in more detail. A key decision that was made this month was the SBC voting to remove 30 Apple Street as a possible site location for the future Essex Elementary School. Throughout the month of October two (2) SBC Meetings were held along with a communication working group, site logistics working group, sustainability working group and community meeting #1. To date there have been **14 public meetings** since the OPM 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 Preen
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 October 3rd 2025 Communication Working Group, The working group presented the following agenda:

1. October Community Meeting
2. Old Business
3. New Business

The team reviewed and refined presentation materials for an upcoming community meeting about the Essex Elementary School project, including timeline visuals, feasibility study details, and educational programming plans. They discussed the collection and presentation of facility condition photos and videos to illustrate maintenance needs, while also addressing concerns about structural condition claims. The group established plans for community engagement through upcoming meetings, including website improvements and logistics for presenting initial site evaluation findings to MSBA.

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

[Recording & Meeting Summary](#)

At the October 8th 2025 Community Meeting No. 1, The project team presented the following agenda:

1. Project Team Introduction
2. MSBA Process and Schedule
3. Existing Conditions
4. Site Analysis
5. Educational Programming
6. Next Steps
7. Q&A

The meeting provided an overview of the Essex Elementary School building project, with the Superintendent and project team explaining the Massachusetts School Building Authority's involvement and funding process. The team discussed various aspects of the project including site evaluation, enrollment projections, and potential improvements, with current feasibility studies exploring options ranging from minor upgrades to complete rebuilds. The conversation ended with discussions about cost implications, reimbursement rates, and next steps for the project, including upcoming community meetings scheduled for November and December.

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

[Recording – Presentation](#)

At the October 10th 2025 Site Logistics Working Group, The project team presented the following agenda:

1. Review Site Selection Criteria Matrix
2. Review Current Essex Elementary Site
3. Review Apple Street
4. Review Manchester Memorial Site

The team reviewed site development criteria for three potential locations, focusing primarily on Essex Elementary and Manchester Memorial, while discussing environmental concerns, utility requirements, and space limitations. They evaluated different facility options including renovation, addition, and new construction, considering their impact on education and regional agreements, with particular attention to site access and transportation impacts. The team concluded by discussing the viability of various sites for a new school, including considerations of space constraints, environmental concerns, and the need to update presentation materials for an upcoming SBC meeting.

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

[Recording](#)

At the October 14th 2025 School Building Committee No. 7, The SBC presented the following agenda:

1. Call to Order & Intro
2. Previous Topics & Meeting Minutes (Vote Expected)
 - SBC Meeting No. 6 20250930
3. Invoices & Commitments for Review and Approval (Vote Expected)
 - JCJ Invoice No. 1 | (\$27,000.00)
 - Minuteman EDDM | (\$3,128.42)
 - DWMP Invoice No. 5 | (\$46,225.50)
4. Community Meeting Report Out
5. Initial Space Summary Review
6. Site Logistics Working Group Report Out
7. Other Topics not Reasonably Anticipated 48 Hours Prior to the Meeting
8. Public Comment
9. Reflections & Actions Items
10. Adjourn

The meeting focused on reviewing the first community meeting and the feedback generated from it. The SBC also discussed the presented space summaries and heard a report out from the site logistics working group which was followed by discussion on the topic.

October 2025

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

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

At the October 23rd 2025 Sustainability Working Group, The project team presented the following agenda:

1. Welcome and Team Introductions
2. Approach for Essex ES
3. MSBA Requirements
4. Incentives
5. Introduction to LEED
6. Design Features
 - a. Construction b. Site c. Water d. Energy & Carbon e. Health & Wellness f. Operations
7. Next Steps

The meeting focused on reviewing sustainability strategies for the Essex Elementary School project, with presentations on LEED certification requirements and best practices based on the Manchester Memorial Elementary School model. The team discussed various aspects of the project including construction waste management, indoor air quality, and site-specific credits, while considering lessons learned from previous projects. The conversation ended with discussions on water conservation measures, energy efficiency strategies, and health and wellness considerations, with next steps including developing a LEED scorecard and preparing for the next sustainability working group meeting.

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

[Recording](#) – [Presentation](#)

At the October 27th 2025 Communication Working Group, The working group presented the following agenda:

1. Schedule Review
2. Upcoming Community Meetings

The project team provided updates on the PDP phase timeline and discussed the removal of Apple Street as a potential site, with plans for community meetings and submissions scheduled through January. The group explored options for community engagement through direct mailers and electronic reminders, with discussions about budget allocation and meeting schedules. They concluded by planning upcoming community meetings, building tours, and informational sessions, while addressing requests for cost estimates and considering logistical concerns regarding meeting timing and attendance.

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

[Recording & Meeting Summary](#)

At the October 28th 2025 School Building Committee No. 8, The SBC presented the following agenda:

1. Call to Order & Intro
2. Previous Topics & Meeting Minutes (Vote Expected)
 - SBC Meeting No. 7 20251014
3. Invoices & Commitments for Review and Approval (Vote Expected)
4. Removal of Apple Street from Site Selection (Vote Expected)
5. Space Summary & Education Program Progress
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 SBC meeting focused on discussing emergency shelter designation and space requirements for a new elementary school building, with decisions made to maintain current emergency preparedness levels and review space summaries for the school project. The group explored various space allocation considerations, including special education needs and square footage calculations, while discussing the potential impact of larger student bodies on space utilization. The conversation ended with discussions about the iterative process of finalizing educational programs and space summaries, along with adjustments to the project timeline and the need to engage community partners.

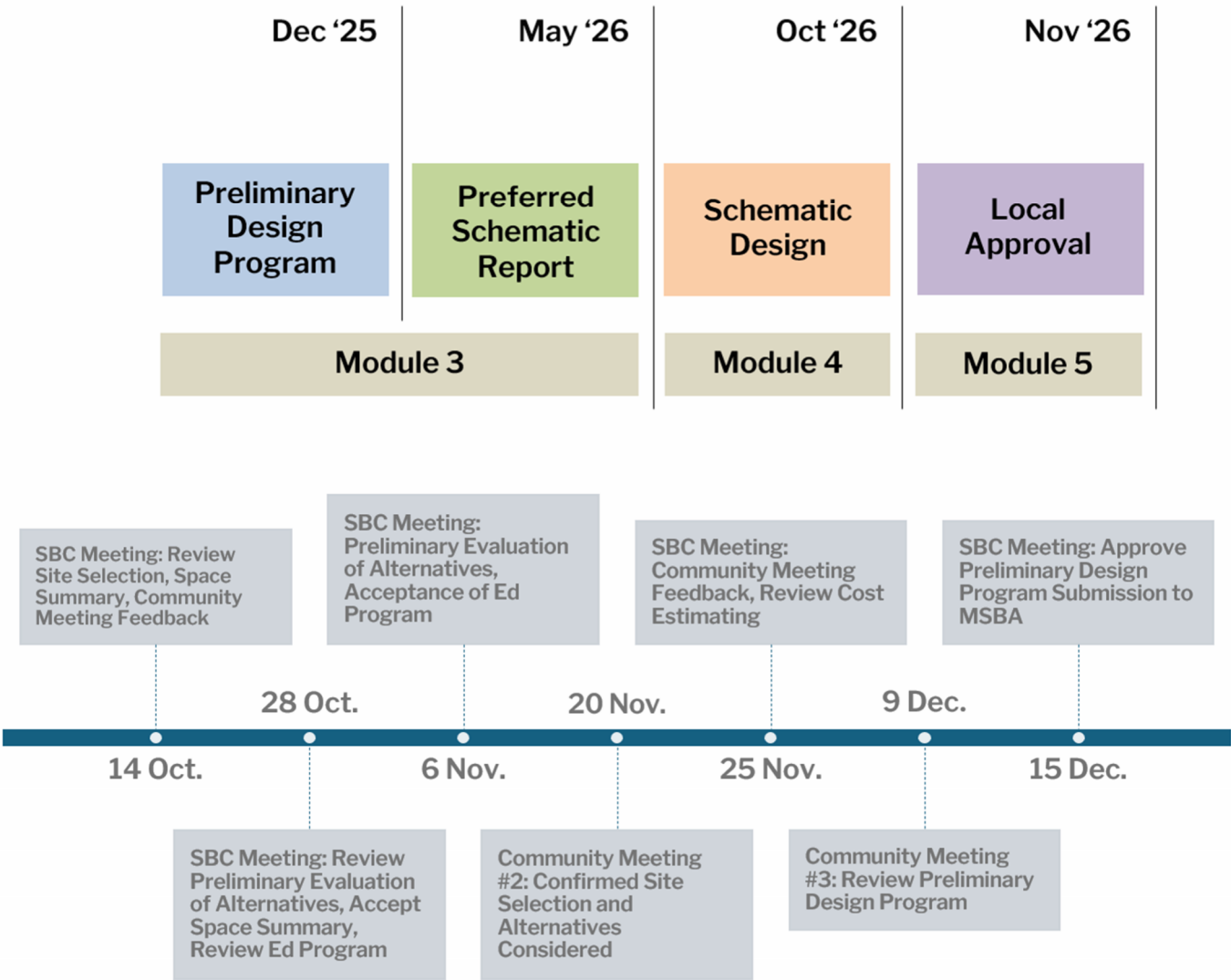
A copy of the presentation and recording can be found on the project website

[Recording](#) – [Presentation](#)



III. PROJECT SCHEDULE OVERVIEW

Feasibility Study Phase Schedule





IV. TASKS COMPLETED

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

Communication Working Group @ 9:00am	10/3/2025	9:00am	Communication Working Group
Community Meeting No. 1 @ 6:00pm	10/8/2025	6:00pm	Community Meeting No. 1
Site Logistics Working Group @ 10:00am	10/10/2025	10:00am	Site Logistics Working Group
SBC Meeting No. 7 @ 6:00pm	10/14/2025	6:00pm	SBC Meeting No. 7
Sustainability Working Group @ 10:00am	10/23/2025	10:00am	Sustainability Working Group
Communication Working Group @ 10:00am	10/27/2025	10:00am	Communication Working Group
SBC Meeting No. 8 @ 6:00pm	10/28/2025	6:00pm	SBC Meeting No. 8



V. 30-DAY LOOK AHEAD

11/6/2025	6:00pm	SBC Meeting No. 9	Accept Ed Program and Space Summary, Preliminary Evaluation of Alternatives	Y
11/14/2025	9:00am	Communication Working Group		Y
11/20/2025	6:00pm	Community Meeting No. 2	Site and Alternatives Review	Y
11/25/2025	6:00pm	SBC Meeting No. 10	Review Community Feedback, Further Evaluation of Alternatives	Y
12/9/2025	6:00pm	Community Meeting No. 3	Memorial ES Tour and Recap of Project	Y

VI. Project Finances

Budget Status Narrative: In the month of October, three (3) 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	38%	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%	\$130,723.50	29%	\$319,276.50	\$0.00	Edit	Delete
0002-0000 A&E-Feasibility Study	\$600,000.00	\$0.00	\$600,000.00	\$600,000.00	100%	\$27,000.00	4%	\$573,000.00	\$0.00	Edit	Delete
0003-0000 Environmental & Site	\$300,000.00	\$0.00	\$300,000.00	\$300,000.00	100%	\$326.21	0%	\$299,673.79	\$0.00	Edit	Delete
0004-0000 Other	\$150,000.00	\$0.00	\$150,000.00	\$3,128.42	2%	\$3,128.42	100%	\$0.00	\$146,871.58	Edit	Delete
Total - 0000-0000 Feasibility Study Agreement	\$1,500,000.00	\$0.00	\$1,500,000.00	\$1,353,128.42	302%	\$161,178.13	133%	\$1,191,950.29	\$146,871.58		
Total	\$1,500,000.00	\$0.00	\$1,500,000.00	\$1,353,128.42	302%	\$161,178.13	133%	\$1,191,950.29	\$146,871.58		

[illegible]

ID	Task Name	Duration	Start	Finish	Aug	Sep	Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
52	Module 3: Feasibility Phase - Preferred Schematic Report (PSR)																			
53	Further Development of Alternates with Grade Configurations	60 days	Mon 12/1/25	Fri 2/20/26																
54	Community Meeting #3: Share PDP Results and Evaluation of Site Alternatives with Initial Grade Configuration Discussion	4 days	Mon 1/19/26	Thu 1/22/26																
55	SBC Meeting #13: Feedback from Community Mtg #3, Site Alternatives with Grade Configuration Discussion	1 day	Tue 1/27/26	Tue 1/27/26																
56	SBC Meeting #14: Review Alternatives and Grade Configuration	1 day	Tue 2/10/26	Tue 2/10/26																
57	SBC Meeting #15: SBC Confirm Prefered Alternatives for Cost Estimating	1 day	Tue 2/24/26	Tue 2/24/26																
58	Submit Alternatives to Cost Estimators	2 days	Wed 2/25/26	Thu 2/26/26																
59	Cost Estimating	15 days	Thu 2/26/26	Wed 3/18/26																
60	SBC Meeting #16: ---	1 day	Tue 3/10/26	Tue 3/10/26																
61	Reconciliation of Estimate	1 day	Wed 3/18/26	Wed 3/18/26																
62	SBC Meeting #17: Review Prefered Alternatives with Grade Configurations	1 day	Tue 3/24/26	Tue 3/24/26																
63	Community Meeting #4: Review Preferred Alternatives	5 days	Mon 3/30/26	Fri 4/3/26																
64	SBC Meeting #18: Review Feedback from Community Meeting #4, Vote Approval of Prefered Solution with Grade Configuration	1 day	Tue 4/14/26	Tue 4/14/26																
65	Submit Draft PSR to SBC	1 day	Tue 4/21/26	Tue 4/21/26																
66	SBC Meeting #19: Approval of PSR	1 day	Tue 4/28/26	Tue 4/28/26																
67	PSR Submission to MSBA	1 day	Wed 4/29/26	Wed 4/29/26																
68	MSBA Facilities Assessment Subcommittee Presentation (Option 01)	1 day	Wed 5/13/26	Wed 5/13/26																
69	MSBA Facilities Assessment Subcommittee Presentation (Option 02)	1 day	Wed 5/20/26	Wed 5/20/26																
70	MSBA Review	10 days	Thu 5/21/26	Wed 6/3/26																
71	Respond to MSBA PSR Comments	10 days	Thu 6/4/26	Wed 6/17/26																
72	MSBA Board of Directors Approval of PSR	1 day	Wed 6/24/26	Wed 6/24/26																

ID	Task Name	Duration	Start	Finish	2026																	
					Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov		
73	Module 4: Schematic Design																					

EES - Monthly Look Ahead Schedule October

ID	Task Mode	Task Name	Start	Nov 2, '25							Nov 9, '25							Nov 16, '25							Nov 23, '25							Nov 30, '25	
				S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F		S
		Duration: 1 day	Tue 11/11/25																														
35		SBC Meeting #8	Tue 11/25/25																														
118		MSBA PSR Submission	Tue 11/11/25																														
		Duration: 14 days	Wed 11/12/25																														
119		MSBA Review Period	Wed 11/12/25																														
		Duration: 80 days	Tue 7/22/25																														
117		PSR Timeframe	Tue 7/22/25																														
		Duration: 120 days	Wed 11/12/25																														
122		SD Timeframe	Wed 11/12/25																														