

MONTHLY REPORT

ESSEX ELEMENTARY SCHOOL



September 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 first monthly report for the Essex Elementary School Project that will cover September 2025. During this the Preliminary Design Program (PDP) started and will continue through the end of the year with School Building Committee (SBC) approval scheduled for December 15th, 2025. 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. Throughout the month of September two (2) SBC Meetings were held along with a communication working group and multiple educational programming sessions. To date there have been **7 public meetings** since the OPM was awarded.

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

Dore + Whittier Team

Michael Burton
Partner In Charge

Christina Dell Angelo
Project Director

John Albright
Project Manager

Jacob Greco
Assistant Project Manager

JCJ Architecture Team

Jim LaPosta
Principal in Charge

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 Co Chair
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 September

At the September 12th 2025 Communication Working Group, The working group presented the following agenda:

1. October Community Meeting
2. Communication Working Group Meeting Cadence
3. New Business

The meeting began with discussions about the upcoming community forum scheduled for October 8th at Essex Elementary School. The team reviewed promotional materials and distribution plans for the forum, including various communication channels and branding elements, while also addressing town hall communications and distribution efforts. The group concluded by discussing the Mass Building Authority meeting agenda, educational programming processes, and concerns about upcoming programming sessions, with emphasis on maintaining focus and structure while balancing transparency with professional input.

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

[Recording & Meeting Summary](#)

At the September 15th 2025 School Building Committee No. 5, The SBC presented the following agenda:

1. Call to Order & Intro
2. Previous Topics & Meeting Minutes (Vote Expected)
 - SBC Meeting No. 4 20250826
3. Work Plan
4. Programming Plan
5. Existing Conditions
6. Apple Street/Site Selection/Evaluation
7. Communication Working Group – Report Out
8. Other Topics not Reasonably Anticipated 48 Hours Prior to the Meeting
9. Public Comment
10. Adjourn

The meeting focused on planning and progress updates for the Essex Elementary School project, including discussions about the work plan, community engagement timeline, and site evaluation criteria for three potential locations. The team reviewed environmental and infrastructure considerations for each site option, including challenges with Apple Street's safety and utility access requirements. The group also addressed preparations for an upcoming community forum and discussed the need to formally review additional site options beyond the current.

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

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

At the September 30th 2025 School Building Committee No. 6, The SBC presented the following agenda:

1. Call to Order & Intro
2. Previous Topics & Meeting Minutes (Vote Expected)
 - SBC Meeting No. 5 20250915
3. Invoices & Commitments for Review and Approval (Vote Expected)
 - DWMP Invoice No. 4 \$21,180.00
4. Update to SBC Roster
5. Programming Plan Update
6. Update of Site Selection Criteria
7. Sustainability Goals Discussion
8. Other Topics not Reasonably Anticipated 48 Hours Prior to the Meeting
9. Public Comment
10. Adjourn

The meeting began with administrative matters including approval of minutes and an invoice from DWMP, followed by discussions about the SBC roster updates and member balances. The main focus was on school project planning, including programming goals, site selection criteria, and educational planning considerations. The conversation ended with presentations on sustainability initiatives and green building requirements, including discussions about energy efficiency options and community engagement strategies.

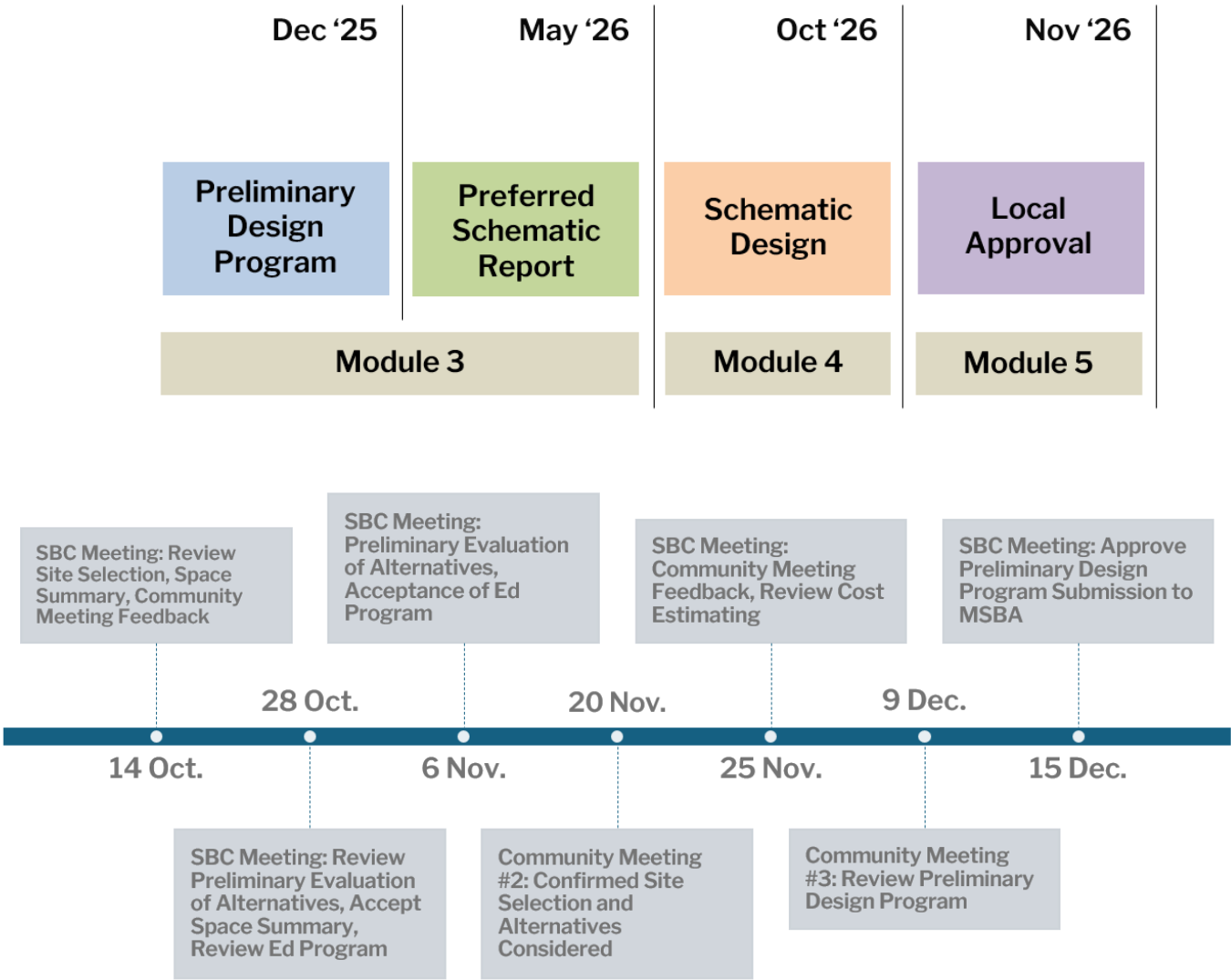
A copy of the minutes, presentation and recording can be found on the project website

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



III. PROJECT SCHEDULE OVERVIEW

Feasibility Study Phase Schedule



IV. TASKS COMPLETED

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

- 09/12 Communications Working Group
- 09/15 & 09/30 SBC Meeting No. 5 & 6

V. 30-DAY LOOK AHEAD

Community Meeting No. 1 @ 6:00pm	10/8/2025	6:00pm	Community Meeting No. 1	Y
Site Logistics Working Group @ 10:00am	10/10/2025	10:00am	Site Logistics Working Group	Y
SBC Meeting No. 7 @ 6:00pm	10/14/2025	6:00pm	SBC Meeting No. 7	Y
Communication Working Group @ 10:00am	10/17/2025	10:00am	Communication Working Group	Y
Sustainability Working Group @ 12:00pm	10/23/2025	12:00pm	Sustainability Working Group	Y
SBC Meeting No. 8 @ 6:00pm	10/28/2025	6:00pm	SBC Meeting No. 8	Y

VI. Project Finances

Budget Status Narrative: In the month of September, one (1) invoice(s) were submitted for payment against the project budget and zero (0) amendments were approved.

Essex Elementary School



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	20%	Reimb. Rate	31.00%

[Edit Project Details](#)

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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%	\$84,498.00	18%	\$365,502.00	\$0.00	Edit	Delete
0002-0000-A&E-Feasibility Study	\$600,000.00	\$0.00	\$600,000.00	\$600,000.00	100%	\$0.00	0%	\$600,000.00	\$0.00	Edit	Delete
0003-0000-Environmental & Site	\$300,000.00	\$0.00	\$300,000.00	\$300,000.00	100%	\$0.00	0%	\$300,000.00	\$0.00	Edit	Delete
0004-0000-Other	\$150,000.00	\$0.00	\$150,000.00		0%		0%	\$0.00	\$150,000.00	Edit	Delete
Total - 0000-0000 Feasibility Study Agreement	\$1,500,000.00	\$0.00	\$1,500,000.00	\$1,350,000.00	300%	\$84,498.00	18%	\$1,265,502.00	\$150,000.00		
Total	\$1,500,000.00	\$0.00	\$1,500,000.00	\$1,350,000.00	300%	\$84,498.00	18%	\$1,265,502.00	\$150,000.00		

