

DUXBURY PUBLIC SCHOOLS

School Building Committee Minutes

Thursday, September 16, 2026 – 6:00 PM

Location: Alden Elementary School Room 104

I. Call to Order

Action Required

The meeting was called to order at 6:03 PM by the Vice Chair, Christine Monaghan.

Attendance and quorum requirements were reviewed.

Present: Christine Monaghan, Danielle Klingaman, Barbara Bartlett, Hutton Collin, Josh Cutler, Lisa Freeley, Matthew Roberts, Rene' Read

Rebecca Long & Laurel Deacon (conference call)

Absent: Jon Lemieux, Katie St. Clair

II. Public Comment

No public comment was offered.

III. Approval of Minutes

Action Required

- The committee reviewed and approved the minutes from the following meetings:
 - **June 4, 2026**
 - **August 26, 2026**
- **Motion to approve the June 4, 2026, and August 26, 2026 minutes**

Motion: *Danielle Klingaman*

Second: *Barbara Bartlett*

Motion passes *10-0*

IV. New Business

A. Owner's Project Manager Selection Update

Discussion

- The committee reviewed the status of the OPM selection process.
- Following interviews with three finalists, the committee selected **PCA 360** as the Owner's Project Manager.
- Christine Monaghan emphasized PCA 360's strengths in the following areas:
 - Community focus
 - Communication
 - Collaboration
 - Stakeholder engagement
- The selection package, including the required submission materials, was submitted to the MSBA by the deadline and is currently under MSBA review.
- The MSBA OPM review panel is scheduled for **October 5, 2026, from 2:00–4:00 p.m.**
- The committee discussed the meeting format (virtual vs. in person) and designated speakers for the panel; these details remain to be confirmed.
- The submitted evaluation and justification materials will be made available to committee members for review.
- **Action items arising from this discussion:**
 - Provide written feedback summarizing why PCA 360 was selected, for inclusion in the MSBA presentation.
 - Upload the OPM selection submission package and supporting documentation to the project folder so the committee can review it.

B. MSBA OPM Panel – Committee Representatives, 10/5/2026

Action Required

- The committee discussed preparations for the upcoming MSBA OPM review panel scheduled for October 5, 2026, from 2:00–4:00 p.m.
- The committee needs to confirm:
 - The meeting format (virtual or in person)
 - Which committee members will serve as designated speakers/presenters
- The committee will coordinate with MSBA staff to finalize these logistics.

C. Designer Selection Overview

Discussion

- The committee discussed the upcoming designer procurement process, which will require a new Request for Services (RFS), interviews, and MSBA review.
- Key discussion points included:
 - The district is expected to have three votes on the 15-member MSBA review panel.
 - The committee discussed observing public designer interviews and reviewing MSBA guidance.
 - The committee needs clarification from the MSBA on the following:
 - Whether the district participates in the shortlisting process
 - How differing district and MSBA preferences are handled
- **Action items arising from this discussion:**
 - Contact Robin at MSBA to clarify the designer-selection process, including whether the district participates in shortlisting, and relay answers to the committee.
 - Add designer selection to the next meeting agenda and gather any committee questions for Robin before the process begins.
 - Coordinate (*Speaker 1*)

VIII. Adjourn

Action Required

- The next committee meeting is scheduled for **September 30, 2026, at 6:00 p.m.**
- The meeting was adjourned.
- **Motion to adjourn- 6:25 PM**

Motion: *Danielle Klingaman*

Second: Christine Monaghan

Motion passes (*10-0*)

Respectfully Submitted,

Christine Monaghan

Alden School Building Committee