

Eric "Chip" McGee, Ed.D.
Superintendent

Deb Mahoney
Business Administrator

Brenda Colameta
Technology Director



Sarah Marandos, Ed. D.
*Director of Curriculum,
Instruction & Assessment*

Joan Cote
Human Resources Administrator

Brendan Hoffman
*Interim Director of
Student Services*

*59A Marsh Road
Pelham, NH 03076*

*T:(603)-635-1145
F:(603)-635-1283*

To: Pelham School Board
From: Chip McGee
Date: March 17, 2021
Re: Pelham Memorial School Renovation and Upgrade Building Committee Proposal

I am recommending the Pelham School Board establish a Pelham Memorial School Renovation and Upgrade Building Committee with the charge of advising the Project Management Team on decisions for the project. The committee would consist of 14 members.

- PMS Principal (Chair)
- Superintendent
- Business Administrator
- Facilities Director
- School Board Member selected by the School Board Chair
- PMS Staff Members (3) - selected by the Principal
- Parent/Community Members (3) - selected by the School Board
- Students (3) - Selected by student council

The Building Committee will meet bi-monthly with the first meeting to be set prior to the end of the 2020-21 school year.

The project will be managed by the PMS Project Management Team. All decisions made for the purpose of completing this project will be made by this team or recommended by this team and presented to the School Board if of a significant nature. The PMS Building Committee will advise the Project Management Team and will be responsible for bringing the necessary individuals to the table with the information required to effectively evaluate the particular decisions in front of the Building Committee at that time. The Project Management Team consists of the following people:

- Superintendent (Chair)
- Business Administrator
- Facilities Director
- PMS Principal
- Owner's Representative
- Architect
- Construction Manager

The Project Management Team will request input and guidance from appropriate staff members regarding the design of specialized space in the school.

Recommended Motion: The Pelham School Board will establish a PMS Building Committee as presented to serve in an advisory capacity to the Project Management Team for the PMS Building Project.