

Monomoy Regional School District

MRMS Building Change Order Review Committee Meeting Minutes

Date: April 15, 2026

Time: 5:30 PM

Location: Hybrid – In person at 425 Crowell Road, Chatham, MA 02633 and virtually via Google Meet

1. Call to Order

The regular meeting of the MRMS Building Change Order Review Committee was called to order at 5:30 PM. A quorum was present.

2. Attendance

- Members Present: Meredith Henderson, Jackie Zibrat-Long, and Ed McManus.
- Members Absent: Peter Troy.
- Others Present: Dr. Scott Carpenter (Superintendent), Dr. Robin Millen (Assistant Superintendent), Michael MacMillan (School Business Manager), and Inga Knox (ECC Corporation, Owner's Project Manager).

3. Public Comment

None.

4. Change Order Requests

Inga Knox presented three Change Order Requests for the committee's review:

A. ECC Change Order Proposal No. 2: Commissioning and Window Testing Consultant

- Discussion: The committee questioned the exclusion of this item from the initial scope. Ms. Knox clarified that it is typically subcontracted by the OPM. Although not in the original contract, the cost is already included in the project budget and is approximately \$9,000 less than budgeted.
- Motion: Moved by Meredith Henderson, seconded by Jackie Zibrat-Long, to approve ECC Change Order Proposal No. 2.
- Vote: Approved 3-0 by roll call (Henderson-Yes; Zibrat-Long-Yes; McManus-Yes).

B. Pearl Change Order 1: Office E202 Windows

- Discussion: This change requires the installation of three windows at office E202, replacing an original design that called for removal and infill.

- Motion: Moved by Meredith Henderson, seconded by Jackie Zibrat-Long, to approve Pearl Change Order Request 1.
- Vote: Approved 3-0 by roll call (Henderson-Yes; Zibrat-Long-Yes; McManus-Yes).

C. Pearl Change Order 2: Unforeseen Rigid Insulation

- Discussion: This allows for the installation of rigid insulation where siding removal reveals damage. Costs are based on time and materials, not to exceed \$5,000.
- Motion: Moved by Jackie Zibrat-Long, seconded by Meredith Henderson, to approve Pearl Change Order Request 2.
- Vote: Approved 3-0 by roll call (Henderson-Yes; Zibrat-Long-Yes; McManus-Yes).

5. Future Process for Change Order Requests

- Discussion: To avoid project delays, the committee discussed authorizing administrative approval for minor, time-sensitive expenditures.
- Motion: Moved by Meredith Henderson, seconded by Jackie Zibrat-Long, to allow the Business Manager or Superintendent to approve appropriation of funds of no more than \$5,000 per change order request for unexpected, time-sensitive expenditures for the MRMS siding and window project.
- Vote: Approved 3-0 by roll call (Henderson-Yes; Zibrat-Long-Yes; McManus-Yes).

6. Adjournment

The meeting was adjourned at 5:10PM