

Meeting Minutes: Monomoy Regional Middle School Building Committee

Date & Time: June 3, 2026, 5:30 PM

Location: Hybrid: Monomoy Regional Middle School & Remote (via Google Meet)

1. Call to Order

The meeting was called to order at 5:32 PM by Co-Chair **Peter Troy**. As this meeting was conducted in a hybrid format with virtual participation, all votes were taken by roll call as mandated under M.G.L. c. 30A.

2. Attendance

- **Members Present:** Peter Troy (Co-Chair), Craig Gabri, Mark Kelleher, Emily Milan, Robert Stello, Eric Whiteley, Matt Barnes, David Whitcomb.
- **Members Virtual:** Ed McManus (Co-Chair), Richie Roy.
- **Members Absent:** Lisa Norcross, John Marsh, Stephen Davol.
- **Others Present:** Abby Dudley (MRMS Principal), Matthew Kolva (Facilities Director), Michael MacMillan (Business Manager), Dr. Robin Millen (Assistant Superintendent), Dr. Scott Carpenter (Superintendent), Molly Parris (Designer - Raymond Design Associates), Inga Knox (Owner's Project Manager - ECC).
- **Others Virtual:** Steve Watchorn (Designer - Raymond Design Associates).

3. Public Comment

There were no public comments.

4. Review and Approval of Prior Minutes

The committee reviewed the minutes from the meeting held on April 28, 2026. There was no discussion.

- **Motion:** Moved by **Mark Kelleher**, seconded by **Matt Barnes**, to approve the meeting minutes of April 28, 2026.
- **Vote:** Approved Unanimously (Roll Call: McManus-Yes; Troy-Yes; Roy-Yes; Gabri-Yes; Kelleher-Yes; Milan-Yes; Stello-Yes; Whiteley-Yes; Barnes-Yes; Whitcomb-Yes).

5. Agenda Items

Agenda Item 1: Update on Siding and Window Project

- **Presentation/Summary:** The Committee recessed to conduct an outdoor visual review of the newly installed windows. Upon returning, a detailed discussion commenced regarding installation irregularities, specifically gaps identified at the window edges and units protruding beyond the wall sheathing.
- **Committee Questions/Deliberation:** * Committee members questioned whether blocking or a nailing flange could be utilized to ensure the windows are mounted flush. Ms. Molly Parris noted that while framing adjustments fall under the general contractor's (GC) "means and methods," the project team will determine if the window units are not

plumb. She said that there could be issues that stem from poor installation practices or underlying deficiencies in the existing wall plane, noting that any work rejected due to poor quality must be corrected at the GC's sole expense.

- Mr. Ed McManus reminded the committee that it had been previously reported that the existing window openings are not perfectly flush or co-planar, but emphasized that proper installation should correct this issue. Mr. Matt Barnes maintained that all windows must be strictly plumb and flush. Co-Chair Peter Troy noted that a higher degree of care must be exercised to reduce these visible unevenness issues, further questioning if a different detail was applied in areas where siding sits adjacent to the window units. Ms. Parris confirmed that the exact same installation detail applies to both areas.
- The conversation turned to quality control and inspection sampling. Ms. Parris noted that the project team would determine how many window openings require testing, noting that the Clerk of the Works is currently reviewing each opening and logging every deficiency identified. It was explicitly noted that any window installed outboard of the sheathing fails to meet design specifications and must be corrected.
- Mr. Craig Gabri suggested having Kapiloff perform a specialized review of the installation. Ms. Inga Knox and Mr. Eric Whiteley recommended pausing further window installations until the committee and design team reach an agreement that the installation protocol is completely correct. Ms. Knox clarified that this is not a formal project-wide stop-work order, but rather a direct directive for the contractor to halt additional window placements until previously completed work is brought up to contract standards. Mr. Gabri concluded that the GC should deliver a fully compliant, approved mock-up or baseline window installation before proceeding with the remainder of the project.

Agenda Item 2: Update on Roof Project

- **Presentation/Summary:** The committee received a brief update, noting that both town meetings have successfully approved funding and authorizations for the upcoming roofing project.

6. New Business

None.

7. Next Meeting Date

The next meeting is scheduled for Tuesday, June 9, 2026, at 5:00 PM. *(NOTE: this was subsequently rescheduled to Monday, June 15th, 5 PM).*

8. Adjournment

- **Motion:** Moved by **Matt Barnes**, seconded by **Mark Kelleher**, to adjourn the meeting.
- **Vote:** Approved Unanimously (Roll Call: McManus-Yes; Troy-Yes; Roy-Yes; Gabri-Yes; Kelleher-Yes; Milan-Yes; Stello-Yes; Whiteley-Yes; Barnes-Yes; Whitcomb-Yes).

The meeting was adjourned at 7:18 PM.

Minutes Prepared By: Michael MacMillan **Minutes Approved On:**