

Monomoy Regional School District

MRMS Building Change Order Review Committee

Meeting Minutes

Date: June 29, 2026, 5:30 p.m. **Location:** Monomoy Regional Middle School, 425 Crowell Road, Chatham, MA 02663

1. Call to Order

The meeting was called to order at 5:32 p.m. by Co-Chair **Peter Troy**. This meeting was conducted in person.

2. Attendance

Members Present: Ed McManus (Co-Chair), Peter Troy (Co-Chair), Lisa Norcross, Richie Roy, Craig Gabri, Mark Kelleher, Matt Barnes, David Whitcomb, Stephen Davol.

Members Absent: Emily Milan, John Marsh, Eric Whiteley.

Others Present: Matthew Kolva (Facilities Director), Robin Millen (Assistant Superintendent), Scott Carpenter (Superintendent), Molly Parris (Designer, Raymond Design Associates), Inga Knox (Owner's Project Manager, ECC), Bill Baker (Clerk of the Works, ECC), Jeff Dykens (Town of Chatham Select Board Chair).

3. Review and Approval of Prior Minutes

The committee reviewed the meeting minutes from June 3, 2026, and June 15, 2026. Mr. David Whitcomb noted that the June 15 minutes were highly accurate and well-captured.

Approval of June 3, 2026, Minutes Motion: Moved by Richie Roy, seconded by Ed McManus, to approve the meeting minutes of June 3, 2026. **Vote:** Approved Unanimously.

Approval of June 15, 2026 Minutes Motion: Moved by David Whitcomb, seconded by Ed McManus, to approve the meeting minutes of June 15, 2026. **Vote:** Approved Unanimously.

4. Update on Siding and Window Project

Ms. Inga Knox presented a project status update and addressed outstanding items. With the school year concluded, manpower has increased, accelerating the phasing and siding progress while administrative safety protocols remain active.

- **Window Installation, Inspection, and Testing Protocol**

Ms. Knox outlined the quality control lifecycle involving Pearl, Raymond Design Associates (RDA), ECC, the Clerk of the Works, and PRIME. Daily logs and weekly reports track deficiencies, safety concerns, and cost items.

Mr. Craig Gabri inquired about the daily sign-off process. Ms. Knox clarified that while individual log items are signed off by Mr. Bill Baker and reviewed during joint walkthroughs, the final affidavit and certificate of completion are signed by the architect.

Mr. Ed McManus confirmed that any remedial work requires re-inspection and sign-offs from ECC and RDA.

The step-by-step field execution process was reviewed:

- Part 1: Subcontractor installation review followed by Pearl's internal inspection.
- Part 2: Independent verification by Mr. Russel, PRIME oversight, and field air/water testing prior to trim application.

OPM/ECC Recommendation: Establish a live, shared issue log to increase oversight transparency. Committee concerns will flow directly through the Co-Chairs to the weekly Tuesday contractor coordination meetings.

- **Structural and Moisture Remediation (Gymnasium)**

Ms. Knox reported that exterior and interior test cuts in the gymnasium confirmed localized mold issues rather than widespread contamination.

Ms. Parris noted that the moisture investigation involves complex building science due to the gymnasium's original exterior wall structure. RDA and Vertex are formulating specialized repair options and pricing for review at the next meeting.

Co-Chair Peter Troy noted that the scope of the gymnasium remediation could impact upcoming roofing project timelines.

Public & Committee Inquiry

Mr. Jeff Dykens expressed community sensitivity regarding original building construction and requested confirmation regarding the model window installation. Ms. Knox confirmed the six model windows are complete and offered to coordinate a site walkthrough.

Ms. Lisa Norcross and Dr. Scott Carpenter discussed trim detailing configurations, noting that the standard approach mimics the extended vertical jamb casing style advocated by former member Mr. Bob Stello. Ms. Parris confirmed this layout was officially accepted for the ongoing installation.

5. New Business

- **Project Coordination and Phasing**

Ms. **Knox** emphasized the need to align with incoming project teams for logistical clarity. Dr. **Carpenter** noted the next project phase is anticipated for a November bid opening with a spring construction start, ensuring sequential progress.

- **Contingency Status**

In response to an inquiry from Mr. McManus, Dr. Carpenter and Ms. Knox confirmed that the project's contingency cushion remains stable and below the authorized bond ceiling.

6. Next Meeting Date

- July 14, 2026, at 5:00 p.m. – Change Order Review
- July 14, 2026, at 5:30 p.m. – School Building Committee (SBC) Meeting

7. Adjournment:

The committee concluded its scheduled business.

Adjournment Motion: Moved by Peter Troy, seconded by Craig Gabri, to adjourn the meeting. **Vote:** Approved Unanimously.