

## **Monomoy Regional School District**

### **MRMS Building Committee**

#### **Meeting Minutes**

**Date:** July 14, 2026 **Time:** 5:46 PM **Location:** Monomoy Regional Middle School - 425 Crowell Road, Chatham, MA 02663 / Hybrid

#### **1. Call to Order**

Co-Chair Mr. Ed McManus called the meeting of the MRMS Building Committee to order at 5:46 PM.

#### **2. Attendance**

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

#### **3. Public Comment**

There was no public comment.

#### **4. Review and Approval of Prior Minutes**

The minutes from the meeting held on June 29, 2026, were reviewed. Due to a lack of a quorum at that meeting, no vote was taken.

#### **5. Update on Siding and Window Project**

**Ms. Inga Knox**, Owner's Project Manager at ECC, presented an update on the progress of the siding and window replacement project.

- **Budget & Financial Update:**
  - The project is currently at 43% completion based on work performed to date.
  - Billed to date: \$3.9 million; remaining contract amount: approximately \$4.3 million.

- Remaining contingency stands at \$771,000 (excluding the most recently approved Change Order Requests [CORs]).
- **Mr. Ed McManus**, Co-Chair, requested a full financial update for the School Building Committee at the next meeting. **Ms. Knox** agreed to provide this. Costs will be updated to reflect changes approved at the July 28 Change Order Review Committee meeting.
- **Schedule & Operational Progress:**
  - Demolition and siding work are near completion. Contractual scope work remains on schedule for the planned completion date of August 20, 2026.
  - Work outside the original contract scope and pending punch-list items remain to be completed. The largest additions stem from required demolition and building envelope replacement due to mold discovery in the gymnasium and cafeteria areas.
  - The general contractor (GC) is currently running two shifts and working Saturdays to keep the project moving forward.
  - Discussions have commenced regarding extending the contract timeline without incurring additional costs to the GC while maintaining overall work quality.
  - **Mr. David Whitcomb**, Committee Member, inquired whether the district is asking the GC to prioritize classroom spaces. **Ms. Knox** confirmed yes, and **Dr. Robin Millen**, Assistant Superintendent, clarified that cafeteria spaces are prioritized as well.
- **Window Testing Update:**
  - Window testing is taking place weekly on Fridays.
  - During the previous week, two Kalwall windows were tested: one passed and one failed (due to leakage at the trim). Investigations are ongoing to determine the root cause of the failure, and additional testing will be performed across the nine total Kalwall windows.
  - A Type M window was tested and passed. Upcoming tests scheduled for Friday, July 17, 2026, include one Type E and one Type D window.
  - **Ms. Knox** noted that any committee member wishing to conduct a project walkthrough should contact her or **Mr. Michael MacMillan**, Assistant Superintendent.
- **Mold-Impacted Areas & Remediation Strategy:**
  - **Exterior Wall Assemblies:** Mold was identified in select exterior wall assemblies (including shaft liner areas). Remediation will occur from the exterior following protocols established by Vertex (Industrial Hygiene and Building Sciences Consultant).
  - **Gymnasium Wall:** The exterior shaft liner will be replaced from the outside; however, due to a lack of a vapor barrier below the roof line and the presence of mold, interior remediation is required. This will necessitate removing the existing interior wall structure (down to the steel framing), installing a new vapor barrier, wood framing, and Tectum wall replacement. **Mr. Matthew Kolva**, Facilities Director, noted that ductwork will also need to be addressed, and work could extend into October, likely requiring a separate interior work permit. **Ms. Knox**

reported that Vertex strongly advised against leaving the condition as-is. The committee expressed strong consensus to proceed with the remediation. **Dr. Millen** emphasized that air quality testing must be completed prior to the start of the school year.

- **Cafeteria & Office Space:** Tiling in some areas of the cafeteria walls must be replaced due to mold beneath the tiles, requiring drywall removal. The committee agreed that extending project duration or cost strictly for aesthetic improvements should be avoided.
- **Library Wall:** Due to significant leakage beneath a round window in the library, mold was discovered behind a wall containing a painted mural. The window is to be filled in; damaged drywall would have to be replaced. Two options were considered in relation to the existing mural: painting over the entire mural or preserving as much of the mural as possible. The District planned to preserve as much of the mural as possible.

## **6. New Business**

No new business was discussed.

## **7. Next Meeting Date**

The next meeting of the School Building Committee is scheduled for August 5, 2026, at 5:30 PM.

## **8. Adjournment**

The meeting was adjourned at 6:54 PM.

**Minutes Prepared By:** Michael MacMillan

**Minutes Approved On:** [Date]

# PROGRESS UPDATE



## Monomoy Regional Middle School

Window & Siding Replacement Project  
School Building Committee Update · July 14, 2026



Update on site morning of meeting

### CONSTRUCTION STATUS

- Phase 1** Drywall and siding – wrapping up
- Phase 2** Ongoing – all trades active
- Phase 3** Demo wrapping up – all hands on deck
- All Phases** Work underway simultaneously across building

Punch list process targeted to begin within the next few weeks

### BUDGET STATUS

✓ ON BUDGET

|                                 |                |
|---------------------------------|----------------|
| Total Project Budget:           | \$9,360,502.00 |
| Change Orders Approved to Bill: | \$66,475.55    |
| Contingency Remaining:          | \$771,484.45   |
| Billed to Date:                 | \$3,969,256.69 |
| Remaining to Bill:              | \$4,344,066.60 |



### CURRENT PROGRESS

- ✓ Multiple crews actively working across all project phases.
- ✓ Window installation, siding, trim, and waterproofing progressing throughout the campus.
- ✓ Interior drywall repairs and finish work advancing behind completed window installations.
- ✓ Concurrent work underway in the Fifth Grade Wing, Library, Slim Gym, Kitchen, and Courtyard areas.
- ✓ Phased punch list inspections anticipated to begin later this month.

Key Open Items: Cafeteria Scope, Gym remediation, window testing/retesting

## WATER INFILTRATION TESTING – STATUS & RESULTS

*Independent water infiltration testing performed by Prime Consulting per ASTM standards. Results reviewed by full project team.*

### ✗ Kalwall @Gym Window — FAILED

- Window type: Kalwall
- Test result: Failed water infiltration [Open Kalwall Gym Elevation](#)
- Investigation underway - root cause being determined
- Additional Kalwall testing to be conducted this Friday
- Corrective action will follow findings - acceptance withheld

### ✓ Type M Window — PASSED

- Window type: Type M (Southwest elevation near entrance)
- Test result: Passed water infiltration [Open Type M SW Elevation](#)
- Multiple Type M units on this elevation - all being monitored
- Installation and sequencing confirmed to spec
- Accepted pending final punch list sign-off

### UPCOMING TESTING — THIS FRIDAY

- Two additional windows scheduled for water infiltration testing this Friday (7/17).
- Window **Type E** (5th grade wing, LL window near entrance) and **Type D** (Ground floor near entrance, operable sash top & bottom)
- Results will be reviewed immediately - corrective action issued if any deficiencies found
- Testing continues on rolling basis until all windows verified



WALKTHROUGHS · ISSUES LOG · SCHEDULE STATUS

SITE WALKTHROUGHS

- Scheduled walkthroughs must be arranged in advance with ECC / OPM
- ECC / OPM presence is required for all fence-line site access
- Max 5-6 people within fence line - hard hats & vests required
- Committee members wishing to tour should contact ECC/OPM to coordinate
- Reminder sent to Town Selectman representative - awaiting confirmation

ISSUES LOG

- Combined issues log (RDA + ECC + Prime) has been prepared for committee review
- Log shows every identified item, current status, and resolution
- Demonstrates more items have been tracked and resolved than publicly circulated
- Log reviewed prior to meeting - items verified for accuracy
- [Open Issues Log in Google Sheets](#)

SCHEDULE STATUS

- In-contract work: on target to complete before school starts**
- Cafeteria (CAF): targeted for completion before start of school
- Gym: TBD - pricing and scope under review (update in 2 weeks)
- School start remains the target
- Full schedule update to be presented at next committee meeting



UPDATE ON MOLD IMPACTED MATERIALS

Summary of mold findings, affected areas, and remediation direction.

Exterior Wall Assemblies

REMEDIATION UNDERWAY

- Mold found in select exterior wall assemblies during siding removal
- No firestopping areas affected to date
- Remediation proceeding as prescribed per Vertex protocol
- Being addressed concurrently with siding work - no separate mobilization needed

Gym Wall

INVESTIGATION ONGOING

- Larger mold area identified at gym wall - additional investigation underway
- Scope and remediation path not yet fully determined
- Separate detailed presentation to be provided to committee in coming weeks
- May involve distinct scope - pricing and schedule impact TBD

Cafeteria (CAF) & Office Space

DIRECTION PROVIDED TO PEARL

- Interior drywall replacement required - CAF, office, and other minor areas
- Library wall also identified - included in scope
- Direction provided to Pearl - pricing currently underway
- Targeted completion: Prior to start of school
- Tile selection reviewed and confirmed available - inline with replacement scope

Library Wall

INCLUDED IN INTERIOR SCOPE

- Library wall identified as additional interior selective area
- Not included in original PR - being added to interior scope
- Selective drywall replacement - similar to CAF approach
- Direction to Pearl to include with CAF and office work



GYM & CAFETERIA — LINKED DOCUMENTS & DISCUSSION

| Cafeteria (CAF) — Status & Scope |                                                                                                                               |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Mold Remediation Scope           | Interior drywall replacement required in CAF, office space, library wall, and other minor areas. Direction provided to Pearl. |
| Pricing Status                   | Pearl currently pricing the work. Schedule impact under assessment.                                                           |
| Tile Replacement                 | Tile selection reviewed. Confirmed available and compatible with replacement scope - inline with work being performed.        |
| Target Completion                | Prior to start of school. Final date TBD pending pricing confirmation                                                         |
| Cafeteria Opening                | Team is aiming to open cafeteria in time for school start. This remains the priority target.                                  |

| Gym — Investigation & Next Steps |                                                                                                                           |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| What Was Found                   | Larger mold area identified at gym wall. Negative findings currently under investigation by Vertex and RDA.               |
| Current Status                   | Investigation ongoing. Scope of remediation and structural impact not yet fully determined.                               |
| MOLD AREAS                       | <a href="#">Open Mold Impacted Areas Plan</a>                                                                             |
| Linked Report                    | <a href="#">Open Mold Remediation Protocol</a>                                                                            |
| Coming Next                      | Presentation to committee in 2-3 weeks. Will include findings, options, recommended next steps, cost and schedule impact. |

# NEXT STEPS



## NEXT STEPS & UPCOMING COMMITMENTS

Actions and deliverables the team is committed to providing at or before the next meeting.

### In Next 2 Weeks

- 1 Confirm schedule: in-contract work, CAF, and gym - provide updated timeline
- 2 Share gym detailed report: findings, remediation scope, cost, and schedule impact
- 3 Confirm CAF targeted completion date - pricing from Pearl expected
- 4 Present consolidated punch list progress and status

### Ongoing

- 1 Continue water infiltration testing - results shared as available
- 2 Issues log: close out open items - updated log shared at next meeting
- 3 Mold remediation: exterior areas continue per protocol
- 4 All-phases construction: maintain schedule toward school-start target

### Next Meeting Agenda

- 1 Schedule update - confirmed dates for in-contract, CAF, and gym
- 2 Punch list kickoff - status and process
- 3 Issues log review
- 4 Gym dedicated presentation - findings, options, and next steps

The team will return in 2 weeks with a full schedule update, gym report, CAF completion confirmation, punch list status, and issues log closure update.



# Questions & Discussion

*We're here to answer your questions.*

 Windows & Testing

 Mold & Remediation

 Schedule & Progress

 Gym & Cafeteria