

**Monomoy Regional School District
Monomoy Regional Middle School Building Committee
Meeting Minutes**

Date: August 5, 2026. **Time:** 5:30 PM. **Location:** Monomoy Regional Middle School - 425 Crowell Road, Chatham, MA 02663

1. Call to Order

Co-Chair **Mr. Ed McManus** called the meeting of the Monomoy Regional Middle School Building Committee to order at 5:30 PM. As this meeting was conducted in person, votes were recorded as follows:

2. Attendance

- **Members Present:** Mr. Ed McManus (Co-Chair), Mr. Peter Troy (Co-Chair), Mr. Mark Kelleher (Member), Ms. Emily Milan (Member), Mr. Eric Whitely (Member), Mr. Matt Barnes (Member), and Mr. David Whitcomb (Member).
- **Members Absent:** Ms. Lisa Norcross (Member), Mr. Richie Roy (Member), Mr. Craig Gabri (Member), Mr. John Marsh (Member), and Mr. Stephen Davol (Member).
- **Others Present:** Dr. Robin Millen (Superintendent, Monomoy Regional School District), Mr. Michael MacMillan (Assistant Superintendent, Monomoy Regional School District), Mr. Sean Dutch (Assistant Principal, Monomoy Regional Middle School), Mr. Steve Whathorn (Architect, Raymond Design Associates), and Ms. Inga Knox (Owner's Project Manager, ECC).

3. Public Comment

There was no public comment.

4. Review and Approval of Prior Minutes

Approval of the June 29, 2026 minutes was tabled due to an error in the document title.

Minutes of Meeting Date: July 14, 2026

Mr. Troy requested that Ms. Knox provide additional information regarding the recent window testing back in July. Ms. Knox noted that two windows (Type D and Type A) failed testing on July 30, 2026, as Kapiloff indicated the sealant was not yet fully cured and ready for testing. A question was raised regarding financial responsibility for retesting fees. The windows will be retested now that they are prepared. Additionally, regarding the Kalwall windows, testing is planned as water infiltration is believed to be originating from the roof line. Approximately 10 to 12 windows have been tested to date.

Motion: Moved by Mr. Matt Barnes, seconded by Mr. Peter Troy, to approve the meeting minutes of July 14, 2026.

Vote: Approved 3-0-4 (Troy-Yes; McManus-Yes; Whitcomb-Yes; Whitely-Abstain; Barnes-Abstain; Milan-Abstain; Kelleher-Abstain).

5. Project Updates & Change Order Overview

Ms. Knox presented an update on the building project schedule and change order considerations:

- **Expected Room Completion Schedule:**
 - A map was presented outlining expected completion dates by room in the building. Most spaces are projected to be completed by September 1.
 - The cafeteria and library will be usable by the start of school, though not fully completed.
 - Four classrooms may not be completed before the start of school due to mold discovered in drywall. Remediation requires asbestos abatement of the mastic under floor tiles before drywall removal can proceed.
 - The gymnasium area will not be ready and will not be usable.
- **Project Budget & Financial Status:**
 - Mr. Michael MacMillan explained that the district currently believes it will remain within the total project budget (including contingency) for all work known to date, excluding the gymnasium. All known work remains within the total approved borrowing authorization.
 - The district is awaiting an estimate for the gymnasium work, at which point it will decide whether to utilize the current general contractor (GC) or go out to bid for that as a standalone project. Ms. Knox detailed the challenges and potential delays associated with choosing a different vendor.
 - A pending change order request includes \$2,500 per day for general conditions if the GC remains on site past the contract completion date.
- **Schedule & Change Order Log:**
 - Mr. Eric Whitely inquired whether any change order requests impact the schedule or include general conditions. Ms. Knox confirmed that Change Order Request (COR) 8 impacts both.
 - Ms. Knox provided an overview of the detailed schedule update provided by the GC on August 4, noting inaccuracies such as an unnecessary allocation for a Certificate of Occupancy, given that the building was never unoccupied.

- Approximately three weeks of work remain to complete the cafeteria and front-of-building locations. The last section requiring demolition will be completed by Saturday, which will reveal all locations with mold findings.
- **Mold Remediation Scope & Inquiry:**
 - Mr. MacMillan noted that Vertex prepared the mold removal protocols, and the COR has been received.
 - Mr. David Whitcomb clarified that most mold costs are not included in the current draft of the project cost. Ms. Knox affirmed that high-level efforts are currently concentrated on getting the building ready and occupiable for returning students.
 - Mr. Barnes asked why mold treatment was not included in the contract base bid if its presence was anticipated. Ms. Knox explained that some treatment was included in the initial scope; however, initial test cuts had indicated small, localized spots. Actual demolition revealed fewer but larger impacted surface areas. Conditions discovered during demolition shows areas impacted by mold that surpassed the 2,000 sq. ft. drywall removal allowance. The gymnasium represents the largest area, where mold in the wall cavity requires considerable structural wall reconstruction.

6. New Business

No new business was discussed.

7. Next Meeting Date

The committee discussed upcoming meeting dates. Mr. McManus recommended holding a Change Order Review Committee meeting first on August 11, 2026, at 5:00 PM, followed by the full Building Committee meeting on August 18, 2026, at 5:30 PM.

Dr. Robin Millen updated the committee that the MRMS principal has resigned for another position, and the search committee will convene on August 19, 2026.

8. Adjournment

Adjournment Motion

Motion: Moved by Mr. Peter Troy, seconded by Mr. Eric Whitely, to adjourn the meeting.

Vote: Approved 7-0 (Unanimous).

The meeting was adjourned at 6:18 PM.

Minutes Prepared By: Michael MacMillan

Minutes Approved On: [Date]