Monomoy Regional School District

MRMS Building Change Order Review Committee

Meeting Minutes

Date: July 14, 2026

Time: 5:02 PM

Location: Monomoy Regional Middle School, 425 Crowell Road, Chatham, MA 02663 / Hybrid

1. Call to Order

The meeting was called to order at 5:02 PM by Chair Mr. Peter Troy. As this meeting was conducted in a hybrid format with remote participation, all votes were taken by roll call as mandated under M.G.L. c. 30A.

2. Attendance

- **Members Present:** Mr. Peter Troy (Chair), Mr. Stephen Davol, Mr. Ed McManus, Mr. Rich Roy (Virtual).
- **Members Absent:** None.
- **Others Present:** Dr. Robin Millen (Superintendent, Monomoy Regional School District), Mr. Michael MacMillan (Assistant Superintendent, Monomoy Regional School District), Mr. Mathew Kolva (Director of Facilities, Monomoy Regional School District), Ms. Inga Knox (Owner's Project Manager, ECC), Ms. Molly Parris (Architect, RDA).

3. Public Comment

There were no public comments.

4. Review and Approval of Prior Minutes

None**.**

5. Agenda Items

- **Change Order Request #011: Window Head Backer Rod and Caulking**
    - **Presentation/Summary**: Ms. Molly Parris (Architect, RDA) presented Change Order Request #011, detailing design adjustments that were established following work with the window mockup. Ms. Parris explained

that adding a backer rod and caulking at the head of every window represents a minor, inexpensive modification that ultimately yields a small credit to the district.
    - **Committee Questions/Deliberation**: The committee reviewed the proposed adjustment.
- **Motion:** Moved by Mr. Peter Troy, seconded by Mr. Stephen Davol, to approve Change Order Request #011 as presented.
  Vote: Approved 4-0-0 (Troy-Yes; Davol-Yes; McManus-Yes; Roy-Yes).

- **Change Order Request #021: Removal of Cupola Scope Items**
    - **Presentation/Summary:** Ms. Inga Knox (Owner's Project Manager, ECC) presented Change Order Request #021 regarding the removal of the cupola work scope items from the current project. Ms. Knox explained that commencing this work at present risks overlapping significantly with upcoming roofing work, making it preferable to remove it from this contract and include it in the broader roofing project.
    - **Committee Questions/Deliberation:** Ms. Parris questioned whether the proposed credit was sufficient for the scope of work being removed. Mr. Mathew Kolva (Director of Facilities, Monomoy Regional School District) concurred that the credit appeared low, though he noted that the area involved low total square footage.
    - **Committee Action:** No formal motion was taken. The proposal was withdrawn by project staff for further cost verification and scope adjustments.

- **Change Order Request #022: Front Entrance Roofing**
    - **Presentation/Summary:** Ms. Knox presented Change Order Request #022 concerning the roof over the middle school main entrance. Ms. Knox expressed concern that siding modifications near the entrance roof would damage existing tiles, which are brittle and old, making localized repairs along the siding flashing infeasible. Ms. Parris noted that RDA has concerns because certain listed items are already contained within the existing contract while others belong in a separate Proposed Change Order (PCO).
    - **Committee Questions/Deliberation:** Mr. Ed McManus asked if the committee could approve the work scope while excluding the disputed cost items. Ms. Knox recommended authorizing the contractor to proceed with the work on a not-to-exceed basis while staff seek clarification on line item 2 (removing plywood from gable end) and line item 4 (installing sheathing on gable end). Mr. Rich Roy noted that scope overlap issues of this nature have occurred previously.
    - **Motion:** Moved by Mr. Ed McManus, seconded by Mr. Peter Troy, to

approve the work for Change Order Request #022 and request further information on items 2 and 4.
Vote: Approved 4-0-0 (Troy-Yes; Davol-Yes; McManus-Yes; Roy-Yes).

- **Change Order Request #019: Pressure-Treated Plywood Sheathing Replacement**
  - **Presentation/Summary:** Ms. Knox presented Change Order Request #019, explaining that plywood replacement near grade level requires pressure-treated material. This requirement was omitted from the original specifications, resulting in an increased cost for materials and additional labor to remove the existing non-compliant sheathing. Ms. Parris recommended approval of the request.
  - **Committee Questions/Deliberation:** The committee reviewed the OPM and Architect recommendations.
  - **Motion:** Moved by Mr. Peter Troy, seconded by Mr. Stephen Davol, to approve Change Order Request #019 as presented.
    Vote: Approved 4-0-0 (Troy-Yes; Davol-Yes; McManus-Yes; Roy-Yes).

- **Change Order Request #027: Louver Duct Sleeve Replacement**
  - **Presentation/Summary:** Ms. Knox presented Change Order Request #027, reporting that upon removing the existing ductwork, workers discovered that the sleeves were bent and in poor condition, requiring complete replacement. Ms. Parris recommended approval.
  - **Committee Questions/Deliberation:** The committee reviewed the recommendation.
  - **Motion:** Moved by Mr. Peter Troy, seconded by Mr. Stephen Davol, to approve Change Order Request #027 as presented.
    Vote: Approved 4-0-0 (Troy-Yes; Davol-Yes; McManus-Yes; Roy-Yes).

6. New Business

None.

7. Next Meeting

- **July 28, 2026, at 5:00 PM**

8. Adjournment

Motion: Moved by Mr. Ed McManus, seconded by Mr. Stephen Davol, to adjourn the meeting. **Vote:** Approved 4-0-0 (Troy-Yes; Davol-Yes;

McManus-Yes; Roy-Yes).

The meeting was adjourned at 5:40 PM.

Minutes Prepared By: Michael MacMillan

Minutes Approved On: 8/5/2026