Monomoy Regional School District

MRMS Building Change Order Review Committee

Meeting Minutes

Date: July 28, 2026 **Time:** 5:02 PM **Location:** Monomoy Regional Middle School, 425 Crowell Road, Chatham, MA 02663

1. Call to Order

The meeting was called to order at 5:02 PM by 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 (Chair),Ed McManus, Stephan Davol.
- **Members Virtual:** Rich Roy.
- **Members Absent:** None
- **Others Present:** Dr. Robin Millen (Superintendent), Michael MacMillan (Assistant Superintendent), Inga Knox (ECC - Owner's Project Manager), Molly Parris (RDA - Architect).

3. Public Comment

There were no public comments.

4. Review and Approval of Prior Minutes

- None

5. Agenda Items

- **Change Order Request #021R: Credit for Cuppola**
    - **Presentation/Summary:** Ms. Molly Parris, Architect at RDA, presented Change Order Request #021R regarding a credit for the cupola, which had been previously discussed. The figures were checked and verified.
    - **Committee Questions/Deliberation**: The committee reviewed the verified credit figures. The work on the Cuppola would be added to the planned roofing project.
    - **Motion**: Moved by Mr. Peter Troy, seconded by Mr. Stephen Davol, to approve COR #021R.
    - **Vote**: Approved 4-0-0 (Troy-Yes; Davol-Yes; McManus-Yes; Roy-Yes).

- **Change Order Request #022R: Asphalt Roofing Replacement MRMS Main Entry**
    - **Presentation/Summary:** Ms. **Parris** presented COR #022R, which was previously discussed with concerns that it included items already within the original scope. The committee had agreed to proceed subject to correction and verification of the final amount.
    - **Committee Questions/Deliberation:** The committee expressed satisfaction with the verified adjustments.
    - **Motion:** Moved by Mr. Troy, seconded by Mr. Ed McManus, to approve COR #022R.
    - **Vote:** Approved 4-0-0 (Troy-Yes; Davol-Yes; McManus-Yes; Roy-Yes).

- **Change Order Request #023: Exterior Painting**
    - **Presentation/Summary:** Ms. Parris presented a proposal regarding the cost to paint the Azek trim material, noting an estimate from Pearl for $97,061 for the work and $112,500 for general conditions.
    - **Committee Questions/Deliberation:**
        - Mr. Troy inquired if the manufacturer recommends against painting. Ms. Parris clarified that painting is not required by the manufacturer, though specific paint types are required if painted. She noted that cut edges may accumulate dirt over time and recommended painting only the cuts. She observed a previous project without paint where cut edges collected dirt, and cautioned that painting would create an ongoing maintenance cycle every 10 years.
        - Mr. Rich Roy stated that while worth considering, he would not proceed with Pearl, suggesting the committee evaluate whether a new, separate project would be worthwhile.
        - Ms. Parris raised concerns regarding smudges on sealants and suggested waiting one year to observe the material before deciding. Mr. Roy concurred, provided it would not impact operations.
        - Ms. Inga Knox, Project Manager at ECC, advised considering warranty implications, noting that the 12-month warranty begins upon sign-off and third-party work could compromise coverage.
    - **Motion:** Moved by Mr. Troy, seconded by Mr. Roy, to reject COR #023.
    - **Vote:** Approved 4-0-0 (Troy-Yes; Davol-Yes; McManus-Yes; Roy-Yes).

- **Change Order Request #024: Window Stickers**
    - **Presentation/Summary:** Ms. Parris presented COR #024 regarding the cost to apply window stickers, totaling $2,473.48.
    - **Committee Questions/Deliberation:**
        - Mr. Troy asked if the application is performed from the interior. Ms. Parris confirmed it is applied from the inside and does not require scaffolding.
        - Dr. Robin Millen, Superintendent at Monomoy Regional School District, asked if the stickers are still required and suggested confirming the

necessity with the fire inspector.
    - **Motion:** Moved by Mr. McManus, seconded by Mr. Troy, to approve Window Stickers in an amount not to exceed $2,473.48.
    - **Vote:** Approved 4-0-0 (Troy-Yes; Davol-Yes; McManus-Yes; Roy-Yes).

6. New Business

None.

7. Next Meeting

- August 5, 2026 at 4:30 PM (Building Tour)
- August 5, 2026 at 6:30 PM (Following Building Committee Meeting)
- August 11, 2026 at 5:00 PM (COR Meeting)

Adjournment

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

The meeting was adjourned at 5:44 PM.

Minutes Prepared By: Michael MacMillan **Minutes Approved On:** 8/5/2026