Monomoy Regional School District
MRMS Building Committee - Change Order Review Committee
Meeting Minutes

Date: August 5, 2026. **Time:** 6:30 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 MRMS Building Committee to order at 6:30 PM. As this meeting was conducted in person, votes were recorded as follows:

2. Attendance

- **Members Present:** Ed McManus (Co-Chair), Peter Troy (Co-Chair), Rich Roy
- **Members Absent:** Stephen Davol
- **Others Present:** Inga Knox (Owner's Project Manager, ECC), Robin Millen (MRSD Superintendent), Michael MacMillan (MRSD Assistant Superintendent).

3. Public Comment
There was no public comment.

4. Review and Approval of Prior Minutes
The minutes from the meetings held on July 14, 2026, and July 28, 2026, were reviewed.

- **July 14, 2026 Minutes**
    - **Motion:** Moved by Mr. Peter Troy, seconded by Mr. Rich Roy, to approve the meeting minutes for July 14, 2026.
    - **Vote:** Approved Unanimously (Troy-Yes; Roy-Yes; McManus-Yes).

- **July 28, 2026 Minutes**
    - **Motion:** Moved by Mr. Peter Troy, seconded by Mr. Rich Roy, to approve the meeting minutes for July 28, 2026.
    - **Vote:** Approved Unanimously (Troy-Yes; Roy-Yes; McManus-Yes).

5. Change Order Requests
Ms. Inga Knox, Owner's Project Manager at ECC, presented the Change Order Requests regarding necessary drywall removal at the cafeteria due to findings of mold.

- **COR 26A & COR 26B (Cafeteria Mold Remediation and General Conditions):**
    - Ms. Knox had requested that the core scope of work be separated from the General Conditions schedule extension. This separation was requested due to the difficulty of determining when additional schedule days would officially begin, given the lack of clarity surrounding the current contract end date and questions regarding the General Contractor's most recent schedule update.

- Ms. Knox noted that while there is urgency, this item represents a significant cost and sets a precedent for handling General Conditions. Delaying approval may impact the schedule, but the impact will not be significant while awaiting abatement.
- COR 26A originally totaled approximately $70,000, but contained scope items that were already included in the original contract.
- Committee members questioned COR 26B regarding the necessity of a $2,500 daily fee for the entire site management team, noting that it appeared excessive for work limited to the cafeteria. Ms. Knox stated that the contractor believes the full team will be needed for all additional work site-wide.
- Committee members noted that portions of the request were outside the original scope, including heating equipment removal, wall tiling, and work encompassing the cafeteria, lobby, and SRO space. Mr. Rich Roy, Committee Member, expressed concern that a 25-day timeline seemed excessive.
- The committee discussed that abatement must occur prior to the start of school, as work becomes significantly more difficult once students return.
- **Consensus / Committee Action:** The committee reached a consensus to table action on these Change Order Requests and wait for the gymnasium COR submission before taking formal action.

6. New Business

- **Courtyard Mold Remediation:** Remediation work in the courtyard is currently underway under a pre-approved amount of $5,000. Awaiting formal COR estimates from Pearl, as well as estimates for the abatement of flooring in two rooms.
- **Window Shade Installation:** Shades cannot fit within the window framing and clear the swing of the top windows. They must be mounted above the windows, which in most rooms sit above the ceiling tiles, resulting in an additional installation cost.

7. Next Meeting Date

The next meeting is scheduled for Tuesday, August 11, 2026, at 5:00 PM.

8. Adjournment

- **Motion:** Moved by Mr. Peter Troy, seconded by Mr. Ed McManus, to adjourn the meeting.
- **Vote:** Approved Unanimously (Troy-Yes; McManus-Yes; Roy-Yes).

The meeting was adjourned at 7:32 PM.

Minutes Prepared By: Michael MacMillan
Minutes Approved On: 8/18/2026