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

Date: August 11, 2026 **Time:** 5:08 PM **Location:** Monomoy Regional Middle School - 425 Crowell Road, Chatham, MA 02663 / Hybrid

1. **Call to Order:** Co-Chair Mr. Peter Troy called the meeting of the MRMS Building Committee - Change Order Review Committee to order at 5:08 PM. As this meeting included remote participation, all votes were taken by roll call as required under M.G.L. c. 30A.

2. Attendance

- **Members Present:** Peter Troy (Co-Chair), Stephen Davol, Rich Roy (Virtual).
- **Members Absent:** Ed McManus.
- **Others Present:** Inga Knox (Owner's Project Manager, ECC), Robin Millen (Superintendent, Monomoy Regional School District), Michael MacMillan (Assistant Superintendent, Monomoy Regional School District), Steve Watchorn (Project Designer/Architect, Raymond Design Associates).

3. Public Comment

There was no public comment.

4. Review and Approval of Prior Minutes

No prior minutes were reviewed or approved.

5. Change Order Requests Review

- Change Order Request #026A-R1: Cafeteria

  Ms. Inga Knox, Owner's Project Manager at ECC, presented the request, which had been held over from the previous meeting. The committee reviewed the change order request and received Ms. Knox's recommendation to approve.

  Motion: Moved by Mr. Peter Troy, seconded by Mr. Stephen Davol, to approve Change Order Request #026A-R1: Cafeteria. **Vote**: Approved Unanimously (Troy-Yes; Davol-Yes; Roy-Yes).

- Change Order Request #028: Gym - GWB Liner

  Ms. Knox reported that this request was received earlier in the day and includes external work to repair the gymnasium (GWB Liner). The contractor (Pearl) requested approval by August 18. Mr. Steve Watchorn, Project Designer/Architect at Raymond Design Associates, clarified that this request does not include internal work, which is captured under COR #009. As the request was only received the day of the meeting, the committee agreed by consensus to table approval until the next meeting.

- Change Order Request #009: Gym Internal Repairs
  Ms. Knox summarized the item, noting that combined with COR #028, the total cost for the gymnasium repairs is approximately $348,000. Mr. Troy inquired whether all existing conditions would be known before demolition. Mr. Watchorn explained that complete certainty is impossible until demolition occurs, but the Raymond Design Associates design plans for extensive demolition and replacement beyond initial test cut findings, making additional repairs unlikely but possible.

  The committee discussed conditionally approving the gymnasium change orders (COR #028 and COR #009), subject to Raymond Design Associates and ECC approval not to exceed stated amounts, assuming agreement on general conditions and weather days. Mr. Davol noted this approach involved significant assumptions. Ms. Knox noted Pearl does not require approval for the gymnasium CORs until August 18. By consensus, the committee agreed to wait until the next meeting for formal approval.

- Change Order Request #026B-R1: General Conditions
  Ms. Knox presented the request for General Conditions covering work extending beyond the contractual date in other CORs alongside repairs to the gymnasium and cafeteria. She noted it represents 35% of outstanding CORs, which is slightly high but within industry standards. Mr. Michael MacMillan, Assistant Superintendent, suggested approving the request, subject to allowing additional days only as required by additional approved COR days (not existing contract work) and commencing only after the 16 additional days requested in COR #016R.

  Motion: Moved by Mr. Troy, seconded by Mr. Davol, to approve Change Order Request #026B-R1 not to exceed the submitted total and subject to approval of the OPM following discussion with the General Contractor. **Vote**: Approved Unanimous (Troy-Yes; Davol-Yes; Roy-Yes).

- Change Order Request #016R: Schedule Extension
  Ms. Knox explained that the vendor requested a 16-day extension to the substantial completion date (2 days for power loss and 14 days for weather). She noted that while the contract is silent on weather days, so was the vendor's bid, and rain is typically expected between April and September in Massachusetts. Mr. MacMillan recommended approving the requested days without additional monetary compensation. Ms. Knox agreed, adding that the district should emphasize that the contractor must still aim for major completion prior to the start of the school year.

  Motion: Moved by Mr. Troy, seconded by Mr. Davol, to approve 14 additional days as requested in Change Order Request #016R at no cost, and 2 additional days at daily cost. **Vote**: Approved Unanimous (Troy-Yes; Davol-Yes; Roy-Yes).

6. New Business.
There was no new business.

7. Next Meeting Date

The next meeting is scheduled for Tuesday at 5:00 PM.

8. Adjournment

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

The meeting was adjourned at 6:15 PM.

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