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

Date: August 18, 2026 **Time:** 5:00 PM **Location:** Monomoy Regional Middle School, 425 Crowell Road, Chatham / Hybrid

1. Call to Order Co-Chair Mr. Ed McManus called the meeting of the Monomoy Regional Middle School Building Committee - Change Order Review Committee to order at 5:07 PM. 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:** Peter Troy (Co-Chair), Ed McManus (Co-Chair), Rich Roy (Virtual).
- **Members Absent:** Stephen Davol.
- **Others Present:** Michael MacMillan (Assistant Superintendent, Monomoy Regional School District), Dr. Robin Millen (Superintendent, Monomoy Regional School District), Inga Knox (Owner's Project Manager, ECC), David Whitcomb (Building Committee member).

3. Public Comment There was no public comment.

4. Review and Approval of Prior Minutes The committee reviewed the draft minutes from the meetings held on August 5, 2026, and August 11, 2026.

> **Approval of Minutes for August 5, 2026, and August 11, 2026 Motion:** Moved by Mr. Peter Troy, seconded by Mr. Rich Roy, to approve the minutes of the August 5, 2026, and August 11, 2026, meetings as presented. **Vote:** Approved 3-0 (Troy-Yes; Roy-Yes; McManus-Yes).

5. Change Order Requests (COR) Review & Discussion Ms. Inga Knox, Owner's Project Manager at ECC, provided a summary of items approved at the previous meeting and presented the current Change Order Requests for committee review and action.

- **COR #006 RFI 11 - ETR Copper Gutters:**
  - **Ms. Knox** reported that gutters require replacement because they were previously damaged or could not be removed without sustaining damage. She confirmed that OPM/ECC vetted the item and recommended approval in the amount of $9,671.14.
  - The committee held brief deliberation.

> **COR #006: RFI 11 - ETR Copper Gutters Motion:** Moved by Mr. Peter Troy, seconded by Mr. Rich Roy, to approve COR #006 in the amount of $9,671.14. **Vote:** Approved 3-0 (Troy-Yes; Roy-Yes; McManus-Yes).

- **COR #028 Exterior Wall Repairs at GWB Liner & COR #009 Main Gym Interior Repairs:**
    - **Ms. Knox** provided an overview of COR #028 ($226,417.61) and COR #009 PR #19 ($122,028.53). Both items were recently reviewed and the associated costs remained unchanged. She noted that while going out to bid had been considered, executing it would be difficult and would not necessarily generate cost savings for the district.
    - **Ms. Knox** explained that GWB was an acronym for Gypsum Wall Board.
    - **Mr. Peter Troy**, Co-Chair, noted that the committee had previously discussed this scope and that the conditions were not as severe as initially feared.

  COR #028 & COR #009: Exterior Wall Repairs at GWB Liner and Main Gym Interior Repairs Motion: Moved by Mr. Peter Troy, seconded by Mr. Rich Roy, to approve COR #028 in the amount of $226,417.61 and COR #009 in the amount of $122,028.53. **Vote:** Approved 3-0 (Troy-Yes; Roy-Yes; McManus-Yes).

- **COR #029 F, X, Y Window Re-order (CCD #2):**
    - **Ms. Knox** explained that incorrect window sizes were ordered and the contractor requested district payment of $48,805.15. **Ms. Knox** stated she will address the issue and recommended tabling the item.
    - The committee took no vote, taking a consensus to table the item for a future meeting.

- **COR #033 Window FF, EE Re-order (RFI #29, 35):**
    - The item totaling $20,507.48 was presented for discussion.
    - No formal motion or vote was taken; the item was held for future consideration.

- **COR #035 ACT Modifications (RFI 28):**
    - **Ms. Knox** explained that this work ($27,976.16) relates to blind modifications and involves cutting back ceiling tiles. She noted that while the item is time-sensitive, OPM and the Designer have concerns regarding the requested labor hours. She recommended authorizing approval up to $27,976.16 while allowing OPM to negotiate final costs with the vendor.
    - **Mr. Michael MacMillan**, Assistant Superintendent, asked if the district could require proof of actual hours worked.
    - **Ms. Knox** responded that proof of hours could be required if executed on a Time & Materials (T&M) not-to-exceed basis.

  COR #035: ACT Modifications (RFI 28) Motion: Moved by Mr. Peter Troy, seconded by Mr. Rich Roy, to approve COR #035 in an amount up to $27,976.16, subject to final negotiation by OPM. **Vote:** Approved 3-0 (Troy-Yes; Roy-Yes; McManus-Yes).

- **COR #038 Trim Modifications (ASI 4) & COR #039 Electrical Mods to Accommodate Mold Remediation (PR 17R1 & RFI 34, 36):**

- **Ms. Knox** presented COR #038 ($3,157.30) and COR #039 ($3,465.27) with recommendations for approval.

COR #038 & COR #039: Trim Modifications and Electrical Mods for Mold Remediation Motion: Moved by Mr. Peter Troy, seconded by Mr. Rich Roy, to approve COR #038 in the amount of $3,157.30 and COR #039 in the amount of $3,465.27. **Vote:** Approved 3-0 (Troy-Yes; Roy-Yes; McManus-Yes).

- **COR #016 R1 Power Loss Impact (2 Days):**
  - **Ms. Knox** presented COR #016 R1 in the amount of $5,355.00 for approval, noting it had been previously discussed by the committee.

COR #016 R1: Power Loss Impact (2 Days) Motion: Moved by Mr. Peter Troy, seconded by Mr. Rich Roy, to approve COR #016 R1 in the amount of $5,355.00. **Vote:** Approved 3-0 (Troy-Yes; Roy-Yes; McManus-Yes).

- **COR #034 Shade Mounting (PR #21):**
  - **Ms. Knox** reviewed COR #034 totaling $28,937.27, noting that it involved a more complex installation. The vendor indicated a need for two additional workers, which OPM viewed as excessive. Due to time sensitivity, she recommended approving an amount up to $28,937.27, subject to OPM negotiation.

COR #034: Shade Mounting (PR #21) Motion: Moved by Mr. Peter Troy, seconded by Mr. Rich Roy, to approve COR #034 up to the amount of $28,937.27, subject to OPM negotiations. **Vote:** Approved 3-0 (Troy-Yes; Roy-Yes; McManus-Yes).

- **COR #037 Misc. Gutter Replacement:**
  - **Ms. Knox** reviewed COR #037 totaling $93,808.90, noting that the contractor base scope includes removal and reinstallation of gutters. OPM found the proposed upcharge to be excessively high and recommended further investigation without approval today.
  - The committee reached consensus to postpone the item to a future meeting without a vote.

- **COR #025 SS Flashing Coordination under Windows:**
  - **Ms. Knox** noted that **Ms. Molly Parris**, Designer at Raymond Design Associates (not present), recommended withholding approval for COR #025 ($19,416.87) pending additional technical details.
  - The committee reached a consensus to postpone the item until the next meeting.

- **COR #042 Rewire Exterior Lights (RFI 25):**
  - **Ms. Knox** presented COR #042 in the amount of $581.77 with a recommendation for approval.

COR #042: Rewire Exterior Lights (RFI 25) Motion: Moved by Mr. Peter Troy, seconded by Mr. Rich Roy, to approve COR #042 in the amount of $581.77. **Vote:** Approved 3-0 (Troy-Yes; Roy-Yes; McManus-Yes).

6. New Business No new business was brought before the committee.

7. Next Meeting Date The next meeting date will be scheduled and announced at a later time.

8. Adjournment

Adjournment Motion: Moved by Mr. Peter Troy, seconded by Mr. Rich Roy, to adjourn the meeting. **Vote:** Approved 3-0 (Troy-Yes; Roy-Yes; McManus-Yes).

The meeting was adjourned at 6:00 PM.

Minutes Prepared By: Michael MacMillan

Minutes Approved On: 9/1/2026