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

Date: September 1, 2026 **Time:** 5:00 PM **Location:** Monomoy Regional Middle School - 425 Crowell Road, Chatham, MA 02663

1. Call to Order As this meeting was conducted in person, votes were recorded as follows: Co-Chair **Mr. Peter Troy** called the meeting of the Monomoy Regional Middle School Building Committee - Change Order Review Committee to order at 5:11 PM.

2. Attendance

- **Members Present:** Peter Troy (Co-Chair), Richie Roy, Stephen Davol.
- **Members Absent:** Ed McManus (Co-Chair).
- **Others Present:** Robin Millen (Superintendent, Monomoy Regional School District), Michael MacMillan (Assistant Superintendent, Monomoy Regional School District), Molly Parris (Designer, Raymond Design Associates), Inga Knox (Owner's Project Manager, ECC), David Whitcomb (Building Committee member).

3. Public Comment

There was no public comment.

5. Review and Approval of Prior Minutes

The committee reviewed the meeting minutes from August 18, 2026.

Motion: Moved by Mr. Richie Roy, seconded by Mr. Peter Troy, to approve the meeting minutes of August 18, 2026. **Vote**: Approved 2-0-1 (Troy-Yes; Roy-Yes; Davol-Abstain).

5. Review of Change Order Requests

Ms. Inga Knox, Owner's Project Manager at ECC, and Ms. Molly Parris, Designer at Raymond Design Associates, presented updates and administrative context regarding current Change Order Requests (CORs).

COR #037 Misc. Gutter Replacement

- Presentation/Summary: Ms. Knox introduced the request, noting it was previously included in an earlier packet. The option to delay the work until the upcoming roof replacement project was also investigated. Ms. Knox stated that the OPM requested a building map from the general contractor, Pearl Construction, detailing gutter locations, as well as a mock-up plan. Mr. Michael MacMillan, Monomoy Regional School District, inquired whether the primary issue was total quantity or unit cost. Ms. Parris clarified that

the issue stems from a lack of clarity, stating that while the work is necessary, due diligence requires reviewing location and unit costs amid regional contractor pricing. Mr. Richie Roy, Committee Member, noted that several gutters are visually deteriorated and require replacement. Ms. Knox suggested prioritizing critical sections rather than total replacement.

- **Committee Action:** Action was postponed to a later meeting, awaiting further information from Pearl Construction.

COR #025 SS Flashing Coordination under Windows

- Presentation/Summary: Ms. Knox introduced the request and asked Ms. Parris if the work could be covered by existing contract allowances for roofing tie-ins ($25,000 for PVC roofing and $25,000 for EPDM roofing in the schedule of values). Ms. Knox recommended exhausting available contract funds rather than approving additions to the total contract amount. Ms. Parris noted that obtaining direct dollar-for-dollar credits in construction is difficult and confirmed the allowance was intended for this type of work. Mr. Roy confirmed that denying the change order directs the expense back to the existing contract allowance. Mr. MacMillan asked if Ms. Parris and Ms. Knox were comfortable with the proposed execution, and Ms. Knox confirmed she was comfortable and that work is progressing at risk with the suggested manpower.
- **Committee Action:** No action was taken as the work will be completed within the existing contract allowance.

COR #029 F, X, Y Window Re-order

- Presentation/Summary: Ms. Parris provided an overview, explaining that several windows installed above the roofline were originally placed with a standard 8-inch clearance in anticipation of increased roof insulation during the upcoming roof replacement project. RDA noted that the "F" windows were dimensioned incorrectly on the construction documents, though the change to the rough opening should have been identified. For the "X" and "Y" windows, shop drawing errors occurred that were not caught by RDA; however, contractual obligations require the general contractor and subcontractor to verify existing field conditions. Mr. Roy asked what would occur if the request were rejected. Committee deliberation focused on denying the request to allow further conversation, with potential consideration to meet in the middle regarding the "F" windows.
- **COR #029: F, X, Y Window Re-order Motion:** Moved by Mr. Richie Roy, seconded by Mr. Stephen Davol, to reject COR #029 in the amount of $48,805.15. **Vote:** Approved 3-0 (Troy-Yes; Roy-Yes; Davol-Yes).

COR #033 Window FF, EE Re-order

- Presentation/Summary: Ms. Parris and Ms. Knox reviewed the window sizing discrepancies for types "FF" and "EE". RDA designed the rough openings, but the subcontractor, Kapiloff's Glass, was required by contract to verify all rough openings and

field measurements. Although granted a day to review, the subcontractor spent only an hour and ordered based on the rough opening design, resulting in delivered windows being approximately 10 inches oversized. Mr. Stephen Davol, Committee Member, and Ms. Knox noted that site verification and product sizing remain the strict responsibility of the subcontractor under contract terms.

COR #033: Window FF, EE Re-order Motion: Moved by Mr. Richie Roy, seconded by Mr. Stephen Davol, to deny COR #033 in the amount of $20,507.48. **Vote:** Approved 3-0 (Troy-Yes; Roy-Yes; Davol-Yes).

COR #044 Floor Infill at Abatement Areas

- Presentation/Summary: Ms. Knox presented the request for floor infill. Where drywall had to be removed due to mold discovery, the underlying flooring also required removal. The district executed the asbestos abatement work, necessitating the replacement of the floor infill. Both Ms. Parris and Ms. Knox recommended approval of the work.

COR #044: Floor Infill at Abatement Areas Motion: Moved by Mr. Richie Roy, seconded by Mr. Stephen Davol, to approve COR #044 in the amount of $12,211.90. **Vote:** Approved 3-0 (Troy-Yes; Roy-Yes; Davol-Yes).

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

7. Next Meeting Date

The next meeting of the Change Order Review Committee is scheduled for September 15, 2026, at 5:00 PM, preceding the Full Building Committee meeting at 6:00 PM on the same date.

8. Adjournment

Motion: Moved by Mr. Richie Roy, seconded by Mr. Stephen Davol, to adjourn the meeting. **Vote:** Approved 3-0 (Troy-Yes; Roy-Yes; Davol-Yes).

The meeting was adjourned at 6:02 PM.

Minutes Prepared By: Michael MacMillan

Minutes Approved On: 9/15/2026