Monomoy Regional School District

MRMS Change Order Review Committee

Meeting Minutes

Date: September 15, 2026

Time: 5:06 PM

Location: Monomoy Regional Middle School Library, 425 Crowell Road, Chatham, MA 02663

1. Call to Order

Committee Member **Mr. Peter Troy** called the meeting of the MRMS Change Order Review Committee to order at 5:08 PM. As this meeting was conducted in person, votes were recorded as follows:

2. Attendance

- **Members Present:** Peter Troy, Stephen Davol, Richie Roy.
- **Members Absent:** Ed McManus.
- **Others Present:** Dr. Robin Millen (Superintendent of Schools, Monomoy Regional School District), Michael MacMillan (Assistant Superintendent, Monomoy Regional School District), Matthew Kolva (Director of Facilities, Monomoy Regional School District), Inga Knox (Project Executive, ECC Corporation), Molly Parris (Designer, Raymond Design Associates).

3. Public Comment

There was no public comment.

4. Review and Approval of Prior Minutes

The draft minutes of the Change Order Review Committee meeting held on September 1, 2026, were reviewed. There was no discussion.

Approval of Minutes: September 1, 2026

Motion: Moved by **Mr. Stephen Davol**, seconded by **Mr. Richie Roy**, to approve the meeting minutes of September 1, 2026, as presented.

Vote: Approved 3-0 (Troy-Yes; Davol-Yes; Roy-Yes).

5. Review of Change Order Requests (CORs) & Proposals

- **Change Order Package #11 / COR #041 – Deteriorated Pipe Insulation Replacement (RFI #31):**
    - **Discussion & Scope Summary: Ms. Inga Knox**, Project Executive at ECC Corporation, invited **Ms. Molly Parris**, Designer at Raymond Design Associates, to review the proposal. Ms. Parris reported that during the removal of lines feeding the mini-split units, it was identified that the refrigerant lines lacked proper insulation. Subcontractor Araujo Brothers Plumbing & Heating recommended installing new insulation to protect the lines and enhance system efficiency. While a significant portion of the cost involves horizontal copper lines running along the roof—which could physically be addressed under the forthcoming MSBA roof replacement project—such work is unlikely to qualify for MSBA reimbursement. The proposed scope addresses both vertical and horizontal exposed lines.
    - **Administrative Review & OPM Recommendation:** The committee evaluated whether to perform the remediation immediately or defer it until the roof replacement project. Ms. Knox recommended completing the work immediately, emphasizing that exposed copper piping should not be left unprotected. **Mr. Matthew Kolva**, Director of Facilities at Monomoy Regional School District, confirmed that the proposed cost is fair, reasonable, and aligned with standard HVAC service contract rates, noting that the work is essential to protect the infrastructure. Both the OPM and Architect of Record recommended approval of Change Order Package #11 (COR #041) in the total amount of $4,332.38.

COR #041: Replace Deteriorated Pipe Insulation (Change Order Package #11)

Motion: Moved by Mr. Peter Troy, seconded by Mr. Stephen Davol, to approve Change Order Package #11 (COR #041) in the amount of $4,332.38.

Vote: Approved 3-0 (Troy-Yes; Davol-Yes; Roy-Yes).

- **ECC Change Order Proposal No. 3 – Extension of Owner's Project Management Services:**
    - **Presentation & Staffing Scope:** Ms. Knox presented the background of ECC Corporation's OPM contract and previous change order authorizations. Because project construction and closeout activities have extended past the original substantial completion milestone of August 31, 2026, additional OPM and Clerk of the Works services are required to support the District through project completion. The proposal requests an additional Time & Materials Not-to-Exceed (T&M NTE) authorization of $150,000 covering the period from September 1, 2026, through December 31, 2026. Ms. Knox noted that the proposal assumes full-time Clerk of the Works staffing with Saturday coverage as needed, but billings are based strictly on actual hours worked; staffing hours may decrease as

project activity tapers off. Third-party testing and inspection subcontracts are not included, as no scope expansion is planned in those areas.

- **Financial Review: Mr. Michael MacMillan**, (Assistant Superintendent, Monomoy Regional School District) at Monomoy Regional School District, confirmed that the contractual hourly rates remain unchanged and that billing will strictly reflect hours incurred through December 31, 2026. In response to an inquiry from Mr. Troy regarding budget capacity, Mr. MacMillan confirmed that while the additional fee exceeds the original construction project baseline budget, it remains fully within the total authorized debt limit for the project. Mr. Troy concurred that the extension was reasonable and necessary to ensure continuous oversight.

ECC Change Order Proposal No. 3: Extension of OPM Services (Sept–Dec 2026)

Motion: Moved by Mr. Peter Troy, seconded by Mr. Richie Roy, to approve ECC Change Order Proposal No. 3 for an additional Time and Materials Not-to-Exceed authorization of $150,000 for extended OPM and Clerk of the Works services through December 31, 2026.

Vote: Approved 3-0 (Troy-Yes; Davol-Yes; Roy-Yes).

6. New Business

- **Status of Pending Change Items:** Ms. Knox provided a summary of items not approved at the prior meeting that were remanded to the General Contractor, Pearl Company. In response to the District's request for clarifying information regarding exterior flashing details, Pearl Company is preparing the required documentation. Regarding window-related claims, Ms. Knox reiterated the project team's position that the contractor bears contractual responsibility for the costs of that work rather than the District.
- **Contract Time & Weather Days:** Pearl Company has requested additional non-compensable weather days. Ms. Knox suggested convening the committee during the week of September 28 to address remaining contract adjustments.

7. Next Meeting Date

The next meeting of the MRMS Change Order Review Committee is scheduled for September 30, 2026, at 5:00 PM.

8. Adjournment

Adjournment

Motion: Moved by Mr. Stephen Davol, seconded by Mr. Richie Roy, to adjourn the meeting.

Vote: Approved 3-0 (Troy-Yes; Davol-Yes; Roy-Yes).

The meeting was adjourned at 5:32 PM.

Minutes Prepared By: Michael MacMillan

Minutes Approved On: 11/2/2026