Monomoy Regional School District

Change Order Review Committee

Meeting Minutes

Date: September 30, 2026

Time: 5:00 PM

Location: Monomoy Regional Middle School Library, 425 Crowell Road, Chatham, MA 02633 / Hybrid

1. Call to Order

Co-Chair Mr. Peter Troy called the meeting of the Change Order Review Committee to order at 5:03 PM. The meeting was conducted via hybrid format with remote participation; therefore, all votes were taken by roll call as mandated under M.G.L. c. 30A.

2. Attendance

- **Members Present:** Stephen Davol, Ed McManus (Co-Chair), Richie Roy, Peter Troy (Co-Chair, Virtual).
- **Members Absent:** None.
- **Others Present:** Dr. Robin Millen (Superintendent of Schools, Monomoy Regional School District, Virtual), Michael MacMillan (Assistant Superintendent, Monomoy Regional School District), Inga Knox (Project Executive, ECC Corporation, Virtual), Molly Parris (Designer, Raymond Design Associates, Virtual).

3. Public Comment

There was no public comment.

4. Review and Approval of Prior Minutes

No prior minutes were reviewed or voted upon.

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

- **COR #037R – Miscellaneous Gutter Replacement (Revised):**
    - **Presentation & Review: Ms. Inga Knox**, Project Executive at ECC Corporation, and **Ms. Molly Parris**, Designer at Raymond Design Associates, presented revised COR #037R. The proposal had previously been remanded to the general contractor, Pearl Company, with a request for re-examination and backup

documentation. Following this review, the total proposal cost was reduced from approximately $90,000 to $60,412.41. Ms. Knox and Ms. Parris confirmed that the scope addresses essential replacement of K-style gutters and downspouts at vestibules, entry foyers, and gym elevations to allow completion of trims and fascias.

COR #037R: Miscellaneous Gutter Replacement - Revised

Motion: Moved by Mr. Peter Troy, seconded by Mr. Ed McManus, to approve COR #037R in the amount of $60,412.41.

Vote: Approved 4-0 (Troy-Yes; McManus-Yes; Davol-Yes; Roy-Yes).

- **COR #040 – Louver Rough Opening Repair (RFI #39):**
    - **Presentation & Discussion:** The committee reviewed COR #040, covering framing and rough opening repairs required at mechanical intake louvers per RFI #39 in the amount of $7,171.22.

COR #040: Louver Rough Opening Repair

Motion: Moved by Mr. Richie Roy, seconded by Mr. Stephen Davol, to approve COR #040 in the amount of $7,171.22.

Vote: Approved 4-0 (Troy-Yes; McManus-Yes; Davol-Yes; Roy-Yes).

- **COR #049 – Ceiling Tiles for Owner Attic Stock:**
    - **Presentation & Deliberation:** Ms. Knox reported that ceiling work was not part of the original contract base scope. Pearl Company ordered ceiling materials to complete necessary ceiling repairs resulting from other work, and this request covers an additional quantity of ceiling tiles to be retained by the District as attic stock for future maintenance in the amount of $685.28. It was noted as an administrative requirement that Pearl Company must provide an updated document showing the final total cost line at the base of the proposal.

COR #049: Ceiling Tiles for Owner Attic Stock

Motion: Moved by Mr. Richie Roy, seconded by Mr. Peter Troy, to approve COR #049 in the amount of $685.28, subject to administrative confirmation of the final total by the general contractor.

Vote: Approved 4-0 (Troy-Yes; McManus-Yes; Davol-Yes; Roy-Yes).

- **COR #050 – Insulation Unit Price Reconciliation:**

- **Presentation & Discussion:** Ms. Knox and Ms. Parris outlined COR #050, which reconciles additional rigid and batt insulation installed to replace insulation that was missing or extensively damaged by pest infestation. The work had previously been authorized to proceed under time-and-materials, and this request formally reconciles the verified quantities against the contractual unit prices established in the bid documents, totaling $23,082.20. **Mr. Ed McManus**, Co-Chair, inquired whether the quantities had been formally verified and certified. Ms. Knox confirmed that the quantities had been reviewed and verified in the field.

COR #050: Insulation Unit Price Reconciliation

Motion: Moved by Mr. Peter Troy, seconded by Mr. Richie Roy, to approve COR #050 in the amount of $23,082.20.

Vote: Approved 4-0 (Troy-Yes; McManus-Yes; Davol-Yes; Roy-Yes).

- **COR #051 – Replace Existing Mini-Split / Condenser:**
  - **Presentation & Deliberation:** Ms. Knox and Ms. Parris presented a request to replace an existing ductless mini-split and condensing unit at a cost of $6,029.68. The work was initiated at the request of **Mr. Matthew Kolva**, Director of Facilities, after the unit was disconnected and moved during envelope work. Rather than reinstalling deteriorated, non-functioning equipment, replacement was recommended. Mr. McManus asked regarding the age of the equipment. Ms. Knox explained that while the unit was aging, the associated refrigerant lines and cabling warranted a complete updated replacement. Ms. Parris noted that contractor pricing was subject to expiration after 30 days. The committee agreed the work was necessary but stipulated that administrative staff verify the appropriate internal funding source.

COR #051: Replace Existing Mini-Split / Condenser

Motion: Moved by Mr. Peter Troy, seconded by Mr. Ed McManus, to approve COR #051 in the amount of $6,029.68, subject to administrative determination of the appropriate funding source.

Vote: Approved 4-0 (Troy-Yes; McManus-Yes; Davol-Yes; Roy-Yes).

- **COR #052 – Credit for HVAC Scope Not Required:**
  - **Presentation & Discussion:** Ms. Knox and Ms. Parris presented COR #052, reflecting a contractual credit to the District in the amount of $15,300.00 for mechanical work that was determined to be unnecessary. Ms. Parris clarified that contract document drawing M1.1, Note 6 had called for the full mechanical disconnection and reconnection of 11 rooftop units; however, field evaluations

demonstrated that full disconnection was not required, resulting in a credit based on roughly 10 labor hours per unit.

COR #052: Credit - HVAC Scope Not Required

Motion: Moved by Mr. Richie Roy, seconded by Mr. Stephen Davol, to approve COR #052 as a contract credit to the District in the amount of $15,300.00.

Vote: Approved 4-0 (Troy-Yes; McManus-Yes; Davol-Yes; Roy-Yes).

- **COR #053 – Soffit Returns at Vestibules (Additional Locations):**
  - **Presentation & Scope Review:** Ms. Parris reported that during design and bidding, the team made deliberate efforts to prevent scope overlaps between the siding project and the upcoming Massachusetts School Building Authority (MSBA) roof replacement project. However, at several building corner locations and vestibule transitions, completing the siding envelope required integrating soffit returns and tying flashings together to maintain weatherproofing, generating an additional cost of $19,250.99.

COR #053: Soffit Returns at Vestibules - Additional Locations

Motion: Moved by Mr. Peter Troy, seconded by Mr. Stephen Davol, to approve COR #053 in the amount of $19,250.99.

Vote: Approved 4-0 (Troy-Yes; McManus-Yes; Davol-Yes; Roy-Yes).

- **COR #054 – Insulation at Gym Wall (PR #10):**
  - **Presentation & Cost Scrutiny:** Ms. Knox and Ms. Parris presented COR #054 for installing new insulation at both exterior gable ends of the gymnasium wall, a condition revealed following interior demolition and mold remediation that was not identifiable at the time of prior change proposals. Ms. Parris noted that existing insulation was severely damaged or entirely absent, and Raymond Design Associates recommended full replacement utilizing contractual unit prices ($6.00 per square foot). **Mr. Richie Roy**, Committee Member, questioned an itemized fee for a one-week scissor lift rental, asking why dedicated lift rental was charged when equipment was already active on-site. Ms. Knox indicated Pearl Company claimed the equipment was required for an extended period, but concurred that the justification was inadequate. Mr. Roy also confirmed with Ms. Parris that the $6.00 per square foot unit price encompasses labor. The committee determined to approve the core scope while excluding the scissor lift rental cost.

COR #054: Insulation at Gym Wall

Motion: Moved by Mr. Richie Roy, seconded by Mr. Peter Troy, to approve COR #054 subject to the removal and deduction of the scissor lift rental fee.

Vote: Approved 4-0 (Troy-Yes; McManus-Yes; Davol-Yes; Roy-Yes).

- **COR #013R – Rodent Infestation Cleanup & Schedule Claim:**
    - **Presentation & Legal Standard:** Ms. Parris and Ms. Knox reviewed revised COR #013R ($10,402.82) concerning rodent droppings discovered upon opening building envelope cavities. Vertex, the District's environmental consultant, had mandated HEPA vacuuming and sanitization protocols, which were executed. However, Pearl Company included a request for two additional compensable general conditions days, asserting that other site activities were delayed while remediation took place. Ms. Knox advised against approving general conditions days, stating that compensable time is only allowable if the general contractor was forced to remain on-site beyond the project duration as a direct result. **Mr. Michael MacMillan**, Assistant Superintendent, affirmed that the legal burden of proof to demonstrate impact on the critical path rests entirely with the general contractor.

COR #013R: PR 10 Rodent Infestation

Motion: Moved by Mr. Richie Roy, seconded by Mr. Peter Troy, to table COR #013R for further analysis and documentation regarding schedule impact.

Vote: Approved 4-0 (Troy-Yes; McManus-Yes; Davol-Yes; Roy-Yes).

- **COR #017R – Missing Polyethylene Vapor Barrier Reconciliation:**
    - **Presentation & Action:** Ms. Knox presented COR #017R ($14,196.98) regarding polyethylene vapor barrier reconciliation, advising that the proposal also contains requested contractor general conditions days that require schedule scrutiny.

COR #017R: Missing Poly Vapor Barrier Reconciliation

Motion: Moved by Mr. Richie Roy, seconded by Mr. Peter Troy, to table COR #017R for further discussion and schedule verification.

Vote: Approved 4-0 (Troy-Yes; McManus-Yes; Davol-Yes; Roy-Yes).

- **COR #029 – F, X, and Y Window Re-Order (CCD #2 Response):**
    - **Presentation & Cost Responsibility:** The committee evaluated COR #029 ($48,805.15) for reordering window Types F, X, and Y. Ms. Knox reported that the project team recommendation is that the contractor bear financial responsibility for Types X and Y, while Type F could be evaluated for a cost-share

arrangement. Raymond Design Associates prepared an evaluation memorandum detailing this synopsis. Ms. Parris noted that the glazing subcontractor submitted only an aggregate lump-sum proposal, preventing an immediate itemized cost breakdown by window type.

COR #029: F, X, Y Window Re-Order

Motion: Moved by Mr. Richie Roy, seconded by Mr. Stephen Davol, to table COR #029 pending itemized cost breakdowns by window type.

Vote: Approved 4-0 (Troy-Yes; McManus-Yes; Davol-Yes; Roy-Yes).

- **COR #033 – Window FF and EE Re-Order (Informational):**
  - **Discussion Summary:** Ms. Knox provided an informational update on COR #033 ($20,507.48), which had previously been rejected by the committee. The contractor requested a formal written explanation for the rejection. Raymond Design Associates issued a formal memorandum articulating the contractual rationale, which ECC Corporation will transmit to Pearl Company and its subcontractor. No action was taken.

- **COR #043 – Weather Impact Schedule Claim (Informational Discussion):**
  - **Discussion Summary:** Ms. Knox presented an informational overview regarding Pearl Company's claim for 16 non-compensable weather impact days and associated general conditions totaling $42,840.00. The committee had previously authorized two schedule days for power outage impacts but rejected the 16 weather days. Ms. Knox reported that the OPM team is reviewing public construction law and standard regional practice to formulate a formal legal response. While the bidding documents do not establish an explicit baseline weather matrix, standard construction practice requires general contractors to anticipate and absorb normal seasonal weather conditions typical for the region without additional compensation. No vote was taken as the item was previously rejected.

6. New Business

There was no new business brought before the committee.

7. Next Meeting Date

The date and time for the next meeting of the Change Order Review Committee will be coordinated and announced.

8. Adjournment

Adjournment

Motion: Moved by Mr. Stephen Davol, seconded by Mr. Peter Troy, to adjourn the meeting.

Vote: Approved 4-0 (Troy-Yes; McManus-Yes; Davol-Yes; Roy-Yes).

The meeting was adjourned at 6:08 PM.

Minutes Prepared By: Michael MacMillan

Minutes Approved On: 11/2/2026