Monomoy Regional School District

Change Order Review Committee

Meeting Minutes

Date: October 9, 2026

Time: 4:45 PM

Location: Monomoy Regional Middle School, Room E225 / Hybrid

1. Call to Order

Co-Chair Mr. Ed McManus called the meeting of the Change Order Review Committee to order at 4:59 PM. The meeting was conducted via remote participation/hybrid format, and 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), Peter Troy (Co-Chair, Virtual).
- **Members Absent:** Rich Roy.
- **Others Present:** Dr. Robin Millen (Superintendent of Schools, Monomoy Regional School District), 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 acted upon.

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

Ms. Inga Knox, Project Executive at ECC Corporation, presented an executive overview of Change Order Package #13, specifically highlighting COR #013R1, COR #017R1, COR #043R1, and COR #055. Ms. Knox reported that following the committee's prior review and directives, the general contractor, Pearl Company, removed the previously requested general contractor staffing and schedule days from both COR #013R1 and COR #017R1, reducing those requests strictly to direct work costs.

- **COR #013R1 – Rodent Infestation (PR #10):**
    - **Scope & Financial Summary:** Ms. Knox reported that following the previous rejection of delay claims, Pearl Company revised the proposal to eliminate the two claimed general conditions days ($5,000.00). The revised request covers only the direct subcontractor remediation costs associated with Proposal Request (PR) #10, including HEPA vacuuming droppings, applying biocide and diluted bleach treatments, and removing and disposing of contaminated insulation. This adjustment reduced the total change order cost from $10,402.82 to $5,047.82, and the Owner's Project Manager (OPM) recommended approval.

COR #013R1: Rodent Infestation

Motion: Moved by Mr. Peter Troy, seconded by Mr. Stephen Davol, to approve COR #013R1 in the amount of $5,047.82.

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

- **COR #055 – Masonry Fire Wall Repairs in Gym (PR #26):**
    - **Presentation & Technical Scope: Ms. Molly Parris**, Designer at Raymond Design Associates, presented the scope of work associated with PR #26 regarding the existing Concrete Masonry Unit (CMU) wall in the gymnasium. During wall opening and demolition, it was discovered that the CMU wall lacked adequate firestopping and mortar in joints required to provide a two-hour fire-resistance rating. The proposed repair involves installing firestopping and mortaring between joints from the gym side of the building, and tuckpointing and filling joints from the adjacent music room side to the maximum extent reachable.
    - **Administrative Review & Financial Deliberation: Mr. Michael MacMillan**, Assistant Superintendent at Monomoy Regional School District, inquired whether bringing the existing assembly up to modern standards is legally mandated by building code. Ms. Parris clarified that the existing building code does not mandate bringing legacy, unmodified assemblies up to current new construction code; however, if this were new construction, a two-hour fire resistance rating would be required. Ms. Parris affirmed that the proposed labor figures appear fair based on prevailing wage requirements. Ms. Knox advised that ECC Corporation would negotiate with the general contractor and supported approval subject to a compromise reduction in general conditions. Following discussion, the committee determined to approve the work subject to reducing the general contractor fee to $1,500.00.

COR #055: Masonry Fire Wall Repairs in Gym

Motion: Moved by Mr. Peter Troy, seconded by Mr. Stephen Davol, to approve COR #055 subject to reducing the contractor general conditions to $1,500.00.

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

6. New Business

There was no new business brought before the committee.

7. Next Meeting Date

The next meeting of the Change Order Review Committee was proposed for October 21, 2026.

8. Adjournment

Adjournment

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

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

The meeting was adjourned at 6:08 PM.

Minutes Prepared By: Michael MacMillan

Minutes Approved On: 11/2/2026