



**Norfolk County Agricultural High School Project**

**Meeting:** Building Committee

**Date – Time:** **December 20, 2013 – 9:00 AM**

**Location:** 1<sup>st</sup> Floor - Administration Building – Main Conference Room

**Purpose:** Review status of Construction Phase activities including schedule and budget

**Desired**

**Outcomes:** Understanding of construction progress, schedule, budget and current issues

**Agenda:**

| TOPICS                        | HOW  | WHO    | TIME     |
|-------------------------------|--|--------|----------|
| Call to Order/Roll Call       |  | Rick   | As req'd |
| Acceptance of Meeting Minutes | VOTE:<br>Minutes of 12/17/13 Meeting   | ALL    | As req'd |
| Chairman's Report             | For Information  | Rick   | As req'd |
| OPM's Report :                | For Information and Discussion:<br>-Additional Information provided from legal counsel and surety<br>- Phase I / Phase II Construction Progress Update<br>- Phase I & Phase 3 Punchlists Status<br>- Town of Walpole permits / project oversight<br>- TLT Performance / Schedule | CPM    | 20 min.  |
| Executive Session             | As needed with the intent to reconvene in open session following executive session.  |        |          |
| Financial Report              | For Information and Discussion:<br>- Status of GC Requisitions / Payments / related Issues   | CPM/T2 | As req'd |
| Other Business                | All other business that the Chairman could not reasonably anticipate   | ALL    | As req'd |
| Adjourn                       | -VOTE  | Rick   | As req'd |

Next Meeting: **TBD by the Committee**