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 FOXBOROUGH, MA 02035

**Norfolk County Agricultural High School Project**

**Meeting:** Building Committee  
**Date – Time:** **October 8, 2013 – 1:00 PM**  
**Location:** First Floor Conference Room – Admin. Building

**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: Minutes of 09/23/13 Meeting	ALL	As req'd
Chairman's Report	For Information	Rick	As req'd
OPM's Report :	For Information and Discussion: - Review open items from prior Meetings - Construction Progress Update: <ul style="list-style-type: none"> <li>• Phase 1 Completion and Closeout Activity including Punchlists and Warranty Service Request Log</li> <li>• Phase 2 Construction activity</li> </ul>	Bryan Bob	20 min.
Architect's Report	For Information and Discussion: - Construction Administration Update - Update FF&E Installation / Procurement Process	T2 T2	15 min
Financial Report	For Information: - Budget Reconciliations: NCAHS / CPM / MSBA - Status of monetized incomplete work and punchlist items - Review and VOTE of Vendor Invoice Package - Vendor/Subcontractor Payment Claims: update - Review Status of Changes to the Work/PCO Log	Rick CPM/T2 Bryan Bryan Bryan	As req'd
New Business	For Information and Discussion: -As may be presented	ALL	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: 11/12/13 @ 1PM: 1<sup>st</sup> Flr. Admin.Bldg. Conf.Rm.