



Norfolk County Agricultural High School Project

Meeting: Building Committee
Date – Time: September 10, 2013 – 1:00 PM
Location: Main Conference Room, Administration Building

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Purpose: Review status of Construction Phase activities including schedule and budget
Desired Outcomes: Understanding of construction progress, schedule, and current issues
 Understanding of overall project budget status

Agenda:

TOPICS	HOW	WHO	TIME
Call to Order/Roll Call		Rick	As req'd
Acceptance of Meeting Minutes	VOTE: Minutes of 08/27/13 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, incl. Punchlist Work - Update Phase 1 and Phase 3 Completion Schedules - Status: Facility Occupancies / Start of School - Review Status of Changes to the Work/PCO Log VOTE: Review/Approve GC Monthly Invoice and VIP	Kevin Bob Bryan Bryan Bryan ALL	20 min.
Architect's Report	For Information and Discussion: - Construction Administration Update	T2	15 min
Financial Report	For Information: - Budget Reconciliations: NCAHS / CPM / MSBA - Monetized Incomplete Work: items and process - Vendor/Subcontractor Payment Claims: update - Other items	Rick CPM/T2 CPM	As req'd
New Business	For Information and Discussion: -Status of Phase II Construction	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: 10/08/13 @ 1PM - Location TBD