



**Norfolk County Agricultural High School Project**

**Meeting:** Building Committee  
**Date – Time:** January 13, 2015 – 1:00 PM  
**Location:** McFarland Hall – Trustees Meeting Room

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

**Desired Outcomes:** Understanding of Closeout progress, schedule, budget and current issues; VOTE project invoices

**Agenda:**

TOPICS	HOW	WHO	TIME
Call to Order/Roll Call		Rick	As req'd
Acceptance of Meeting Minutes	VOTE: Minutes of 12/09/14 Meeting	ALL	As req'd
Chairman's Report	For Information	Rick	As req'd
OPM's Report :	For Information and Discussion: - Review Open Business items from prior meetings - Phase 2 and Project Closeout update - Update regarding Phase 1 Windows - Update regarding Warranty items	CPM	20 min.
Architect's Report	For Information and Discussion: - Construction Closeout Update	T2	20 min.
Financial Report	For Information and Discussion: - Present / approve Vendor Invoices for December 2014 - Review Project Budget items	CPM	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: February - TBD

RECEIVED  
 15 JAN - 8 AM 11:50  
 TOWN OF WALPOLE  
 TOWN CLERK