

**PENFIELD BUILDING COMMITTEE
SPECIAL MEETING
Thursday, January 14th, 2016 at 6:00 pm
BOARD OF EDUCATION CENTER
2nd floor Conference Room
501 Kings Highway, Fairfield, CT 06825
penfieldcommittee@town.fairfield.ct.us**

AGENDA

1. Call to Order
2. Confirmation of Quorum
3. Confirmation of Meeting Agenda and Order
4. Review and approval of Committee meeting dates for 2016.
5. Election of Committee Chair, Vice Chair, Secretary.
6. Discussion and appointment of Budget Management and Change Order Subcommittee.
7. Review and approval of the Project Oversight scope of services and agreement.
8. Confirmation of the project scope of work, GMP and notice to proceed (Shawmut).
9. Confirmation of the construction documents and project total budget (Shawmut).
10. Confirmation of project master schedule and first 90 day look-ahead schedule (Shawmut)
11. Review and update regarding FEMA and grant requirements (Joe Michelangelo).
12. Discussion and Committee direction regarding periodic project status report.
13. Review and approval of any outstanding invoices or requisitions for payment
14. Public Comment
15. Old Business
16. Adjournment