

**PENFIELD BUILDING COMMITTEE  
REGULAR MEETING  
Thursday, December 8th, 2016 at 6:00 pm  
BOARD OF EDUCATION BUILDING  
2nd floor Conference Room  
501 Kings Highway East, Fairfield, CT 06825  
[penfieldcommittee@town.fairfield.ct.us](mailto: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 Meeting Minutes from 10/27/2016.
5. Review and approval of Meeting Minutes from 11/17/2016.
6. Elect Officers for calendar year 2017.
7. Review and approve proposed meeting dates for 2017:
  - a. January 12th and 26th
  - b. February 9th and 23rd
  - c. March 9th and 23rd
8. Report from Shawmut Design and Construction regarding project progress, outstanding issues, schedule and completion date.
9. Report from DeStefano & Chamberlain regarding outstanding design and engineering issues including recent on-site inspections by project electrical and mechanical engineers.
10. Report from Colliers International regarding overall project status and financial status including estimated cost at completion, status of Owner's and CM contingencies, allowances and status of change orders. Review and approval of CM contingency transfer to Owner's contingency.
11. Review and approval of any outstanding change order requests, review and confirmation of recently authorized or pending Construction Change Directives.
12. Review and approval of applications for payment and outstanding invoices.
13. Old Business

14. New Business

15. Public Comment

16. Adjournment