

## AGENDA

Project: Manchester Memorial Elementary School  
Subject: School Building Committee Meeting  
Location: Manchester MS/HS – Library  
Distribution: Attendees, Project File

Project No: MP17-114  
Meeting Date: 11/13/2018  
Time: 7:00 PM  
Prepared By: C.Shefferman



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1. Call to Order & Intro
    - Annie/Caroline Summarize Local Approvals Process
  2. Previous Topics & Approval of September 26, 2018 Meeting Minutes
  3. Invoices and Commitments for Approval
    - Minuteman Press Invoice No. 89535 in the amount of \$7,093.58 (invoice attached).
    - Minuteman Press Invoice No. 89538 in the amount of \$315.00 (invoice attached).
    - MSBA Project Scope and Budget
    - JCJ PM Staffing Change
    - DWMP DD-Closeout Contract
    - JCJ DD-Closeout Contract
    - WT Rich DD Preconstruction Purchase Order
  4. Schedule Update
    - JCJ Workplan review/introduction and lessons learned discussion
    - DWMP overall schedule review
  5. Design Update
  6. Budget Update
  7. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
  8. Public Comments
  9. Next Meetings
  10. Adjourn

PROJECT MANAGERS  
ARCHITECTS

Newburyport, MA 01950  
260 Merrimac Street Bldg 7  
978.499.2999 ph  
978.499.2944 fax

[www.doreandwhittier.com](http://www.doreandwhittier.com)