

## 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: 12/12/2017  
Time: 7:00 PM  
Prepared By: C.Shefferman



- 
1. Call to Order
  2. Previous Topics & Approval of November 28, 2017 Meeting Minutes
    - 7.11 Site: Swing Space Availability (P. Beaudoin)
    - 8.8 Choose date for tour; Contact schools schedule tour (P. Beaudoin/JCJ/DWMP)
    - 13.9.2 Send meeting invite for WG meeting (MEP WG)
    - 14.4.4 Resend volunteer email to SBC (C. Shefferman)
  3. Invoices and Commitments for Approval
    - DWMP November OPM Invoice No. 9 in the amount of \$8,682.00.  
(invoice attached). Vote expected.
    - JCJ November Designer Invoice No. 4 in the amount of \$61,450.00.  
(invoice attached). Vote expected.
  4. Working Group Update (DWMP)
  5. Budget Update (ALL)
  6. Schedule/Look Ahead (ALL)
  7. Project Update (JCJ)
  8. Evaluating the Options (JCJ)
  9. Design Update (JCJ)
  10. Next Meeting(s)
  11. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
  12. Public Comments
  13. 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)