



Meeting Posting & Agenda

Details:

Board – Committee – Commission: Town Hall Building Committee

Meeting Day, Date, Time: Wed June 5, 2013 @ 10:00 am

Location: Fire Station

Agenda:

Open Meeting/Review Agenda

1. Introductions
2. Contract Status
3. Key Contract Provisions
 - a. Notice to Proceed
 - b. Performance/Payment Bonds
 - c. Mobilization Date
 - d. Substantial Completion Date
 - e. Final Completion Date
 - f. Insurance Certificate
 - g. Wage Rates/Certified Payroll
 - h. OSHA Cards
 - i. Statement of State Tax Compliance
 - j. Certificate of Corporate Vote of Authorization
 - k. Non-collusion Affidavit
4. Project Communications Protocol
5. Project Manager and Field Superintendent
 - a. Project Directory
6. Sub Contractors
7. Safety, Clean-Up and Security
8. Permits
9. Work Hours
10. Contractor's Use of Site: Staging Area, Office, Toilets, Dumpster, Security
11. Worker Parking
12. Street Closing

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By Kelly A. McElreath at 11:16 am, May 30, 2013



13. Schedule of Values/Requisitions
14. Shop Drawings/Submittals /Submittal Log
15. Mock-ups
16. MHC review status
17. Substitutions
18. Requests for Information
19. Construction Schedule
20. Project Sign
21. Town Hall Mailbox Relocation
22. Treasurer's safe
23. Field Meetings and General Meeting Schedule
24. Existing Conditions Documentation
25. Record Documents
26. Closeout
27. One Year Warranty Walk-Through

Other topics not reasonably anticipated by the Chairman 48 hours in advance

Adjournment

48 Hour notice for meetings of Boards and Committees –

Town Clerk must receive your meeting posting, including agenda, by at least 48 hours prior to the meeting.

The 48 hours notice cannot include Saturdays, Sundays or holidays.