



TOWN OF MEDFIELD

MEETING NOTICE

POSTED:

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TOWN OF MEDFIELD, MASS.

2019 JAN 17 P 6:12

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 39 SECTION 23A, AS AMENDED.

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TOWN CLERK

Dale Street School Building Committee

Board or Committee

Revised

PLACE OF MEETING	DAY, DATE, AND TIME
Public Safety Building/Training Room	Wednesday January 23, 2019 7:00 PM until 8:00 PM
<i>Townhouse, Chenery Hall</i>	

AGENDA (SUBJECT TO CHANGE)

Purpose / Kickoff Meeting

- Introduce and officially form School Building Committee; Kickoff Dale Street School Feasibility Study

Desired Outcomes

- An officially formed and organized Building Committee
- A mutual understanding of project goals
- An understanding of the Schedule
- Reviewed history of project to date
- Review and draft RFS for OPM Services

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E. Clarke
1-22-19

Agenda

TOPICS	HOW	WHO	TIME
Committee Organization	- Discuss committee structure and roles moving forward - Review final approved committee membership and discuss changes to membership (Mike Sullivan retirement)	Mike Quinlan	10 min
Goals,	- Review Project Goals	Jeff Marsden and Mike LaFrancesca	15 min
Project Process	- Review Project Schedule - Next steps and milestones	Mike Quinlan and Mike LaFrancesca	15 min
RFS for OPM	- Discuss draft of RFS for Owner's Project Management Services	Mike Quinlan and Tim Bonfatti	15 min
Next Meeting	- New business for next meeting - Agree on next meeting date and time	ALL	5 min