

Company Initial	Contact Name	Email	Phone	Cell #
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<b>1</b>	<b>Attendance at meeting</b>
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<b>NMCC</b>	Tim Crowley	<a href="mailto:tcrowley@nmcc.edu">tcrowley@nmcc.edu</a>		
<b>NMCC</b>	Larry LaPlante	<a href="mailto:llaplante@nmcc.edu">llaplante@nmcc.edu</a>		
<b>NMCC</b>	Barry Ingraha,	<a href="mailto:barry@nmcc.edu">barry@nmcc.edu</a>	(207) 768-2706	(207) 551-5748
<b>NMCC</b>	Robert Smith	<a href="mailto:robert@nmcc.edu">robert@nmcc.edu</a>	(207) 768-2851	(207) 551-1500
Honeywell	Jim Lucy	<a href="mailto:jim.lucy@honeywell.com">jim.lucy@honeywell.com</a>	(603) 433-2758	(603) 767-8058
Honeywell	Henry Camire	<a href="mailto:henry.camire@honeywell.com">henry.camire@honeywell.com</a>	(603) 497-4945	(603) 236-1048
Honeywell				

<b>2</b>	<b>Absent at meeting</b>
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**NMCC**  
**NMCC**  
Honeywell  
Honeywell

Item #	Date	Item	Assign To	Date Due	Status
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### Old Business

**Kick-Off****Campus Wide**

24-Feb-10	Review Start Up Agenda Went thru each line of the Agenda and everyone agreed to each item. Agenda is being made part of the job folder.	All	24-Feb-10	Complete  Complete
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### 4

### New Business

**001-01****Campus Wide**

24-Feb-10	There needs to be a Contingency for Inclement Weather for all Work. If the College is closed; there will be no work on Campus.	NMCC	Ongoing	Open
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**001-02****Campus Wide**

24-Feb-10	Remote Access to the DDC System is in place and the AX Supervisor is operational. The Branch will keep all informed as to progress of remote access in accordance with ER Standards.	Honeywell	Ongoing	Open
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**001-03****Campus Wide**

24-Feb-10	A sign in process will be followed by all. Everyone will sign in and out at Facilities Office daily/	Honeywell & Contractors	Ongoing	Open
24-Feb-10	One set of Contractor Keys will be available for sign out by one Contractor Foremen. They will be returned to Facilities at end of shift.	Honeywell & Contractors	Ongoing	Open

**001-04****Campus Wide**

24-Feb-10	The School's Lab Schedule will be added to their Schedule for determining work schedule.	NMCC	10-Mar-10	Open
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**001-05****Campus Wide**

24-Feb-10	NMCC has requested the eMS Scheduling Package be sent to NMCC in order to interface with their scheduling program. The Branch is looking into this possibility.	Honeywell Branch Office	24-Mar-10	Open
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**001-06****Campus Wide**

24-Feb-10	NMCC has requested a copy of Honeywell Safety Manual and Policies and Procedures for Contractors.	Honeywell	26-Feb-10	Closed
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001-07

**Andrews Hall**

*24-Feb-10 NMCC has requested we hold off on controls in Boiler Room. This is due to Boiler Room Renovations being designed. New Boilers will be installed this year. Design will change proposed Sequence of Operation.*

*NMCC Ongoing Open*

001-08

**Campus Wide**

*24-Feb-10 NMCC has sent an email of Control Issues and Concerns. This has been forwarded to DDC Group for action.*

*Honeywell 10-Mar-10 Open*

<b>5</b>	<b>Next Meeting</b>
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Time	Date	Location
3:00 PM	10-Mar-10	Facilities Office or To Be Determined