

David M. Hart Enterprises
104 Federal Street
Salem, MA 01970
 978 745 2172
 Fax 978 740 0085
 davidatsalem@comcastnet
 www.dmharhitects.com

MEETING REPORT

DATE 10/20/2007 **Project** FCC Nantucket

Project Number: 3085

Report Number: 01

Date of Meeting 10/15/2007 **Type of Meeting** Site Visit

Time 1:00 pm **Weather Conditions** 60's F, PC, Breezy

Location Site

Attendees

Devin Remick	FCC Natucket
Robert Olson	FCC Natucket
Peter Hoey	FCC Natucket
The Rev. Joy Baumgartner	FCC Natucket
Mark Voight	Town of Nantucket
David Hart	David M. Hart Enterprises
Tom Evarts	YSC, Inc.

Number	Item	Action	Who
101507 001	Purpose of Meeting		
	Purpose of the meeting was to conduct a preconstruction meeting to sign the construction contract, establish a schedule of values, establish a schedule of work, review the administrative aspects during construction and discuss details regarding the construction.		
101507 002	Introductions		
	Introductions of the members of the team were made. The primary contacts will be Devin for the church, Tom for the contractor, and David for the architect.		
101507 003	CPC Grant		
	Mark Voight remarked that a preservation restriction is required for the grant. Based upon prior experience, several months should be allowed for the preparation of the restriction. The CPC will reimburse moneys during the period in which the restriction is being prepared, but only up to 50% of the amount of the grant. The restriction has to be in place prior to any reimbursement beyond 50% of the grant amount.		

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101507 004	CPC Grant	The process flow for the grant reimbursement should be explored earlier rather than later. An application for grant reimbursement should be prepared and submitted to establish the exact paperwork flow and procedure.	
101507 005	Contract	<p>Four copies of the AIA 107 Agreement between the Owner and the Contractor signed by the contractor were presented for signature. The contract was reviewed in detail by David so everyone had a general understanding of the the terms and conditions of the document (granted that a considerable portion of the language is legalese). (The contract was signed by the church after the meeting and copies distributed to the architect and contractor by mail).</p> <p>It was noted that the schedules of drawings and specifications and addendums referred to in the contract were not included in the copies and these will have to be incorporated into each copy asap.</p>	
101507 006	Contract	Site Conditions. The list of site conditions was reviewed and the church will respond if there are any clarifications or modifications necessary.	
101507 007	Contract	Article 10 - Subcontractors. It is anticipated that the contractor will use his own forces exclusively on the work, but if subcontractors are anticipated they will be identified ahead of time.	
101507 008	Contract	<p>Article 14.5 - Final completion and final payment.</p> <p>The architect will obtain a certificate from the contractor that he has paid all his subcontractors and suppliers, prior to final payment. If there is any question as to the contractor not paying his subcontractors and suppliers an alternative is available whereby the contractor will obtain a certificate from his subcontractors and suppliers that they have been paid and all liens are released.</p>	

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101507 009	Contract	Article 16.4 - Insurance. The church will check with their insurance carrier to review the property insurance policy regarding the work that has been installed during construction.	
101507 010	Contract - Bond question	A question arose as to whether or not a construction bond would be required. Tom remarked that the firm is DECM (Division of Capital Asset Management) certified and is bondable. A bond could be procured for additional money, The contractor will usually be 4-7 weeks behind payments for work done. It was agreed the considering the issue, a bond would not be required at this time	
101507 011	Insurance	The contractor's certificate of insurance was attached to the contract. Tom was not sure that the amount of Excess Liability was correct (it was listed as \$10,000,000.00 but he thought it was less than that amount). Tom will check with his insurance agent	
101507 012	Staging	<p>The east front will probably be accessed from swing staging and other methods, but probably not pipe staging. The north and south will be pipe staged. The church expressed concern that outside persons might climb the staging and wanted assurance that this issue would be addressed. Initial ideas were signs and some type of blocking at the lower levels.</p> <p>Access to the front doors shall be provided at all times.</p> <p>Staging plans will be reviewed with the church especially regarding weddings and other functions.</p>	
101507 013	Tax Exemption Certificate	This will be provided to the contractor as the work is not subject to Massachusetts sales tax.	

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101507 014	Painting of copper metal	Tom asked if the paint specified in the contract documents was correct for the metal spire covering. David will check with the paint manufacturer. (Refer to Addendum #2 - Primer to be Fine Paints of Europe "Key" Primer - two coats)	
101507 015	Schedule of Values	<p>This schedule will be submitted shortly by the contractor.</p> <p>This schedule will be used by the contractor to apply for payments throughout the project.</p>	
101507 016	Schedule of Work	<p>This schedule will be submitted shortly by the contractor.</p> <p>It is anticipated that the various wooden trim elements will be removed from the building and fabricated in the contractor's shop for eventual reinstallation. David will review the shop drawings and potentially visit the contractor's shop to review the progress of duplicating the wooden elements.</p>	
101507 017	Site visits by the architect	Periodic site visits will be made by the architect to review the work in progress. The schedule will be worked out with the contractor and church to effectively integrate with the construction.	
101507 018	Staffing of project by contractor	<p>Crew sizes are anticipated to be:</p> <p>Carpentry: 4 persons</p> <p>Sheet metal: 3 persons</p> <p>Painting: 5 persons</p> <p>There may be 5 - 10 persons on the site during construction at any one time.</p>	
101507 019	Security	Security is a concern of the church. All doors accessible by the contractors should be secured by the contractor during construction.	

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Item	Item	Action	Who
101507 020	Next Meeting TBA		

101507 021	Adjournment	The meeting adjourned at approximately 3:30 p.m.	
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