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# MEETING REPORT

**Creation Date** 9/9/2008

**Project** Nantucket First Congregational Church

**Project Number:** 3004

**Report Number:** 12

**Date of Meeting** 9/3/2008

**Type of Meeting**

**Time** 12 noon

**Weather Conditions**

**Location**

**Attendees**

**Item**


090308 **Purpose of Meeting** Purpose of the meeting was to conduct a construction meeting to observe the construction progress and schedule. The contractor by previous agreement, was not present.  
 001  
 Tower

090308 **Progress** The meeting was held in advance of a construction meeting that will be held the next few weeks, at which time the contractor should be on-site to finish up the painting of the spire, and attend to any punch list items.  
 002  
 Tower

090308 **Observations** A tour of the exterior of the Church was made, at which time photographs of some of the punch list items work taken, and the upper areas of the church were examined visually and with binoculars.  
 003  
 Tower

090308 **Schedule** David will contact Tom Evarts to relay the desire that a schedule be developed to address the finish up items, including the painting of the upper spire and installation of the “rockets” at the front door.  
 004  
 Tower

**Date of Meeting** 9/3/2008

**Project** Nantucket First Congregational Church

**Item** 3004 **Action** **Who**

090308 **Front doors** David will check to determine which contract the front door  
005 restoration will be done under, and which contract the two side  
Tower doors will be done under. It's

090308 **Adjournment** The walk around tour concluded at approximately at 1:30 PM  
006  
Tower