

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** 9/9/2008

**Project** FCC Nantucket

**Project Number:** 3085

**Report Number:** 11

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

**Type of Meeting** Site Visit

**Time** 11:00 am

**Weather Conditions** 60's F, PC

**Location** Site

**Attendees**

David M. Hart, AIA	David M. Hart Enterprises
Bob Olson	FCC Nantucket
John Tiffany	FCC Nantucket

Number	Item	Action	Who
090308 001 Int	<b>Purpose of Meeting</b>	The purpose of the meeting was to discuss preliminaries of the "interiors" project that will be undertaken in response to the church's CPC grant.	
090308 002 Int	<b>Schedule for church use</b>	The summer church will be available for construction starting January 5, 2009. Construction may proceed until May 15, 2009, at which time construction should be complete. This is to accommodate a wedding that will take place starting May 28, 2009 through May 30, 2009. The museum will open on May 30, 2009.  The church Tower Museum will be closed on October 13, 2008.	
090308 003 Int	<b>Design Budget</b>	The work will be done through a CPC grant in FY 09, in the amount of 200,000. The design will be to an amount of 300,000+ fees. The CDC grant is for the summer church only, therefore a fire alarm reimbursement will be for the sanctuary only.	

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

**Project** FCC Nantucket

**Report Number:** 11

3085

<b>Item</b>	<b>Item</b>	<b>Action</b>	<b>Who</b>
090308 004 Int	<b>Architectural agreement</b>	The agreement will signed shortly. The architect agreed to start work immediately.	
090308 005 Int	<b>Scope of work</b>	<p>The scope will be as previously agreed to:</p> <p>The general scope involves the 1834 church and includes the interior redecoration/conservation of the sanctuary, refurbishment and finishing of the choir loft, refurbishment of the “museum”, lighting changes in the stairwells, a fire detection system in the sanctuary, window restoration and handrails for the pulpit. Exterior work is to include the north and south sides of the 1834 church, cornerboards, gutter and downspouts, egress hardware on the north and south doors at the narthex, and trim. It is planned to include west wall and north wall reshingling.</p> <p>It is desired that the windows will be rehabilitated such that it will not allow a human to enter the sanctuary from the exterior. It is desired that automatic locking devices installed so that when the windows are shut closed they will automatically lock.</p>	
090308 006 Int	<b>Research</b>	It is still intended to determine if the interior decoration, applied in 1970, is capable of being restored, or if it will have to be completely repainted. David will utilize the services of the appropriate consultants to examine the decoration, paint, and plasterboard finish. The fire alarm system will be examined in total, to determine the possibility of timing these new sanctuary fire alarm system into the existing master controls.	
090308 007 Int	<b>Contract</b>	It is intended to develop a set of plans and specifications that will be put out for bidding by qualified contractors, and the bit form will hopefully permit a base bid within the budget, and add alternates to purchase as much of the design work as possible.	

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

**Project** FCC Nantucket

**Report Number:** 11

3085

<b>Item</b>	<b>Item</b>	<b>Action</b>	<b>Who</b>
090308 008 Int	<b>Adjournment</b> The formal portion of the meeting adjourned at approximately 12:30pm, after which the participants toured the interior of the church to examine the various services that will be rehabilitated.		

---