

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

MEETING REPORT

DATE 1/14/2009

Project Nantucket First Congregational Church

Project Number: 3085

Report Number: 16

Date of Meeting 1/14/2009

Type of Meeting Pre Construction

Time 11:15 am

Weather Conditions Fair, 20's

Location Nantucket (Revised 1/27/2009)

Attendees

David M. Hart, AIA	David M. Hart Enterprises
Rob	FCC Nantucket Briefly
Bob Olson	FCC Nantucket
Phil Reed	FCC Nantucket
John Tiffany	FCC Nantucket
Tom Evarts	YSC Inc.

Number	Item	Action	Who
011409 030	Purpose	The purpose of the meeting was a pre-construction meeting with the selected contractor, YSC	

011409 031	Project Management	Church representative: Bob Olson and John Tiffany. Bob will be the primary contact unless Bob is off island, in which case John will take over. John is contact if Bob is not available.	
---------------	---------------------------	--	--

Contractor: Rick Chambers will be at the site mostly full time; Tom will be the contact for matters other than day to day.
 Architect: David Hart

Date of Meeting 1/14/2009

Project Nantucket First Congregational Church

Report Number: 16

3085

Item	Item	Action	Who
011409 032	Price	Tom indicated that the reason the price was reduced in the final bid was that he now will remove the south windows for repair rather than staging and repairing in place, including cloaking and heating the area, and that he will replace only the rotted portions of the SW corner exterior trim. A scarf joint will be used to join the old with the new, and it will not be noticeable.	
011409 033	Organ protection	Temporary heat in the range of 50 - 60 deg F will be maintained in the sanctuary. The heat will be shut down at night. The organ will be protected using a polyethylene wrap. Propane heaters will be used, housed in gyp board.	
011409 034	Contract Schedule	Contract completion of May 8, 2009 has to be maintained. Tom indicated that this is not expected to be a problem	
011409 035	Contract Signing	The AIA 107 was distributed for review. It was the intent to sign today, and David will furnish all attachments asap. (Contract was signed by the owner and contractor later in the meeting and three copies distributed).	
011409 036	Alternate No. 1	Alternate 1, the shingling of the north facade, will be quoted to the church by Tom, who is finalizing a reduced figure. When agreed upon, a change order to the base contract will be executed. Tom is intending to use Mike Molinski for this portion of the work.	
011409 037	Building Permit	<p>The contractor is required to obtain and pay for any and all permits. Tom will contact the Building Department to see if a permit is required.</p> <p>The HDC reportedly has already agreed that the north facade shingling has been approved. No application is necessary.</p>	

Date of Meeting 1/14/2009

Project Nantucket First Congregational Church

Report Number: 16

3085

Item	Item	Action	Who
011409 038	Schedule	<p>Rick and Dave will be here next week to start the installation of the staging, which will be erected by N E scaffolding.</p> <p>Rick and Dave will then remove windows and install plywood in the openings. Only about two windows at a time will be removed.</p> <p>Mike Molinski will paint the north and south stairs.</p> <p>Rick will repair sash and make the lower sash operable.</p> <p>NE Scaffold will fully install and plank the entire sanctuary so all areas are accessible.</p> <p>John Coles, (781 648 2255), a decorative painter from Arlington, MA, will perform the decorative painting infill and repair.</p> <p>Tom indicated that he will use as much island labor as possible</p> <p>Tom intends to hire local labor to clean the interior. David to send Tom the name of a local decorative painter who contacted him during the bidding process. (See item No. 13)</p>	
011409 039	Sample panels and Chris Thomson consulting	<p>Discussion ensued regarding the interface of Chris Thomson with John Coles and test panels. Chris and John will interface possibly by phone prior to meeting and working out a cleaning and repair scheme. Chris can potentially visit Thursday, January 29. In any event, time is of the essence, and Chris and John have to interface asap.</p>	

Item	Item	Action	Who
011409 040	Meeting of minds on acceptable level of crack and defect repair	<p>Discussion ensued regarding the visual quality level to be achieved after the repair is complete. The test panels will be used to establish the level of repair that is acceptable to all parties. it was explained that in 1969, according to Howard Jellame, the entire wall surface was strapped and gypsum boards applied. The ceiling likewise, although the architect, Ames & Graves, in their c1965 drawings, called for the metal ceiling to be removed and the wooden strapping to remain, and new gypsum boards applied to the ceiling. The drawings show the supposed ceiling decoration, which was called out to be replicated.</p> <p>Calculations indicate that about 240 4 foot by 8 foot gypsum boards would have been installed. The fact that the sanctuary is not heated in the winter results in expansion and contraction during the seasons, and the taped joints of many of the gypsum board panels have ripped and moved around, causing cracks to appear at the joints, in effect creating expansion joints.</p> <p>Completely covering over all cracks would be very costly. It is the observation of the architect that the entire sanctuary is a work of art, and the recommendation of the architect is that the work be stabilized and be visually pleasing to the eye after work is complete; however, it should be recognized that some defects will still remain after work is complete. (See also letter David M. Hart to Robert Olson 12/26/2008)</p>	
011409 041	Temporary Heat	<p>Propane “pot” type heaters will be used. gyp board will be used to protect the floor area, and a surround will be erected to protect adjacent materials. The intent shall be to provide a safe heating apparatus. Tom will contact the Fire Chief, Marc McDougal,</p>	
011409 042	Schedule of Values	<p>Tom will submit a schedule of values which will be used for payment tracking.</p>	

Item	Item	Action	Who
011409 043	Access to Church	Normal working hours are 7-5. Rick Chambers will be given a key to the back door.	
011409 044	Security	It was requested that the front door areas be blocked off with yellow construction tape. Likewise the tower doorways should be taped off to discourage the occasional "wanderer" from accessing the tower.	
011409 045	Toilet facilities	The specifications include Porta Potties for the workers. However, the church agreed that the hall facilities can be used, as long as the area is kept clean and in good repair.	
011409 046	Finials	<p>The replication of the four finials as called for in the previous contract will be revisited. David will prepare a new drawing showing the revised finial based upon the research of photographs, and these will be submitted to Tom for pricing.</p> <p>The use of fiberglass units was discussed. Apparently the HDC has not approved such materials even if the appearance is not noticeable.</p>	
011409 047	Additional resources	<p>Art Tech of Danbury CT had sent a flyer postcard to the church regarding interior decorative services, and apparently has specialized staging for interiors. The flyer was passed to Tom for his use.</p> <p>A decorative painter had contacted David in early January regarding her services. It is believed that she was given the names of the potential bidders. Her contact information is: Audrey Sterk Audrey Sterk Design PO Box 3251 Nantucket, MA 02584, 508 325-7050 email: info@audreysterkdsgn.com, web site: audreysterkdsgn.com</p>	

Date of Meeting 1/14/2009

Project Nantucket First Congregational Church

Report Number: 16

3085

Item	Item	Action	Who
011409 048	Tour of building	The group toured the sanctuary, the choir loft to look at the organ, and the museum room. Lighting fixtures were briefly discussed.	

011409 **Adjournment** The meeting adjourned at about 1:10 p.m.
049
