



**First Parish Church in Beverly
Misc. Renovations**

**Meeting Minutes
July 13, 2009**

* old items in italics

Item / (Meeting #)	Description	Status	Responsible
A (4)	Hale St. Drainage... <i>Given the added costs, the waterproofing at the foundation on Hale St. has been scrapped. Peter Grammas of North Shore Construction stated that he has talked to the City of Beverly and they will be ready to do the curbing when we are working on that side of the building.</i> James asked that Carr ensure there is a collar wrapped around the dandy cleanouts during concrete installation. Carr agreed.	Closed	
C (3)	Storm Windows... <i>Carr to arrange for Marc Cleary of Cleary & Sons to attend next week's jobsite meeting to go through the issues with the submittals, etc. The exterior storm windows have been selected. Regarding screens, Carr submitted a proposal for 13 screens, but has been asked to reprice to a total of 5 screens.</i>	Open	Carr
D (4)	Paint... <i>For clarification and mockup purposes, the finish on the paint should be "low luster" and the church would like Carr's painter to use the 2010 model instead of the Freshcoat.</i> James to put the paint selections on the FPCB website for members to vote on them and get back to Carr with a decision.	Open	FPCB / Carr
E (4)	Kitchen Water Damage... <i>Anne mentioned that she checked the cabinets last week and noticed that there was some damp areas. Dean and Carr to look into possible solutions including block sealer and new concrete in the gap outside the building to increase the slope so water does not sit there.</i> Walter looked at it and did not see much moisture. Dean said that part of the Briscoe St. railing change order request will include using concrete to increase the slope of the gap between the ramp and the building in order to promote faster runoff.	Open	Carr / LDa
F (4)	On Site Questions... <i>(6) Any products out there to kill the moss on the North Side foundation? Carr to look into it, Dean asks that the painter pressure wash the foundation to get rid of the moss</i> Dean asks that Carr use a diluted TSP solution on the foundation wall to get rid of the moss.	Closed	
G (2)	LVL @ Gable Window... <i>FPCB would like to see a price on an exterior storm window at the gable wall. Carr to price up.</i>	Open	Carr



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H (4)	Mockups... <i>Mockups completed except for hardi-plank. James also asked that a piece of trim be included to show the accent colors.</i> All mockups completed and painted (see item D for more info). Walter to make an additional Hardiplank mockup giving a better representation of the finished product.	Open	Carr
I (3)	Rooftop Issues... <i>Pricing underway. James also asked that Carr look at the shed roof about the organ niche because it too has been giving the church problems. Walter to water test.</i>	Open	Carr
J (4)	Flooring Selections... <i>James asked for a price from Carr to supply and install the new carpet tiles in the upstairs corridor, stairs and basement landing.</i> Carpet selections made, Carr to price up and submit proposal.	Open	Carr
K (2)	Structural Engineer... <i>Dean asked that Carr try and coordinate a time for the structural engineer to come on site. He would like for the engineer to be able to look at the organ niche and siding at the same time. Carr to let Dean know when to schedule this visit</i>	Open	Carr
L (3)	Railings... <i>Dean to forward a sketch with a CO request for the railings.</i>	Open	LDa
M (4)	Windows... <i>FPCB asked that Carr provide a price for supplying and installing five (5) windows in the rear of the church. Dean to forward specs and a sketch shortly. Pricing underway.</i> FPCB asked that Carr see if there are ways to reduce the carpentry number on the proposed change orders. The windows are ok to order.	Open	Carr
P (4)	Gutters... <i>Dean / James asked for a price to supply and install new gutters at the rear addition because of the poor condition of the existing gutters. Carr will also need to do some added carpentry behind the gutters because of the rotted wood.</i>	Open	Carr

Attendees:

	<u>Owners</u>		<u>Construction</u>		<u>Architect / Engineers</u>		<u>Other</u>
X	A. Gieke	X	A. Gray	X	D. Hofelich		Bev. Engineering
X	J. Mitchell	X	W. Holak		Paul's Landscaping		