

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

**Meeting Minutes
Oct. 27, 2009**

* old items in italics

Item / (Meeting #)	Description	Status	Responsible
C (18)	Windows... <i>Storms should be installed in the next week. James provided an update on the status of glass, etc. after a site visit. Storm windows delayed due to problems with the manufacturing process. Marc Cleary confirmed that he will have windows ready for re-installation next week. Current count is that he has the three rows closest to the back of the church, along with the three balcony windows ready. He is ordering new glass for the front windows and may need to order new glass for the windows in the sanctuary that are closest to the Cabot St. entrance. He will send an email with confirmation.</i>	Open	Carr / Cleary
S (18)	Clock Faces on the Steeple... <i>James asked that Carr have American Steeple look at the ball bearing on the weathervane when they do installation of the clock faces (scheduled for early Nov.). Carr to talk to American Steeple about the weathervane bearings and get an update on installation.</i>	Open	American Steeple
T (15)	Portico Roof @ Cabot St... <i>Right now, Carr expects the total to be around 90 something hours. Carr to forward a current breakdown ASAP.</i>	Open	Carr
Y (15)	Insulation issue @ Exterior walls... <i>Infrared testing to take place before the end of the week. Carr to ask that Anderson Insulation forward the infrared images for record. Infrared complete, Walter Holak said the results were good. Carr to ask Anderson Insulation for copies of the images.</i>	Open	
AA (15)	Interior Punch List... <i>Dean provided Carr with an interior punchlist. James would like to see some more progress on the punch list. Walter to work on it during the rainy days.</i>	Open	
BB (18)	Painting Quality Concerns... <i>Carr to send a letter to GAC requesting larger staffing numbers. FPCB is concerned about painting into November. Staffing increased, Carr provided a schedule for completion. 4 painters promised, and Carr will oversee the quality</i>	Open	
CC (18)	Light Fixtures... <i>Carr to price out LED light fixtures for lighting up the clock tower. Lights ordered and will be installed shortly.</i>	Open	
DD (17)	Repairs to Clock Tower... Carr to perform on a T&M basis		
EE (17)	Bird Protection... James asked that Carr order new Nixalite bird protection for installation at the front of the church.		

Attendees:

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