



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

**Meeting Minutes
June 23, 2009**

* old items in italics

Item / (Meeting #)	Description	Status	Responsible
A (1)	Hale St. Drainage... Members of the Beverly Engineering department said that they will talk to the city about raising the existing curbs on both Hale and Briscoe St. to the required 6". In addition Carr will slope the new sidewalk away from the building. Beverly's engineers will also research what to do at the existing light pole with regards to the new curb height. Dean Hofelich mentioned that the pipe will need to be about 4 ft off the building as the window wells are initially planned for 3 ft. Finally, Dean Hofelich raised the idea of waterproofing the foundation along that side of the building while the trench is dug.	Open	Beverly Engineering, Carr, LDa
B (1)	CAD Files for As-Builts... Eric Barber from the City of Beverly mentioned that they would like the sitework as-builts to be turned into them on AutoCAD. Carr and Lda will take care of this.	Closed	
C (1)	Storm Windows... Dean Hofelich mentioned to the owners that he may be leaning towards the exterior mounted storm windows because of several issues that came up regarding the interior windows. The issues include no access to the locking / operating mechanisms, and the existing stop not being able to accept the new storm windows. Carr Enterprises will provide pricing for the exterior windows as well as revamping the interiors to accept a new storm window. Cleary & Sons will also provide samples of each option for review.	Open	Carr
D (1)	Paint... Dean Hofelich said that he is still researching the paint options for the exterior of the building and will report back shortly. He is also researching using a polyurethane paint at the exterior trim. Carr asks that the church provide color selections as soon as possible (with the assistance of LDa if required) so mockups can be put together. Finally, Dean asked Carr to provide the type of cedar carried by contract (per Carr it is Western Red).	Open	Lda / Church
E (1)	Kitchen Water Damage... Dean Hofelich mentioned to Carr about the water damage in the Kitchen. This item will be researched further.	Open	Carr / Lda