Meetinghouse Tower Project - Walk-thru - Punchlist Meeting

August 31, 2014
10am

Attending: Todd Croteau, Ben Daniels, Brad Davis, Jon Frederick, Jim Hammond, Rob Stephenson.

Meeting outside, Rob Stephenson went through the *Project Scope of Work* covering those points that needed confirmation, explanation or action.

Substantial Completion was indicated on page 3 of the Scope as December 31, 2022. It was, in fact, July 1, 2022, with only the re-installation of the gilded elements of the four Tower Clock faces remaining to be accomplished. (The clock work was completed on August 8, 2022. It was re-started the following day, August 9, 2022. At that point the project was completed other than the Walk-Thru meeting held on this date and final paper work.)

Remaining to be done on the project is processing of final billings:

- $10,481 to D'Avanza Clock Repair (submitted to Jon Frederick on this date);
- $1,643.24 to United Rentals for lift to reinstall gilded elements of the clock (submitted electronically to Jon Frederick by Brad Davis following this meeting);
- Final Michael Petrovick bill if any.

Also, completing & submitting final reports and requests for final payments to LCHIP and Moose Plate (NHDHR) which will be prepared by Rob Stephenson.

On pages 5 & 6 of the Scope the elements of the project are listed:

1. Demolition/Removal of existing materials
2. Temporary dismantling of Existing Lightning Protection (if required)
3. Stair repairs and upgrades
4. Installation of stair railings or details
5. Plaster repair (second level only) [Tower Level 2]
6. Interior Floorboard repair or replacement
7. Exterior railing repair or replacement
8. Re-roofing (pre-finished metal)
9. Re-paint interior (if required and exterior areas with scope of work
10. Temporary Removal and Reinstallation of Lightning Protection (as required for Work Area)

It was agreed by those present that these elements had been successfully undertaken.

Many of the specific elements of the Scope were then noted and in all cases questions were satisfactorily answered. No issues went unresolved.

Note: Items 1 & 10 above and Section VII Lightning Protection (page 33) relate to the existing lightning protection system. During the project this was never disconnected or re-located and consequently needs no further inspection or UL certification.

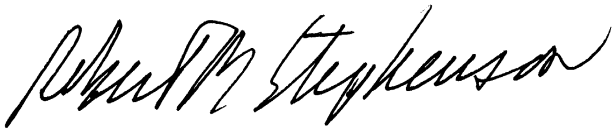
Those meeting then went into the Meetinghouse and inspected the Tower from the Balcony level to the Clock level, inspecting the work which included plastering, painting & electrical in the 'Yellow Foyer' off the Balcony, the new wood risers & treads on the stairs, ceiling lighting with LED bulbs on each level, and steel pipe handrails. A variety of architectural elements from past Meetinghouse projects, including this one, are stored in the Foyer. How these will be stored and displayed in the future is yet to be determined. Several cans of paint used in the project are also stored in the Foyer and will be re-located to the DPW facility before winter. There may also be some paint in the cellar entered through the east bulkhead.

No issues were raised during this inspection. One long two-piece wood element (formerly a channel for the clock weights) was removed from the Tower and the site.

Once outside, those meeting agreed that the project was complete (with the exception of final payment of bills and completion of paperwork), that the project had been successfully undertaken and that the Town of Jaffrey had accepted the work.

Thanks were given to Brad Davis of Davis Construction and his crew of Ben Daniels and Jim Hammond.

Respectfully submitted,



Robert B. Stephenson
Project Manager

Copies: To those attending (with the exception of Ben Daniels). Also to Phil D'Avanza, Mike Petrovick, George Born (LCHIP), Rob Deschenes (Building Inspector), Katy Lyons (DPW) and Elisa FitzGerald (Jaffrey Finance Director).