



Town of Jaffrey, New Hampshire
Department of Public Works
23 Knight Street
Jaffrey, NH 03452
603-532-6521
603-532-4290 fax

Meetinghouse Roof Replacement Project

Preconstruction Meeting Minutes

September 7, 2017; 11:00 AM

Attendance: Brad Davis, Jake Hebert, Mike Petrovick, Rob Stephenson, Randy Heglin

Contractor: B. Davis Construction Co., Inc
Brad Davis/Jake Hebert
brad_davis@davisconstructionco.net

Town Project Representatives:

Randall Heglin, Director of Public Works
603-532-6521
rhglin@townofjaffrey.com

Doug Starr, Town Engineer
603-532-6521
dstarr@townofjaffrey.com

Rob Stephenson, Grant Administrator
603-532-6066
rs41@comcast.net

Michael Petrovick, Project Architect
Catlin + Petrovick Architects, PC
603-352-2255

mpetrovick@c-parchitects.com

Required Documents

Certificate of Insurance – **pending**
Brad to contact Insurance Company to have sent to DPW

Performance Bond – Received
Payment Bond – Received
Notice to Proceed – Signed

Randy Heglin distributed copies of contract (complete) to Brad Davis, Rob Stephenson and Mike Petrovick

Emergency Contacts

Brad Davis to supply to R Heglin

Project Schedule

Project Completion date – 10/31/2017

The Town of Jaffrey prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status.

The Town of Jaffrey is an equal opportunity employer.

Project Start

Project to commence September 18th with the setting up staging at the Meetinghouse by Vanguard. Staging to be self supported. Not planned to be affixed to building. Physical work on the roof to begin September 20th-21st. It is anticipated that project completion will be approximately 3-4 weeks. (Update 9/14/2017 – the scaffolding needs to be attached to building in 4-5 locations. Ok given to attach with understanding that to be appropriately repaired.)

Submittals

Status

- Submittals through DPW who will forward to Architect. Architect may contact directly for clarifications; approvals through DPW

Submittals for roof shakes, trim board and paint. Shakes submittal submitted by Brad shortly after bids received. Mike P. indicated that he has them.

Grant Requirements

- Work must be historically accurate, per approved materials and drawings in spec book.

Rob S. distributed email from George Born at LCHIP. Email delineated information needed by LCHIP to provide authorization to proceed. Rob S. is working on pulling the information together. The information includes subcontractors to be used on the project. Brad indicated that only subcontractor will be Smokestack Lightning to reinstall lighting protection.

Mike P. indicated that he will prepare letter for LCHIP at the 50% progress of the project.

Change Orders

- Cost Change Orders Approvals required by DPW Director or Town Engineer only; recommended by Architect
- Standardized form. Town Manager last to sign.

Randy H distributed standard Change Order form. At this time there are no anticipated Change Orders. Authorization for cost Change Orders to be approved by the DPW (Director or Town Engineer). Architect will review and approved cost Change Orders. Change Orders to be signed by all parties with last signature being the Town Manager.

Pay Requisitions

Submit to DPW

- Approval through Architect?
- Once approved, payments processed weekly – approved by Tuesday, checks typically available following Thursday
- 1099 on file with town

Brad asked about possibility of progress payments. Randy H. indicated that it would be OK. Requisitions for payment do not have to be on AIA standard form. Mike P. will also review applications for payment. Randy H. said that if approvals received by Tuesday, check generally ready the following Thursday, subject to Treasurer signature and Finance scheduling.

Project Execution

- Mobilization
Mobilization on site Monday September 18th with the installation of the staging. Roof work expected to commence Sept 20th or 21st.
- Hours of work
Jake H. indicated work hours would be 7AM-5PM M-F; might be Saturday work depending upon weather, schedule etc. Randy H. asked to be notified in advance of Saturday work
- Staging area; equipment & material storage

- **Brad indicated that 2 storage boxes to be on site. Manlift also.**
- Site protection – rope barriers, etc.
See below
- Building protection
Jake H. indicated that tarps and slides to be installed for the removal of the old shingles form the roof. Building façade will be protected.
- Lightning protection
Reinstallation of protection system after roof completed. Rob S. raised concern about lightning protection contractor using ladders across new roof to reinstall system. Brad indicated that he will try and coordinate with the subcontractor to do the work while staging is still on site. In the alternative, the sub can use the manlift proposed to be on site. Ladders will not be placed on new roof.
- Restroom facilities
Portable facility to be installed on site.

Other construction related discussion

- **Mike P. indicated that he will be making regular inspections on the progress of work. Reemphasized to Brad that should an issue arise or any questions, please contact him. Brad asked about other inspections. Possibility exists that representatives from LCHIP may stop by, but there are no inspections that would impede work on the roof.**
- **Discussion about Parking Area and Blackberry Lane.**
 - **The DPW will close off the area with barriers during the course of construction. Rob S. will notify Janet Grant, a member of the First Church, about the closure.**
- **Discussion of Old Burial Ground burials during period of construction. This activity will be accommodated.**
- **The chime of the clock will be shut off for the duration of the project for the safety of the workers on the roof.**
- **Discussion on use of nailers on the project. Mike P. indicated that acceptable for trim, all roof components to be hand nailed or screwed. It is spelled out in the specs where screws can be used. Rob S. provided extension cord to Jake H. that can be used to obtain power from outlet below the meter at the edge of the parking area.**