



From: Robert Stephenson rob@rs41.org
Subject: Meeting - Meetinghouse Tower Project
Date: February 19, 2021 at 11:37 AM
To: Jon Frederick jfrederick@townofjaffrey.com, David Chamberlain firechief@townofjaffrey.com, Todd Croteau tcroteau@townofjaffrey.com, Rob Deschenes building.inspector@townofjaffrey.com
Cc: Michael Petrovick mpetrovick@mjparchitect.com

TO: Jon Frederick, David Chamberlain, Todd Croteau, Rob Deschenes

RE: Meetinghouse Tower Project

Hello,

I and Mike Petrovick—the architect retained by the Town of Jaffrey to assist in Meetinghouse Tower project due for construction in the Fall of this year—spoke yesterday and are proposing a meeting to include the six of us to discuss the project and to identify & determine issues, dates and responsibilities.

Mike and I propose the following:

Meet at 9am on **Tuesday, March 2, 2021**. (Snowdate: **Thursday, March 4, 9am**). Location: The Town Office meeting room or the Fire Station, your choice.

Agenda

- Project overview and update.
- Specific issues and tasks in the Tower:
 - Stairs
 - Floors
 - Lighting
 - Electrical
 - Plaster repair
 - Items to dispose of or to store elsewhere
- We are particularly interested in discussing all code issues.

Following the meeting, those who wish to and are available will go the Meetinghouse and further view and discuss these issues.

If there is a way to show images at the meeting, I can prepare a PowerPoint show to highlight specific conditions. It will probably feature some of the images presently at: <https://rs41.smugmug.com/Jaffrey/Meetinghouse/Meetinghouse-Tower-project/>

Please let me know if you will be able to attend this meeting and if you have any concerns not noted that should be addressed. If you have scheduling conflicts, suggest other nearby dates and we will try to pick other dates that will work for all.

Regards,

Rob

The project website is at <http://www.rs41.org/Meetinghouse/tower.htm>
 Please review the Project Timeline before the meeting: <http://www.rs41.org/Meetinghouse/tower%20timeline.htm>

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 Jaffrey Meetinghouse Tower
 Town of Jaffrey, New Hampshire
 Jaffrey Meetinghouse Committee
 Robert B. Stephenson, Member
 P. O. Box 435, Jaffrey, NH 03452
 Cel Tel: +1 603-933-2471
 E-mail: rob@rs41.org

Back-up e-mail: 532763@gmail.com
