

From: Robert Stephenson rob@rs41.org  
 Subject: Jaffrey Meetinghouse Tower project  
 Date: May 1, 2021 at 10:21 AM  
 To: Michael Petrovick mpetrovick@mjparchitect.com



Hi Mike,

The Meetinghouse Committee meets for its Spring Inspection at 10:30 on Friday, 7 May.

I will be giving an update on the Tower Project.

Please send me a status report on your work by then. I am particularly interested to know where you are on the production of Specifications. Also, can you provide an estimate as to when materials from you will be available so as to proceed with advertising the project. May 24th is given in the Timeline. Is this date still achievable?

Attached is a screen shot of the schedule which also appears at <http://www.rs41.org/Meetinghouse/tower%20timeline.htm>

Regards,

Rob

✓	2021	Jan 1	Agreement signed by Town Manager returned to Michael Petrovick.
✓		March 3	First invoice (\$1,000) submitted to the Town of Jaffrey by Michael Petrovick Architects.
✓		March 21	Meeting with Town staff at Fire Station. Attending: Chamberlain, Frederick, Croteau, Deschenes, Petrovick, Da
		March 8-12	Review Field Work with LCHIP.
		March 12	Preliminary draft Statement of Work including Scope & Specifications provided by Michael Petrovick.
		March 15-April 2	Design Development by Michael Petrovick.
		April 2	Final draft Statement of Work including Scope & Specifications provided by Michael Petrovick.
✓		March 3	Second invoice (\$1,000) submitted to the Town of Jaffrey by Michael Petrovick Architects.
✓		April 12	\$1,000 donation from Jaffrey Center Village Improvement Society accepted by the Board of Selectmen.
✓		April 12	\$200 Incentive Payment from LCHIP accepted by the Board of Selectmen.
		April 15-16	Review.
		April 4-23	LCHIP Review.
		April 26-May 21	Construction Documents. Michael Petrovick.
✓		April 24	Town Meeting. Meetinghouse Trust Fund warrant article (Article 22); \$3,000 approved unanimously.
✓		April 29	Fundraising letters sent to JHS, JHDC and Amos Fortune Forum.
		May 21	Bid Documents delivered to LCHIP & NHDHR for review.
		May 24-28	Review.
		May 24	Scope, Specifications, Bid Documents ready for distribution.
		May 24	Scope, Specifications, Bid Documents posted on Town website.
		May 25 & 27	Advertisements appear in Keene <i>Sentinel</i> & Monadnock <i>Ledger</i> .
		May 31-July 1	Bidding period.
		June 9	Non-mandatory pre-bid Meetinghouse walk-thru for bidders.
		July 15	Bid due date & opening at Town Office at 2pm.
		Aug 2-6	Winning bid accepted & winning bidder notified.
		Aug 2-6	Notice to Award signed by winning bidder & Town Manager.
		Aug 20	Payment Bond & Performance Bond signed by winning bidder.
		Aug 20	LCHIP notified of contractors to be used on the project.
		Aug 23	Selectmen approve closing of roads around Meetinghouse.
		Aug 27	Pre-construction meeting on-site. Town & contractor representatives.
		Aug 30	LCHIP approves Due Diligence and agrees construction can proceed.
		Aug 30	Notice to Proceed signed by winning bidder & Town Manager.
		Aug 31	"Project in the Works" sign (if provided) installed.
		Aug 31	Roads around Meetinghouse closed.
		Sept 1	Construction commences.
		Sept 15	Scaffolding installed

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	Oct 15	Michael Petrovick sends 50% Complete Letter to LCHIP.
	Oct 15	Scaffolding removed (one-month rental).
	Oct 20	LCHIP Midpoint Site Visit.
	Nov 30	Construction completed.
	Nov 30	Final Site Visit by LCHIP.
	Dec 3	Submission of final billing by contractor & architect.
	Dec 10	Final Project Budget submitted to LCHIP.
	Dec 10	Baseline Documentation Report submitted to LCHIP.
	Dec 10	"Project in the Works" sign (if provided) returned to LCHIP.

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