

Cobb Hill Construction, Inc.

Meeting Notes

206 North State Street

Concord, NH 03301

The Canterbury Elkins Public Library

Phone: (603)224-8373 Fax (603)224-0375

Job # 40-002-03

Site phone: 783-0324 Fax:783-8967

Project Meeting

Date	Start	Finish	Meet Next	Time next	Location next	Prepared by
11/17/04	7PM	8:30	12/02/04	8AM	Town Hall	Claude Dupuis

Purpose	Location	General Notes
Team meeting	Town Hall	
Attended By	Firm	Function
Mike Capone	MC	Canterbury Building Committee
Kent Ruesswick	KR	Canterbury Building Committee
Ted West	TW	Canterbury Building Committee
Charlie Cook	CC	Canterbury Building Committee
Gordan Jackson	GJ	Canterbury Building Committee
Bob Fife	BF	Canterbury Building Committee
Jeremy Slayton	JS	Canterbury Building Committee
Dale Caswell	DC	Canterbury Fire Dept
Claudia Leidenger	CL	Canterbury Library Committee
Sue LaClair	SL	Canterbury Library Committee
Ann Nute	AN	Canterbury Library Committee
Nancy Roy	NR	Canterbury Library Committee
Kelly Gale	KG	Sheerr McCrystal Palson
Claude Dupuis	CD	Cobb Hill Construction

Item	Meeting Summary	Old Business
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- 9-15:5 GS to: 1)Complete septic requirements and have it changed on plans (not in budget)
- 2) Relocate existing septic tank to green area in front of meeting rm (not in budget)
 - 3) Re-design drainage at east elevation to daylight at north end (May have budget implications)
 - 10-6 GS presented plans with above items identified. Discussed deleting drainage pipe at rear of building and creating a swale instead. These changes need to be clarified on the plans so that it can be Bid correctly. CHC will require the plans stamped - GS said he would stamp.
 - plans. 10-14 Propane tanks should be located on plans. Plans need to re-issued with proposed changes and probably will need to done through SFC. Septic pump and equipment will need to be specified. Plans also needs to be stamped by an Engineer.
 - 10-20 KR to check with Gary Spalding. MC provided a septic plan with the "D box" inverts needed to complete the new tank designs. CD to make copies and return org. to MC.
 - Plans need to be cleaned up will all changes and stamped. Changes to include: Forced main size, pump size, site contractor recommends a H-20 tank, will a state permit be required for installing new tank?. Site contractor warns that the vent pipe may stink-up the Town Center.

Item			Old Business Cont.
-	10-28	Original septic plan given to GS who will get info to SFC for redraw/final drawing.	
-	11-3	No change. 11/11 Still no change. KR to contact Gary Spalding and see to it that info is forwarded to Lynn at SFC. 11/17 CD Spoke with Lynn at SFC who has not yet received revised plans from Gary Spalding. Lynn said she would work on them as soon as see got them. Lynn has been instructed to forward plans back to GS who will stamp plans.	

Note: Please respond to issues under new business within 2 working days with any issues.

Item	Assigned to	New Business
11-17:1		Schedule: Grader demo rescheduled for tomorrow. Excavation starting 11/29 with concrete starting 12/1. Abatement will start Monday the 29th.
11-17:2		Revised plans by SMP dated 11/15/04 reviewed.
11-17:3		Meeting agenda from CLC discussed. <ul style="list-style-type: none"> a) Lighting fixtures are as specified on plans and specs and are a combination of recessed, direct/indirect and drop-in lights as indicated on plans. b) Concrete wall below window sills is slab high with wood framed infilled walls above c) Job schedule distributed and discussed. Best case finish is 4/15/04. Furniture could be stored short term in the Town Hall or meeting room (old police station) d) Yes walls are structural. They consist of a steel column and brace and are required for structural and code reasons. They are floor to ceiling and extend into the room approx. 7 1/2' to 8'. e) Discussed quality of carpet and recommended padding in length. KG to check availability of Bigalo on recommended pad. KG to forward spec to CHC for lead time determination. f) Reviewed the plans for design/location of circulation desk and approve. Stained or painted is approx. the same price.