

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
01/06/05	8AM	9:30	01/13/05	8AM	Complex meeting room	Claude Dupuis
Purpose			Location		General Notes	
Team meeting			Complex meeting room			
Attended By			Firm		Function	
Kent Ruesswick		KR	Canterbury Building Committee		Chairman CBC	
Ted West		TW	Canterbury Building Committee		Canterbury Building Committee	
Nancy Roy		NR	Canterbury Library Committee		CLC	
Kelly Gale		KG	Sheerr McCrystal Palson		Project Designer	
Scott McFarland		SM	Cobb Hill Construction		Project superintendent	
Claude Dupuis		CD	Cobb Hill Construction		Project manager	
Meeting Summary						
Old Business						

- 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 be done through SFC. Septic pump and equipment will need to be specified. Plans also need 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 with 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.
 - 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 she got them. Lynn has been instructed to forward plans back to GS who will stamp plans.
 - 12/3 Plans received from Gary Spalding/SFC. Plans not stamped and are incomplete.
 - 12-30 CD suggested that the Town pay SFC to complete plans. KR asked that CHC price raising the parking lot 12". CHC will provide a budget but the grading plans will need to be completed prior to final price and start of work. **1-6 No Change**

Item		Old Business Cont.
12-30:1		KR asked that the existing heating unit in the meeting room remain and the oil tank be placed inside. <ul style="list-style-type: none"> - CD will check with Hawes on the credit amount for leaving existing heater. - 1-6 Proposal from Hawes indicates that it will cost more to keep the existing then to go all new - CBC voted to demo existing and go all new.
12-30:2		Still waiting on credit from Hawes to delete slab radiant heating. Holdup is with the engineers. <ul style="list-style-type: none"> - Confirmation that there will be adequate heat in that area if radiant is removed. - 1-6 Credit received on 1/11/05 (\$6,930)
12-30:3		KR asked that the propane tank be located in the front green area. This should be located on site plan. <ul style="list-style-type: none"> - Ledge may be a problem. 1-6 Test hole in the spring. Raising the parking 12" would help.
12-30:5		EP will provide "Substantial Completion Form" for both the "Town Hall Addition" and the "Complex" <ul style="list-style-type: none"> - KR, MC and SM did a final walkthrough on 12/27/04 and Substantial completion will be from that date. - 1-6 Draft complete and waiting on CHC list of remaining punch items with values.
12-30:6		Overhead doors (3) at the rear of the Complex are installed. Construx is busy but will cut and trim openings in about two or so weeks. 1-6 Siding will be cut out today.
12-30:8		Dale Caswell has signed off on both the Town Hall Addition and the Complex. CHC would like a copy of the signoff by the Building Inspector Jim Snyder. 1-6 Occupancy permit for both the Town Hall Addition and the Municipal Complex received. Sign off by Building Inspector but not by Fire Chief. CBC to have Fire Chief signoff. Address for complex OK but address for THA not
12-30:10		Discussed window selections. Two Marvin quotes one for 15,808 and the other for 15,502 <ul style="list-style-type: none"> - A Kohltech quote for 12,827 and a Jeldwen window for 7 650. CD to provide window samples for next Wednesday night's meeting. 1-5 Reviewed window pricing and window samples for Marvin (2), Kohltech, and JeldWen. CBC voted and approved an all vinyl window (JeldWen) CD to price Harvey windows same as complex for a comparative price.
12-30:13		Person's Concrete provided one concrete test sample taken at the front entry. 7 day break came back at 2700 psi 1-6 Correction: 7 day break was 2900 psi
12-30:14		Front entry porch concrete slab will not be colored and will be broom finished. 1-6 Trowel slab cuts to be one centered on column lines with two additional cuts spaced evenly between at front porch and two cuts at side entry.

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

Item	Assigned to	New Business
1-6:1		SMP provided SK-SMP2 showing adding mop sinks w floor drains (required by code) in rooms 102 and 123.
1-6:2		Site walkthrough.
1-6:3		Job schedule reviewed. Currant completion date 5/5/05