

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
01/19/05	8AM	9:30	01/27/05	8AM	Complex meeting room	Claude Dupuis
Purpose			Location		General Notes	
Team meeting			Complex meeting room			
Attended By			Firm		Function	
Mike Capone	MC	Canterbury Building Committee	Town Selectman			
Sue LaClair	SL	Canterbury Library Committee	CLC			
Nancy Roy	NR	Canterbury Library Committee	CLC			
Ginger Laplant	GL	Historical Society				
Charlie Cook	CC	Canterbury Building Committee	CBC			
Gordan Jackson	GJ	Canterbury Building Committee	CBC			
Bob Fife	BF	Canterbury Building Committee	CBC			
Ken Jordan	KJ	Canterbury Building Committee	CBC			
Beth Blair	BB	Canterbury Building Committee	CBC			
Kelly Gale	KG	Sheerr McCrystal Palson	Project Designer			
Scott McFarland	SM	Cobb Hill Construction	Project superintendent			
Meeting Summary						
Item	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.

Item			Old Business Cont.
------	--	--	---------------------------

- 12-30CD suggested that the Town pay SFC to complete plans. KR asked that CHC price raising the parking lot 12". CHC will provided a budget but the grading plans will need to be completed prior to final price and start of work. 1-6 No Change 1-13 No Change **1-19 No Change**

Item			Old Business Cont.
------	--	--	---------------------------

- 12-30:3 KR asked that the propane tank be located in the front green area. This should be located on site plan.
 - Ledge may be a problem. 1-6 Test hole in the spring. Raising the parking 12" would help.
 - 1-13 No Change **1-19 No Change**
- 12-30:5 EP will provide "Substantial Completion Form" for both the "Town Hall Addition" and the "Complex"
 - 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. **1-13 No change**
- 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 OK.
- 1-13:2 Memo from Steffensen Engineering requiring adding one 2X6 to each roof joist in FG. CHC to price:
 - 1) Demo ceiling tile/DW, strapping and insulation
 - 2) Lumber cost for 2X6 and strapping
 - 3) Labor cost to install above materials
 - Pricing completed on Monday the 17th: \$10,282
 - **1-19 Suggested change in approach suggested by KR and approved by Engineers will cost 7,078 Thanks Kent that's a savings of 3,204 for extra work that will have to be accomplished.**

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

Item	Assigned to	New Business
------	-------------	---------------------

- 1-19:1 Distribute and review job schedule. Currant completion date still 5/5/05
- 1-19:2 Discussed fireplace insert (provided by CLC) CD to call John Bouton who is in charge of fireplace. CHC needs the fireplace spec for framing this week.
- 1-19:3 Discussed fireplace wood surround and CLC says that Ted West will fabricate and install.
- 1-19:4 Discussed tile/brick surround at fireplace. CLC thinking brick. Again CHC will need specs in order to complete framing.
- 1-19:5 Discussed painting existing brick wall (previously painted) at west gable and leaving natural brick at opposite east gable.
- 1-19:6 Discussed exterior colors. Suggestion is to not have white. Green a possibility. Number of colors important for pricing. Three colors: 1)Body, 2)trim and 3)doors.
- 1-19:7 Discussed interior trim at doors and windows. Double trim with wall space would be painted all one color. CD to check pricing deduct for using single trim.
- 1-19:8 CHC asked to budget UG power/phone to Church. CC suggested site pricing from Bret Brown of K&B Excavating ph# 435-7955
- 1-19:9 Distribute and review job esti-cost sheet dated 1/19/05. This is not a GMP but is a snap shot of where we stand budget wise. Targeted construction budget looking good but soft cost has put us over budget.
- 1-19:10 Owner requested extras:
 - 1 Raise center parking lot 12" - Roll + grade with dozer No pavement \$6380
 - 2 Pave entire parking / drive surface per spec 35K
- 1-19:11 Mike Capone discussed the possibility of a Town Warrant Article to fund some of these extras.