

# Cobb Hill Construction, Inc.

# Meeting Notes

206 North State Street

Concord, NH 03301

## The Canterbury Elkins Public Library

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Job # 40-002-03

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### Project Meeting

Date	Start	Finish	Meet Next	Time next	Location next	Prepared by
01/27/05	8AM	9:30	02/03/05	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		
Eric Palson	EP	Sheerr McCrystal Palson		Principal		
Scott McFarland	SM	Cobb Hill Construction		Project superintendent		
Claude Dupuis	CD	Cobb Hill Construction		Project manager		
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 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.
  - 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.
  - 12-30CD 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 **1-27 An estimated cost to updated/revise site plan should be acquired from SFC. Kent to call Lynn.**

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 <b>1-27 NC</b>
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. <b>1-27 NC</b>
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. <b>1-27 NC</b>
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. - <b>1-27 TW provided fireplace specifications for framing. Model BDV300</b>
1-19:3		Discussed fireplace wood surround and CLC says that Ted West will fabricate and install. - <b>1-27 TW provided surround SK. Drywall returns, no drywall on front</b>
1-19:4		Discussed tile/brick surround at fireplace. CLC thinking brick. Again CHC will need specs in order to complete framing. <b>1-27 surround will be tile of some sort and TW will install. TW will also provide and install flush hearth. Ted to install wood stop for carpet installer. CHC suggested metal edging at tile hearth.</b>
1-19:5		Discussed painting existing brick wall (previously painted) at west gable and leaving natural brick at opposite east gable. <b>1-27 May paint both gables?</b>
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. <b>1-27 NC</b>
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. <b>1-27 waiting on price savings</b>

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

Item	Assigned to	New Business
1-27:1		Job Schedule: Discussed completion 5/5/05
1-27:2		Distribute and review job esti-cost sheet and budget summary dated 1/26/05. This is not a GMP but again a snap shot of where we stand today budget wise. (See budget for details) KR to forward a copy of budget to Mike Capone.
1-27:3		Existing insulation at what was the Highway Garage will need to be replaced. Two options discussed- above or below. Consensus is above replacing existing in kind. Blown R 30 with proper vents at eaves and blockers at perimeter of roof cavity from below.
1-27:4		Gable louver at west gable will be fastened with screws in order to provide access to attic at a later date.
1-27:5		Discussed rigid wall insulation requirements per plans. Cross section appear to show one thing and wall types another. Follow wall types and provide rigid at wall type 7 at exterior walls only. KR concerned about condensation within wall and EP to check conditions/plans and provide recommendation.
1-27:6		Two flooring pricing received to date. PGWhite has revised carpet at 29.50/YD installed and Signature has the same carpet at 27.49/YD installed. Kelly checking with carpet rep. to confirm pricing as we were lead to believe that this carpet could be installed for approx. 23/YD.
1-27:7		CD asked if a phone system would be required. KR checked with Sue who says no and that all is required is two phone lines - one phone - one fax.