

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
02/02/05	7PM	8:30	02/09/05	7PM	Complex meeting room	Claude Dupuis
02/03/05	8AM	9:30	02/10/05	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			
Kent Ruesswick	KR	Canterbury Building Committee	Chairman CBC			
Ted West	TW	Canterbury Building Committee	Canterbury Building Committee			
Jeremy Slayton	JS	Canterbury Building Committee	CBC			
Sue LaClair	SL	Canterbury Library Committee	CLC			
Nancy Roy	NR	Canterbury Library Committee	CLC			
John Bouton	JB	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			
Claude Dupuis	CD	Cobb Hill Construction	Project manager			

Meeting Summary

Item	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 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.

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 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. 2-2 NC
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 1-27 NC
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. - 1-27 NC 2-2 Complex: One bollard, concrete infill at bollards and painting of bollards. Construx roof paint touchup. Town Hall Addition: One replacement window sash and a little exterior painting.
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. 1-27 NC 2-2 MC will check with Jan / Jim S and Dale for completion of occupancy permit.
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. - 1-27 TW provided fireplace specifications for framing. Model BDV300 2-2 TW provided additional SKs for framing and finish and it appears CHC has all it needs for execution. TW will schedule installation of fireplace to include vent piping and coring existing wall. CD will ask Hawes for gas pipe pricing.
1-19:5		Discussed painting existing brick wall (previously painted) at west gable and leaving natural brick at opposite east gable. 1-27 May paint both gables? 2-2 Paint west gable only East remains brick
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. 1-27 NC 2-2 colors discussed and samples provided by KG reviewed. Need roof sample for final selection.
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. 1-27 waiting on price savings 2-2 Discussed 1x5 casing and 5/4x 6 headers with molding at top for interior doors and windows TW will provide an SK for final approval / pricing.

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

Item	Assigned to	New Business
2-2:1		Job Schedule: Discussed completion 5/5/05
2-2:2		Distribute and review job esti-cost sheet and budget summary dated 2/2/05. This is not a GMP but again a snap shot of where we stand today budget wise. (See budget for details)
2-2:3		CD submitted final payment applications for both the Complex and the THA.

Item	Assigned to	New Business Cont.
2-2:4 -		CLC asked that CHC price adding in cabinets at office 112 and copy area. KG to check old plans for an idea of what was there.
2-2:5 -		Discussed book stack/shelving. The CLC should place their order now and schedule delivery for the completion. This way cost are determined.
2-2:6		Discussed budgeting monies for landscaping (Non in Job)
2-2:7		Discussed budgeting monies for granite curbing (None in job)
2-2:8 - -		Discussed budgeting monies for signage at all three projects. KG has provided CHC with plans marked up with what she believes is required by code. CD to drop off plans at Selectman's office and MC will chase down a price/quote that can be added to the budget.
2-2:9 -		Reviewed Highway and Fire garages as there appears to be condensation causing dripping from ceiling at numerous locations. CD is talking with Construx to check the cause fix it.
2-2:10 - -		Walkthrough on 2-3. Slab at HG looks great. Meeting room rear closet missing wall (fell over during demolition) Check with KR for direction. No new door scheduled for toilet rm. KG will provided a spec for door and hardware.
2-2:11		CD submitted water sample results and janitors sink / facet for review / approval.
2-2:12		Discussed drainage at the Museum and that some work should be done there.