

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 # 40-02A-03

Site phone: 783-0324 Fax:783-8967

Project Meeting

Date	Start	Finish	Meet Next	Time next	Location next	Prepared by
02/24/05	8AM	10AM	03/03/05	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			
Beth Blair	BB	Canterbury Building Committee	CBC			
Sue LaClair	SL	Canterbury Library Committee	CLC			
Ted West	TW	Canterbury Building Committee	Canterbury Building Committee			
Mark Vencillo		WV Engineering	Principal			
Larry Soucy		Triangle Sheet Metal Co.	Principal			
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)
- 2-17 Lynn and David from SFC did a site visit. We reviewed the changes and adjustments needed to complete and stamp the site drawings. Plans should be revised and completed in approx. three weeks. CD needs to, through the gas Co., determine what size propane tank will be needed. **2-24 Johnson & Dix indicated that a 1,000 gal tank will be adequate for the loads for the Library (including the fireplace) and the meeting room. SFC notified. KR asked if we would remove fill from bank along stone wall opposite the Museum. CHC will have Ray price this in the spring when we can see what were looking at.**
- 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. 2-10 CD will provide a written list. Forms handed to CD by KG for completion.
 - 2-16 KG provided forms to be filled out for final signing. **2-24 Forms completed and should be in the mail.**

Item		Old Business Cont.
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.
	-	2-16 MC working with Jim and Dale to complete/correct permits. EP indicated that he would also like a copy once completed. 2-24 No Change
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. 2-10 TW provided an SK last week and CD will get pricing from Salisbury Woodworks ASAP 2-16 Salisbury Woodworks, LLC quote approved for:
	-	1) Add base and wall cabinets in office 112 per SK-SMP5 for \$2800
	-	2) Add base cabinet at copier again per SK-SMP5 \$350
	-	3) Add for changing window and door trim per T.W. Woodworking detail \$940
	-	CLC asked that CHC price adding cabinets below rear counter at circulation desk. KG to provide an SK. (SK-SMP6 later provided by KG for pricing)
	-	2-24 Salisbury pricing for cabinets per SK-SMP6 is 1,100 / quote approved and order placed.
2-16:2	-	CD to provided a GMP for the Library. Discussed an approach with extras - contract. MC to consult with Selectmen and advise. (see esti dated 2/16/05) 2-24 We will wait until after the March meeting to formalize the GMP (This will avoid change orders and the change order markup which will save us money)
2-16:5	-	KR asked that mechanical/electrical handoff for complex be scheduled. 2-24 The handoff is scheduled for March 10th at 9AM. Two PPL from Highway and Fire should be there along with someone from the CBC.
2-16:6	-	Duct work main feeding 108 Media and 109 Children's areas need to be relocated as drawings have main going through a masonry pilaster. Architect/Engineers to advise. 2-24 On site meeting with Eric P., Mark Vincello of WV Engineering and Larry Soucy of Triangle Sheet Metal Co., Inc. and CHC to discuss/locate duct above bench (within ceiling cavity) in Foyer. Larry said this could be done with no additional cost. No discussion whether WV would provide an SK or Triangle would proceed and later provide as-build drawings.
2-16:7	-	6" tapered columns not available (smallest is 8" at base) Approved using 6" none tapered. 2-24 6" wood non tapered columns ordered with a collar at top matching exterior columns.
2-16:8	-	Door and hardware submittal discussed. Approval needed ASAP 2-24 Approvals received with changes for door to meeting room toilet.
2-16:9	-	Salisbury Woodworks submittal needs approval ASAP 2-24 Submittals returned by SMP. New items will be submitted by SK.
2-16:10	-	Carpet lead time is 4 to five weeks and needs to be ordered by March 15th.

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

Item	Assigned to	New Business
2-24:1		Job schedule still looks like a completion on 6/2/05
2-24:2		Reviewed and discussed SK-SMP7. Window and trim will be installed per SK using Azek trim.
		Delete 1X10 water table at west gable. Install 1X10 water table below window only.
2-24:3		Air balancing scheduled today at the Complex.