

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
03/03/05	8AM	9:30AM	03/10/05	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	Canterbury Building Committee	Town Selectman		
Kent Ruesswick	KR	Canterbury Building Committee	Canterbury Building Committee	Chairman CBC		
Sue LaClair	SL	Canterbury Library Committee	Canterbury Library Committee	CLC		
Ted West	TW	Canterbury Building Committee	Canterbury Building Committee	Canterbury Building Committee		
Ken Jordan	KJ	Canterbury Building Committee	Canterbury Building Committee	CBC		
Kelly Gale	KG	Sheerr McCrystal Palson	Sheerr McCrystal Palson	Project Designer		
Scott McFarland	SM	Cobb Hill Construction	Cobb Hill Construction	Project superintendent		
Claude Dupuis	CD	Cobb Hill Construction	Cobb Hill Construction	Project manager		

Meeting Summary

Item	Old Business
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.
2-16:10	Carpet lead time is 4 to five weeks and needs to be ordered by March 15th. 3-3 KG approved carpet on 2/10/05 and can be ordered as needed.
2-24:3	Air balancing scheduled today at the Complex. 3-3 Hamilton had to fix connection to three diffusers and fix a fire damper. Air balance completed.

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

Item	Assigned to	New Business
3-3:1		Job schedule still looks like a completion on 6/2/05
3-3:2		SFC contracted to modify and complete site plans.
3-3:3		Substantial Completion forms in Towns hand to be signed and returned to CHC
3-3:4		Occupancy permits for complex and town hall addition revised. MC to check accuracy and that Dale has also signed off then forward copy to CHC and SMP.
3-3:5		Complex - bath exhaust fans not independently wired to each rest room. Celtic notified to make adjustments/modifications. After meeting: Celtic checked - requires a relay switch that will be installed tomorrow.
3-3:6		Discussed SK-SMP4 Women's toilet 106. Distance between center of toilet and edge of sink not to code (short by 7 3/4") Bump out in corner to be removed/reduced to allow sink to move into corner. This will require changing table to move to the left behind door 106A.
3-3:7		KG asked that CHC check Q2 sign light fixture to see if it meant spec (32w T8 regular output) and that what may be ordered is a T12 60w high output.
3-3:8		Job site walkthrough.