

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
04/14/05	8AM	9:30	04/21/05	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			
Sue LaClair	SL	Canterbury Library Committee	CLC			
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					

- 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. 3-9 NC 3-17 Completed not yet rec.
- **4-7 Dale's signature not on Occupancy. CD to return paperwork and leave on Dale's desk for him to sign.**
- 3-17:3 SL asked about folding partition. On hold pending financing. 3-24 NC 3-30 folding partition discussed Library Committee plans to finance. No directive yet. 4-7 SL asked CHC to order folding door and that the CLC would be paying for it. CD to figure install labor and forward a proposal to the Library. CD will check with accounting as to how payment should be made.
- **4-14 CHC will setup a job # so that the CLC can pay for work directly.**
- 3-30:11 Discussed the septic tank. Possibility of ledge - won't know until we excavate. May need to change to a ledge tank that is wider and shallower (cost more)
- 3-30:12 Ray Emerson Site contractor recommended that the septic tank be under coated to prevent water infiltration. Estimated cost \$150. No directive given. **4-7 Undercoat approved CD to provide Change Order.**
- 3-30:13 Possible conflict with the location of septic tank and existing water line. Code requires the two be separated by a minimum of ten feet. Water line may need to be relocated (NIC)
- 3-30:14 Discussed UG electric for the church. Site work at Library to commence in two weeks and we would need to know by then. CC meeting with the committee tonight and will let us know.
- 4-7 CHC to proceed with work as scheduled. **4-14 Electric for the church will be brought in from the Parish House and not across the Library Parking Lot.**
- 4-7:3 EP to check ceiling code requirement above relocated electrical panels (phone data room).

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

Item	Assigned to	New Business
4-14:1		Job schedule still looks like a completion on 6/2/05
4-14:2		Jobsite walkthrough. Drywall complete in FG today with HG scheduled for Tuesday of next week.
	-	Site work to commence tomorrow.
4-14:3		The revised site plan deleted the islands (2). The unitil pole will require a brace that had intended
	-	to land within one of the islands. Now that the island is gone the brace will remain and be into the
	-	parking by about 2 or 3 feet. KR will suggest that the Town place a stone by the brace.
4-14:4		Propane tank (UG) relocated to the North end of what was the Fire Garage. Location approved. It
	-	appears that there will not be extra cost for this revised location.
4-14:5		Sign at existing Library will not be relocated at this time (Redundant and no good location) Power
	-	intended to feed the sign will remain caped at building foundation.
4-14:6		Discussed the requirement for floor drains in the meeting room toilet and mechanical rooms. KG to
	-	check on code requirements. Would like to avoid cutting slab.
4-14:7		Discussed the possibility of installing vinyl base in the storage room in Lou of finishing drywall to the
	-	floor.