

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
04/21/05	8AM	9:30	04/28/05	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			
Mike Capone	MC	Canterbury Building Committee	Town Selectman			
Sue LaClair	SL	Canterbury Library Committee	CLC			
Eric Palson	EP	Sheerr McCrystal Palson	Principal			
George Aubin	GA	Construx, Inc.	Sales			
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)
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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.
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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)
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4-7:3	EP to check ceiling code requirement above relocated electrical panels (phone data room).
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. 4-21 Propane location attempted at the north end of the building and found location to be unsuitable. Alternate location (Provided by KR) in the green area in front of the Library attempted. Water table high and tank was pushed to the surface. Installation will require ballast using a concrete slab under tank. Straps would be installed anchoring tank to slab (Recommendation by Johnson & Dix) Additional cost of \$2000 approved to reset tank, form and place concrete slab and strap down
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- tank.

Item		Old Business Cont.
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.
		- 4-21 CHC will provide a floor drain in the Meeting Room toilet room to comply with code and in place of providing a floor drain in the mech. rm will instead supply and install a condensate pump to be drained into the janitors sink.
4-14:7		Discussed the possibility of installing vinyl base in the storage room in lieu of finishing drywall to the floor.

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

Item	Assigned to	New Business
4-21:1		Job schedule still looks like a completion on 6/2/05
4-21:2		Jobsite walkthrough. Drywall prime paint being done in FG with HG drywall hanging near complete.
		- Roofing should be 100% complete today. Site work well underway. Some exterior painting started.
4-21:3		KR requested that the drainage swale at the north end of the building be relocated (to not dump water onto neighbor properties. Termination to be at the existing french drain outlet indicated by granite pcs.
4-21:4		KR approved 2" base coat paving only. Top coat by other at a later date.
4-21:5		SL selected porch vinyl soffit color for Library: Certaineed Monogram - Color: Woodland Mist
4-21:6		RK selected porch vinyl soffit color for Meeting Room: Certaineed Monogram - Color: Oxford Blue
4-21:7		Approved brick infill at east gable (2) locations Credit wood = Net direct cost \$500
4-21:8		CD provided two originals of the GMP. KR has one for MC and EP has the other. EP will review and forward back to CHC with comets or questions.
4-21:9		Discussed the humidifier in the Archives room (See letter from WV dated 4/18/05) CD later scope with Hawes Mech. Who agreed to provide the submitted humidifier at no additional cost to the Town.

Municipal Complex Meeting

- 4-21:1 George met with the team to discuss the condensation problem in the garages. George stated his case and after some discussions back and forth it was agreed that Construx would check fabric in both garages for penetrations and seal any found with appropriate tape. Exterior punch: Panels would be ordered today which will take approx. two weeks to get. George will schedule punch (Agreed to list dated 4/19/05) completion with SM so that trucks can be moved. MC to confer with Town Selectmen as to when Construx would be paid in full.
- GA to provide one extra wall panel for future repairs that the Town will store indoors.
 - GA also suggested that controlled humidity would solve most problems.