

# 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
04/28/05	8AM	9:30	05/05/05	8AM	Complex Meeting Room	Claude Dupuis
Purpose		Location		General Notes		
Team meeting		Complex meeting room				
Attended By		Firm		Function		
Ken Jordan	KJ	Canterbury Building Committee	CBC	Vise Chair		
Ted West	TW	Canterbury Building Committee	CBC			
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						
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Old Business						
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- 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. **4-28 Price (Latter in the afternoon) to supply and install accordion door Woodfold 240V 10'9" wide and 8'0" tall vinyl laminate, NATURAL OAK approved by SL.**
- 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) **4-28 Tank set today. Location had to be juggled some to accommodate for ledge but installation completed. Tank filled with water to prevent hydro lift due to high water table.**
- 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) **4-28 Water line relocated and cost in Change Order # 1**
- 4-14:7 Discussed the possibility of installing vinyl base in the storage room in lieu of finishing drywall to the floor. **4-28 CD to check on pricing**
- 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. **4-28 Comments by Eric Palson: Add to plans list SK's 1-11, add AD.1 and provide red line changes**

Item		Old Business Cont.
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4-21:1

Municipal Complex Meeting

- 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.
- **4-28 The Town of Canterbury has agreed to release payment providing Construx put in writing that they will inspect and tape all penetrations in the fabric to their best of their ability and that if some are missed they will come back and take care of it. Construx will also check roof for leaks to make sure all is weather tight. CD has forwarded a letter to this affect to George and has not heard back from him yet.**

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

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Item	Assigned to	New Business
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- 4-28:1 Job Schedule: Still looks good for June 2nd
- 4-28:2 CD submitted change order # 1 for approval. Change order line items reviewed, discussed and approved. KG will get it to Eric for signing.
- 4-28:3 Reviewed and discussed proposed toilet change (SK-SMP12) in meeting room as requested by CBC
  - Change request involves several trades and CD working on getting pricing.
- 4-28:4 Discussed sidewalk at west elevation. The 5X5 pad protrudes into the concrete walkway. The pad is supported by a foundation and will not move where as the walkway is a 4" slab on grade and is likely to move. Pinning would cause a crack and not pinning may cause a elevation differential later on.
  - Decision is not to pin but add trowel cuts east to west parallel with pad edge as this is where a crack is most likely to accrue.
- 4-28:5 Discussed concrete sidewalk at the south elevation. Site plan has the sidewalk centered on a column at the meeting room. After some discussion CHC directed to narrow the walkway to 5'0" after the entry to the Library and redirect to the north to line up with the entry door to the meeting room.
- 4-28:6 KJ informed that the official name for the meeting room is "MEETING ROOM"
- 4-28:7 kJ was given the plaque (Removed and salvaged from the "Police Station" ) for safe keeping and will not be re-installed onto the meeting room.
- 4-28:8 No sidewalks are to be provided to either side doors to MEETING ROOM or Library Meeting Room and these egresses need to be maintained by the Town.
- 4-28:9 Parking grade will need to be raised 2" along west elevation curb line in order to maintain a 6" reveal
  - once top coat is applied by others.