

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
05/12/05	8AM	9:30	05/19/05	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			
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

Item	Old Business
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- 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 5-5 Vinyl base installed cost \$1.10 per LF approved.
- No particular color requested. **5-12 Approved to include Storage and Archives room**
- 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 **5-5 Plans list corrected and working on SKs.**
- 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. 5-5 Letter provided by Construx reviewed. Additional clarification requested by Selectmen. CD will forward request to Construx.
 - **5-12 Discussed letter from construx dated 5/10/05 in response to an email from Kent dated 5/4/05. Michael Capone to schedule a meeting with all the parties involved to discuss further.**
 - **Construx plans on completing punch list some time next week.**

- 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.
 - 5-5 CBC has decided not to relocate toilet room. Toilet to remain in current location, 2X6 wall between corner of toilet room and column to be removed and the column drywall encased.
 - **5-12 KR preferred that column be wrapped with wood. Poplar OK and it would be painted.**
- 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.
 - 5-5 Sidewalk configuration discussed and final design approved (See SK) **5-12 Review south concrete walk being placed. Suggestion is to add a rain diverter where the walk meets the porch slab. CD will price.**
- 5-5:2 Exterior signage submitted for approval. Meeting House (see above commit) West gable will have no signage. South Library gable: Reduce ELKINS PUBLIC LIBRARY letters to approx 7" with CANTERBURY, NH letters at approx 5.5" Meeting house letters to be all in one line sized to fit.
 - **5-12 Received revised SK from Sign-A-Rama after meeting and KR review/approved.**
- 5-5:3 Review and discuss WV Engineering Associates response dated 5/3/05. Electrical contractor will price additional work. **5-12 Review quote by Accolade Electrical Services. Quote for Archives (4) different pieces of equipment is \$600 - Approved. Quote for septic pump and controls is \$500 - Approved. WV waiting for pump specs to complete required wiring spec.**
- 5-5:4 T Stat locations reviewed per WV Engineering SK and approved. **5-12 revised locations provided by Pro Controls reviewed. No objections.**
- 5-5:5 Review SK-SMP13 and agreed this is a good idea. CD pricing. Price received early afternoon from Tri State Iron Works \$640 to fabricate and install Galvanized diamond plate. Cut existing bar grate as needed. **5-12 Revised quote using aluminum diamond plate \$205 - Approved**
- 5-5:6 KR (after meeting) approved venting the septic tank through the building into the attic and through the roof on the back side. Plumbing cost \$585 (May be additional associated cost by other trades TBD)
 - **5-12 Proposal approved.**
- 5-5:12 SL asked about moving existing children's book shelf. CHC will move when the time is appropriate.
 - SL asked that the book shelf be painted - **Color TBD cost TBD**

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

Item	Assigned to	New Business
5-12:1		Distribute revised job schedule for review and comment. Library is complete 6/3 and the meeting house completing 6/7/05.
5-12:2		CD to price re-installing removed granite curb at entryway and street. Location of driveway reviewed and approved. DOT inspected change and have requested a gentle swale to capture water along road edge. DOT also change the radius at the west side of entry.
5-12:3		Bench details in room 110 not identified. CHC instructed to use MDF on vertical surfaces that would be painted and white oak plywood with a nosing clear finished to match circulation deck on horizontal surfaces. MDF base will be installed across the bottom. NO ADDITIONAL COST
5-12:4		Chair rail height at open Library 115 to be bottom of chair rail top of window sill. No chair rail in 108-109
5-12:5		Fire place mantle painted P3 Biscuit SW6112. All window trim and base within fireplace lounge 116 to be painted to match fireplace (Biscuit)
5-12:6		Ceiling at Media 108 previously approved at 9'0". KG asked that suspended lights be raised by 6"
5-12:7		Discussed bookcase location in Media 108 east wall. Line up bookcase with soffit left end of wall. <ul style="list-style-type: none"> - KG and SL asked that a four gang outlet and a data line be added at the right side of same wall.
5-12:8		Discussed email from SMP dated 5/5/05 with regards to not having back primed exterior trim. The Building Committee has decided not to have the trim removed at this point. CHC to submit a proposal with some compensation to the Committee for consideration.