

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
05/26/05	8AM	9:30	06/02/05	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	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					

- 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
 - 5-19 Add vinyl base in book drop room. **5-26 Base color: Johnsonite 34-Almond**
- 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.
- 5-19 documents complete. **5-26 Michael Capone arrived at the tail end of our meeting and signed the GMP document along with change order # 2.**
- 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.

Item		Old Business Cont.
-	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.
-	5-19	Waiting on a meeting schedule from the Town Selectmen. 5-26 No change
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
-		5-26 Color: Children's book cubbies SW 2802 Rockwood Red-exterior SW6385 Dover white-interior.
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.
-	5-19	As a resolution the above change CHC asked that the CBC consider an agreement that CHC will re-paint all exterior trim in four years from substantial completion. CHC would solicit a paint quote and monies would be held in escrow for the sole purpose of re-painting all exterior trim. 5-26 No change CBC to meet and discuss. Painting quote \$3500

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

Item	Assigned to	New Business
5-26:1		Schedule: Library will be substantially complete next week and we have tentatively scheduled punch walkthrough next Thursday at 8AM. CD to confirm first of next week.
5-26:2		Received C/O#2 signed. Items on C/O#3 are 1. Cost to re-grade the embankment between septic field and the Historical Society Building 2. The cost to remove overlay gable at Meetinghouse and shingle existing roof. 3. Remove gravel and loam east side of building.
5-26:3		Discussed raising existing catch basin at west side of parking. CBC approved and directed CHC to proceed.
5-26:4		CBC asked that CHC place a fresh layer of loam at existing septic field including rake and seed.
5-26:5		CBC selection for vinyl nosing at the corridor 105 is Johnsonite 47-Brown
5-26:6		Columns (4) at Foyer 110 to be painted Dover white to match walls. Infill weep holes at top.
5-26:7		Discussed leaving rock in front of the propane fill tower. Rock to be removed and placed out back.
5-26:8		Discussed plant beds, south elevation. CHC ask not to seed this area. CLC to markup site plan indicating where not to seed.
5-26:9		Complex: Andrews on site yesterday and touched up gravel along the driveway edge and misc spots with loam. Installed the last (one) steel bollard. Job complete. Berry at Andrews recommended that we wait on removing the silt fence. Grass should be mowed at least a couple of times before removing fence.
5-26:10		Loam extra: 13 loads delivered to date three of which are part of the rear quote.
5-26:11		Duct smokes locations? Systems under 2000 CFM do not require duct smokes confirmed by WV
5-26:12		KG pointed out imperfections in trim/paint at door 111B. CHC to fix.