

Cobb Hill Construction, Inc.

Meeting Notes

206 North State Street

Concord, NH 03301

The Canterbury Municipal Complex

Phone: (603)224-8373 Fax (603)224-0375

Job # 40-002-03

Site phone: 783-0324 Fax:783-8967

Project Meeting

Date	Start	Finish	Meet Next	Time next	Location next	Prepared by
09/02/04	8:AM	9:00	09/09/04	8:00	Complex site job trailer	Claude Dupuis

Purpose	Location	General Notes
Team meeting	Complex site job trailer	
Attended By	Firm	Function
Kent Ruesswick	KR	Canterbury Building Committee Chairman CBC 375-6474
Ted West	TW	Canterbury Building Committee CBC
Jim		Highway Department Forman
Gwen		Police Department Police Chief
Broderick Lang		Lang Door Principal
Eric Palson	EP	Sheerr McCrystal Palson Principal 526-9309
Scott McFarland	SM	Cobb Hill Construction Project superindendent
Claude Dupuis	CD	Cobb Hill Construction Project manager

Meeting Summary	
Item	Old Business

- 8-5:4 DC asked that CHC price installing concrete sono tube and light for flag pole. Concrete would be slightly below grade so that it could be covered with loam. 8-12 Price for concrete installed is \$445 and still waiting on electrical pricing. 8-18 Cost for electrical including the specified ground light at 700 is \$1200. Flood lights could be used for a lot less money. 8-25 CHC instructed to not make changes unless directed by selectman or committee chairman. **9-2 If Dale is to have us install sono tube he must provide sleeve that is cast in concrete within two weeks.**
- 8-12:1 CD presented Complex GMP documents for review / approval. KR will hand documents to Selectmen at next week's meeting. 8-18 Briefly discuss GMP documents. MC will take with him for review and will call with comments / questions. 8-25 briefly reviewed documents with MC & KR. MC will review with selectman. **9-2 KR meeting with selectman next week to answer any questions.**
- 8-18:2 Discussed additional engineering cost due to Star loads and wrong bolt size and location. One invoice by Steffensen may already be paid and a second (final) invoice dated 8/13 sent. Discussed back charge to Construx through CHC contract. Not discussed at meeting - It would be better if the Town were to bill Construx directly. Inv. #40160 dated 15/04 \$2876.20 and Inv. #40170 dated 8/13 \$2234 for a total of \$5110.20. 8-25 It appears that the only way to recoupe these charges is to back charge Construx and Andrews Construction. **9-2 No change. Waiting on info from Construx.**

Item		Old Business Cont.
8-25:1		Library meeting: All proposed cost saving options approved (see cost esti dated 2/20/04) with the exception of the following:
-		1 Wood infills in place of brick: Hold for now
-		2 109 counter to stay
-		3 Windows: All new
-		CLC concerned about deleting radiant heating in 108/109 areas. HVAC in currently being re-designed using gas fired air handling units. Same gas supply could be used for fireplace.
-		Delete recess floor at 109
-		TW suggested relocating door 102A to adjacent wall allowing for storage area at left.
-		Rear wall at covered porch between buildings to be deleted
-		Exterior slabs to be insulated in place of frost walls.
-		Price removing paint from exterior brick west elevation.
-		Possibly can reuse existing children's storage bins at 109 with more added.
-		CLC approved wall detail at west elevation per SK provided by Kelly. Cap at interior shelf to be wood.
-		Reception counter re-design approved per SK provided by KG.
-		9-2 Re-design in progress

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

Item	Assigned to	New Business
9-2:1		9-2 The air drops at FG & HG are being installed plan as two separate systems. The problem is that the Town only has one compressor. Jim asked that CHC price connecting the two systems until a second compressor can be purchased. Systems are not engineered to be connected but may work on a temporary basis.
9-2:2		Discussed job schedule dated 8/2/04 with a completion date of 12/16/04. Discussed Town Hall Addition footings completed with walls Friday and backfill scheduled for next week. Discussed starting at the existing HG with demo of the grader bay. Lack of storage and electrical would be a problem.
9-2:3		Jim inquired about 220 drops in HG. Located on plans and is OK
9-2:4		CD asked Jim which overhead door he preferred to have the man door installed ? Center door 129E
9-2:5		Review and approve change order by CRP Contract Flooring, Inc. Change order is in the amount of \$378 for the changes in non slip VCT per A5.3B provided by SMP. Official Change Order will be submitted at next week's meeting.
9-2:6		CHC advised that the Town contract Verizon ASAP as it sometimes takes a while to complete service hook-up. Main line needs to be feed into building and Verizon will need Town info/requirements.
9-2:7		CHC also advised that the Town contract cable service ASAP for same reason as phone.
9-2:8		CHC asked if the three garage door openers that are to be relocated from the existing building to the new sally port have radio controls. No one at meeting knows - Check with FD. CHC has assumed that existing openers have radio controls as non has been purchased.
9-2:9		Gwen approved locating the push button opener for sally port doors to be located behind booking desk - There will be no push button controls located within sally port.
9-2:10		Reviewed SK provided by SMP for relocating ceiling mounted lights in sally port should there not be enough clearance for overhead doors. Door installation scheduled for completion next week and final light location will be determined at that time.
9-2:11		Broderick met with the team/department heads to finalize the keying for the complex. There will not be a grand master key. There will be a master key for each department. Broderick will provide a final keing schedule with changes for our use / records.