

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
09/15/04	7PM	8:30	09/29/04	7PM	Town Hall	Claude Dupuis

Purpose	Location	General Notes
Team meeting	Town Hall	
Attended By	Firm	Function
Mike Capone	MC	Canterbury Building Committee Town Selectman
Kent Ruesswick	KR	Canterbury Building Committee Chairman CBC 375-6474
Ted West	TW	Canterbury Building Committee CBC
Charlie Cook	CC	Canterbury Building Committee CBC
Gordan Jackson	GJ	Canterbury Building Committee CBC
Ken Jordan	KJ	Canterbury Building Committee CBC
Gary Spalding	GS	Canterbury Building Committee CBC
Claudia Leidinger	CL	Canterbury Library Committee CLC
Sue LeClair	SL	Canterbury Library Committee CLC
Chuck Sanborn	CS	Canterbury Library Committee CLC
John Bouton	JB	Canterbury Library Committee CLC
Eric Palson	EP	Sheerr McCrystal Palson Principal 526-9309
Claude Dupuis	CD	Cobb Hill Construction Project manager

Meeting Summary

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. 9-9 Sleeve will be needed in one week. PA to check with Dale about sleeve and finical arrangements. **9-15 CBC approved the installation of the sono tube, sleeve and concrete. Dale said that an 18" tube is of adequate size and would be 4' deep flush with grade. The sleeve can be 6" schedule 40 PVC pipe set 3' into concrete.**
- 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. 9-9 No questions at this time. **9-15 MC signed (Complex) GMP and CD to have TPA sign and return a copy.**

Item		Old Business Cont.
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. 9-9 Still no change. 9-15 Still no change
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 9-9 KG to check with WV re-draw progress. 9-9 Discussed SMP memo dated 9/1/2004 Scope of work clarifications - Fee Are there ways to keep this # down. CHC not expecting a Architectural re-draw. We will need an SK at the OD infill and another for minor wall changes. All can be accomplished with SKs. Food for thought. Will discuss in length next week. Library committee will also want to discuss the radiant heat next week.
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. 9-9 Paper work next week 9-15 Paper work presented, approved and signed
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. 9-9 No change 9-15 Door installation complete and lights will need to be relocated.
9-9:2	-	Review requested proposal from Hawes to install additional hot water line to center doors. Cost \$550 Hold for now. 9-15 Proposal rejected and DC will have work done at a later date.
9-9:3	-	Discussed ramp at THA. Drawings call for wood and it appears that concrete would be better. CD to provide cost difference to go from wood to concrete prior to any design change. 9-15 Cost about the same. Agreed that the bottom landing and up ramp approx. 2' to be concrete with remaining to be wood per plan. SMP to provide SK.
9-9:7	-	KG to check exterior window trim detail. Should match existing ? 9-15 Build per plan as window at rear need to be higher in order to clear counter top at kitchen\ and HC bars at toilet rms.
9-9:8	-	Not discussed at meeting. Need siding detail over concrete at end/rear walls. 9-15 No siding to be installed over concrete. Grade / foundation exposure OK.

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

Item	Assigned to	New Business
9-15:1		LBC change request at South elevation: <ul style="list-style-type: none">- 1) Delete box columns and replace with round tapered columns different spacing.- 2) Delete railings and leave open- 3) Enlarge gable over entry- CD to check cost implications prior to any decisions- Other requests:<ul style="list-style-type: none">- 1) Could sink at office 112 be kept in project- 2) Could ceiling at Children's 109 be kept higher (12" max)- 3) LBC working on donations for fireplace mantel and tile. Could CHC provide a cost ? No hearth.
9-15:2		Discussed revised re-draw cost memo from SMP and approve: <ul style="list-style-type: none">- Mech engineering 5400 as previously approved- Structural engineering not to exceed 3000- Architectural re-draw 8000
9-15:3		Discussed Ray Emerson pricing Savings approx 13,450 Ray approved as the site contractor.
9-15:4		Discussed deleting porch roof between Library and meeting rm.
9-15:5		GS to: <ul style="list-style-type: none">1) Complete septic requirements and have it changed on plans (not in budget)2) Relocate existing septic tank to green area in front of meeting rm (not in budget)3) Re-design drainage at east elevation to daylight at north end (May have budget implications)
9-15:6		CD asked whether any changes were agreed to with DOT in regards to the driveway at the Complex. <ul style="list-style-type: none">- CBC confirmed that no changes were agreed to and to build per plans.
9-15:7		Ballard color: CBC agreed it would be safety yellow.
9-15:8		Scott M has found a ss dbl bowl sink w/one side drip tray for \$325. Dale interested and will get info from Scott. <ul style="list-style-type: none">-
9-15:9		Discussed job schedule: Complex - Rough inspections this week and drywall scheduled to start Monday
9-15:10		Discussed job schedule: THA - Foundation complete. Framing scheduled next week. Job super for <ul style="list-style-type: none">- CHC will be Geoff Magoon
9-15:11		Discussed job schedule: Library - Exterior concrete work will be done in phases starting mid Oct. to 1st of Nov. to avoid winter conditions. Department heads informed and will accommodate. Early start will also <ul style="list-style-type: none">- include the demolition of the grader bay. Arrangements will be made to relocate stuff to the Complex.- An area will need to be provided for stock piling loam from complex.

THA = Town Hall Addition