

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
11/11/04	8AM	9:30	11/17/04	7PM	Town Hall	Claude Dupuis

Purpose	Location	General Notes
Team meeting	Town Hall	
Attended By	Firm	Function
Kent Ruesswick	KR	Canterbury Building Committee Chairman CBC
Ted West	TW	Canterbury Building Committee Canterbury Building Committee
Eric Palson	EP	Sheerr McCrystal Palson Principal 526-9309
Geoff Magoon	GM	Cobb Hill Construction Project superintendent for Town Hall Addition
Scott McFarland	SM	Cobb Hill Construction Project superintendent for Complex
Claude Dupuis	CD	Cobb Hill Construction Project manager

Meeting Summary

Old Business

- 10-28:6 CD submitted change order # 2 for approval. Change order approved and signed. KR to have Mike Capone sign and forward original to CHC / copy to SMP. 11-3 Copies at Town Hall and MC will forward one copy to CHC and one to SMP. **11-11 No Change**
- 11-3:2 Jim has requested that cord reels in HG be removed and returned for credit is possible. Jim feels they are of little use for him. Jim also requested that the existing two gang outlet at garage west center wall be change to a four gang. **11/11 Cord reels will remain in place and outlets added at no additional cost.**
- 11-3:3 Discussed changing the lamp size in the exterior sign light type "P" from 72W to a 48W lamp due to a neighbor's complaint. **11/11 Still working on lamp change.**

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

New Business

- 11-11:1 Budget. CHC has submitted a \$13,254.39 dollar credit for money saved throughout the project/budget.
 - Note: Credit is subject to changes in soft cost not in CHC control.
 - As directed by the CBC CHC has purchased (3) overhead doors to be installed at the rear of the Highway Garage. Work will include the doors installed, removal and trim of siding, bollards and paint.
 - Approx. cost is \$9,000 with the balance for Elocker and compressor.
- 11-11:2 Schedule: Garages will be complete and ready for punch list walkthrough on Wed. the 17th at 8 AM
- 11-11:3 Lights. CBC asked that the front lights be on it's own controls.
- 11-11:4 Tom Avallone of CHC has agreed to donate 2500 toward the cost of an evidence and gun locker for PD with the balance to be paid by the Town.
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- 11-11:5 CBC asked that the parking striping include a one way arrow at either end, PD end pointing to the rear and FD end pointing out. (One way travel around building counterclockwise.)
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Item	Assigned to	New Business Cont.
11-11:6 -		We will need to install two HC signs one at each HC parking space opposite side of walkway. SM will check with Sign-A-Rama for signs.
11-11:7		The air compressor in HD will be installed in the garage opposite the mechanical room.
11-11:8 - -		SM cautioned that there is no heat in the mech. rm and that maybe a vent could be cut in the wall into HG. EP to check codes/rating. EP also to check with engineers as to whether or not combustion air is required for the gas fired water heater.
11-11:9		A new compressor will be purchased by the Town for the FD and CHC to provide 220 power.
11-11:10		CBC asked that CHC provide lights above added rear doors to the HG. CHC will price.
11-11:11		CBC asked that the center door at rear of HG get an electric opener.
11-11:12 -		Highway dept. asked for two speakers in garage and FD asked for two horns in FG. These can be purchased and installed through Lillypond. Town to purchase.