

# 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
12/01/04	7PM	8:30	12/16/04	8AM	Town Hall	Claude Dupuis
12/02/04	8AM	9:30	Reviewed notes with EP MC KR TW Scott M and Jeoff M			

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
Ted West	TW	Canterbury Building Committee Canterbury Building Committee
Charlie Cook	CC	Canterbury Building Committee CBC
Gordan Jackson	GJ	Canterbury Building Committee CBC
Bob Fife	BF	Canterbury Building Committee CBC
Ken Jordan	KJ	Canterbury Building Committee CBC
Cathy Menard	CM	Canterbury Building Committee CBC
Beth Blair	BB	Canterbury Building Committee CBC
Ginger Laplant	GL	Historical Society
Claude Dupuis	CD	Cobb Hill Construction Project manager

Item	Meeting Summary	Old Business
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- 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. 11-17 No Change **12-1 Found after meeting that the lamp cannot be changed. Six footer 72w only and to change would mean a shorter fixture.**
- 11-11:3 Lights. CBC asked that the front lights be on it's own controls. 11-17 Pricing in progress **12-1 Controls pricing is \$1025. Not approved by CBC, hold for now.**
- 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. 11-17 SMP reviewed and recommended reflective sign **12-1 Interior signage will be required. No selection made at this time. EP, TW and Claude to meet at Sign-a-rama today at 1:15 to make a selection. Count and allowance TBD**
- 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. 11-17 No change - waiting on Engineers **12-1 Waiting on pricing from Hawes Mech.**
- 11-11:10 CBC asked that CHC provide lights above added rear doors to the HG. CHC will price. 11-17 pricing in process **12-1 Price is \$1645 CBC approved and acknowledged that this will put the project over budget.**

Item		Old Business Cont.
11-11:11		CBC asked that the center door at rear of HG get an electric opener.
	-	11-17 No opener will be installed at this time. All three will be manual operations. Price of doors
	-	has increased and am awaiting quote from Tombs Door. <b>12-1 Price increase is \$1000. Doors are</b>
	-	<b>ordered.</b>
11-17:4		Fire alarms will be tested this week by Pro Controls/Celtic Electric. Once test is complete CHC will schedule a final inspection with Dale Caswell and Jim Snyder. <b>12-1 Fire alarm system cards had to be replaced. Power surge or something fried them. Cards replaced and testing today.</b>
11-17:7		CBC voted to have Turner do a final steel inspection. KR to place call. <b>12-1 Turner completed an inspection. Report found no deficiencies.</b>
11-17:9		During the exterior punch walkthrough SMP would not comment on site completion/compliance. SFC
	-	contacted and are not contracted for final inspection. CBC agreed to talk with Gary Spalding to see if he
	-	would provide a final inspection.
	-	<b>12-1 Gary requested:</b>
	a)	<b>Erosion at base of retention pond need to be fixed</b>
	b)	<b>No vent at septic tank</b>
	c)	<b>Clean man holes at septic tank to sit flush</b>
	d)	<b>Remove wooden a stakes at vents and stake with rebar</b>
	e)	<b>Check parking lot pitch at east elevation - appears to run back toward building</b>
	f)	<b>Check swale at power pole for standing water</b>
	g)	<b>Should have sign at floor drain holding tank</b>
	h)	<b>Need protection for gas regulator at mech room door</b>
	i)	<b>Check shoulders at drive for drainage / standing water</b>
11-17:10		BF has gotten a offer from Shawn McDonald of Earth Inc. to provide an excavator for the reconstruction
	-	of the existing stone wall. CBC approved and agreed that all existing trees along wall/road would be
	-	taken down. CBC to check with DOT prior to commence of work. <b>12-1 TW and BF to cut trees along</b>
	-	<b>entire frontage.</b>

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

Item	Assigned to	New Business
12-1:1		Schedule: Flooring complete this week. Final walkthrough scheduled for 12/13/04 at 8AM.
12-1:2		No exit light at door 129H per plan. Extra to supply and install is \$275. (Two needed by code) CBC approved.