

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 # 40-002-03

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
Ted West	TW	Canterbury Building Committee
Eric Palson	EP	Sheerr McCrystal Palson
Geoff Magoon	GM	Cobb Hill Construction
Scott McFarland	SM	Cobb Hill Construction
Claude Dupuis	CD	Cobb Hill Construction

Item	Meeting Summary	Old Business
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- 9-15:5 GS to:
- 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)
 - 10-6 GS presented plans with above items identified. Discussed deleting drainage pipe at rear of building and creating a swale instead. These changes need to be clarified on the plans so that it can be Bid correctly. CHC will require the plans stamped - GS said he would stamp.
 - plans. 10-14 Propane tanks should be located on plans. Plans need to re-issued with proposed changes and probably will need to be done through SFC. Septic pump and equipment will need to be specified. Plans also needs to be stamped by an Engineer.
 - 10-20 KR to check with Gary Spalding. MC provided a septic plan with the "D box" inverts needed to complete the new tank designs. CD to make copies and return org. to MC.
 - Plans need to be cleaned up will all changes and stamped. Changes to include: Forced main size, pump size, site contractor recommends a H-20 tank, will a state permit be required for installing new tank?. Site contractor warns that the vent pipe may stink-up the Town Center.
 - 10-28 Original septic plan given to GS who will get info to SFC for redraw/final drawing.
 - 11-3 No change. **11/11 Still no change. KR to contact Gary Spalding and see to it that info is forwarded to Lynn at SFC.**
- 10-20:3 KR not having luck with finding someone to relocate fuel cell. CD to check for possible names.
- 10-28 Paving date changed at Complex therefore the cell scheduled for Tuesday will be re-scheduled for wed. the 3rd. 11-3 Fuel cell scheduled for re-location on Monday the 8th.
 - Electrician to check operation/alarm to be operational. **11/11 Fuel cell relocation complete. Town will have their electrician check operations / alarms are operational.**

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

Item	Assigned to	New Business
11-11:1		The schedule is to demo grader bay starting 11/15/04, excavate for footings/frost walls 11/29 and start concrete work 12/1/04. Buy 11/24 the complex garages would be completed where the Fire and Highway departments can move into there respective garages. Punch list walkthrough for the exterior and both garages is 11/17/04 at 8 AM. Electrical has been relocated, heater disconnected, air capped off and fan installed on UH as agreed. Demo is ready for Monday.
11-11:2		SMP has completed drawings under review and will be released end of the week or first of next week the latest.
11-11:3		We will meet with the Canterbury Library Committee next week on 11/17 to review final plans.