

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 # 40-02A-03

Site phone: 783-0324 Fax:783-8967

Project Meeting

Date	Start	Finish	Meet Next	Time next	Location next	Prepared by
02/10/05	8AM	9:30	02/16/05	7PM	Complex meeting room	Claude Dupuis
Purpose		Location		General Notes		
Team meeting		Complex meeting room				
Attended By		Firm		Function		
Mike Capone	MC	Canterbury Building Committee	Canterbury Building Committee	Town Selectman		
Kent Ruesswick	KR	Canterbury Building Committee	Canterbury Building Committee	Chairman CBC		
Ted West	TW	Canterbury Building Committee	Canterbury Building Committee	Canterbury Building Committee		
Sue LaClair	SL	Canterbury Library Committee	Canterbury Library Committee	CLC		
Kelly Gale	KG	Sheerr McCrystal Palson	Sheerr McCrystal Palson	Project Designer		
Scott McFarland	SM	Cobb Hill Construction	Cobb Hill Construction	Project superintendent		
Claude Dupuis	CD	Cobb Hill Construction	Cobb Hill Construction	Project manager		

Meeting Summary						

Item	Old Business					
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 with 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. 11/17 CD Spoke with Lynn at SFC who has not yet received revised plans from Gary Spalding. Lynn said she would work on them as soon as she got them. Lynn has been instructed to forward plans back to GS who will stamp plans.
- 12/3 Plans received from Gary Spalding/SFC. Plans not stamped and are incomplete.
- 12-30CD suggested that the Town pay SFC to complete plans. KR asked that CHC price raising the parking lot 12". CHC will provided a budget but the grading plans will need to be completed prior to final price and start of work. 1-6 No Change 1-13 No Change 1-19 No Change 1-27 An estimated cost to updated/revise site plan should be acquired from SFC. Kent to call Lynn. **2-2 NC**

Item		Old Business Cont.
		- 2-10 Lynn from SFC to do a site visit this week in prep of a proposal for completing drawings.
12-30:3		KR asked that the propane tank be located in the front green area. This should be located on site plan.
		- Ledge may be a problem. 1-6 Test hole in the spring. Raising the parking 12" would help.
		- 1-13 No Change 1-19 No Change 1-27 NC
12-30:5		EP will provide "Substantial Completion Form" for both the "Town Hall Addition" and the "Complex"
		- KR, MC and SM did a final walkthrough on 12/27/04 and Substantial completion will be from that date.
		- 1-6 Draft complete and waiting on CHC list of remaining punch items with values.
		- 1-27 NC 2-2 Complex: One bollard, concrete infill at bollards and painting of bollards. Construx
		- roof paint touchup. Town Hall Addition: One replacement window sash and a little exterior
		- painting. 2-10 CD will provide a written list.
12-30:8		Dale Caswell has signed off on both the Town Hall Addition and the Complex. CHC would like a copy
		- of the signoff by the Building Inspector Jim Snyder. 1-6 Occupancy permit for both the Town Hall
		- Addition and the Municipal Complex received. Sign off by Building Inspector but not by Fire
		- Chief. CBC to have Fire Chief signoff. Address for complex OK but address for THA not OK. 1-27 NC
		- 2-2 MC will check with Jan / Jim S and Dale for completion of occupancy permit.
1-19:2		Discussed fireplace insert (provided by CLC) CD to call John Bouton who is in charge of fireplace.
		- CHC needs the fireplace spec for framing this week.
		- 1-27 TW provided fireplace specifications for framing. Model BDV300 2-2 TW provided additional
		- SKs for framing and finish and it appears CHC has all it needs for execution. TW will schedule
		- installation of fireplace to include vent piping and coring existing wall. CD will ask Hawes
		- for gas pipe pricing. 2-10 Hawes pricing is \$630.00 (plus fee) Price to be forwarded to SL and
		- will be paid for by the Library Committee through the Town of Canterbury by change order.
1-19:6		Discussed exterior colors. Suggestion is to not have white. Green a possibility. Number of colors
		- important for pricing. Three colors: 1)Body, 2)trim and 3)doors. 1-27 NC 2-2 colors discussed and
		- samples provided by KG reviewed. Need roof sample for final selection. 2-10 Exterior wall colors
		- not yet decided. CHC needs a roof color selection now. Decision is to match the Town Hall
		- addition color and make which is: IKO Architectural 30 color: Harvard Slate
1-19:7		Discussed interior trim at doors and windows. Double trim with wall space would be painted all one
		- color. CD to check pricing deduct for using single trim. 1-27 waiting on price savings 2-2 Discussed
		- 1x5 casing and 5/4x 6 headers with molding at top for interior doors and windows TW will
		- provide an SK for final approval / pricing. 2-10 TW provided an SK last week and CD will get
		- pricing from Salisbury Woodworks ASAP
2-2:4		CLC asked that CHC price adding in cabinets at office 112 and copy area. KG to check old plans for
		- an idea of what was there. 2-10 Discussed cabinets again. KG later provided SK-SMP5 for
		- pricing.
2-2:5		Discussed book stack/shelving. The CLC should place their order now and schedule delivery for
		- the completion. This way cost are determined. 2-10 CLC meeting with a supplier next week.
2-2:9		Reviewed Highway and Fire garages as there appears to be condensation causing dripping from
		- ceiling at numerous locations. CD is talking with Construx to check the cause fix it.
		- 2-10 George from Construx stopped by and inspected / checked what needed to done and will
		- have a lift and a man here tomorrow to complete work.
2-2:10		Walkthrough on 2-3. Slab at HG looks great. Meeting room rear closet missing wall (fell over during
		- demolition) Check with KR for direction. No new door scheduled for toilet rm. KG will provided a spec
		- for door and hardware. 2-10 Wall to be reframed in existing location. Spec for toilet rm door
		- provided by SMP.

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

Item	Assigned to	New Business
2-10:1		Job schedule now looks like a completion on 6/2/05 Every effort will be made to get us back into May.
2-10:2		CD to provide a GMP next week for the Library.
2-10:3		CD provided copy of water sample results
2-10:4		Beth Blair has acquired a sign quote in the amount of \$1900 for all three projects.
2-10:5		CD presented quote for accordion door by Specialty Doors Online in the amount of \$1225.00 Door will not be installed at this time.
2-10:6		Review SK-SMP4 rework men's toilet rm wall to accommodate water entrance, relocate door to men's toilet to accommodate stairs and landing to exterior door 105B. Stair/landing added in corr. 105 to door 105B as exterior grade is approx. 10" higher than interior finish slab.
2-10:7		ACT Ceiling at Media 108 changed from 9'6" to 9'0" to accommodate duct work.
2-10:8		Approved high DW ceilings in storage 117 and Archives 119. lights will be surface mounted and duct work exposed.
2-10:9		Discussed electrical approval note by engineer referring to an addendum dated 2/18/04 referencing bid documents dated 1/23/04. This addendum was not included in electrical quote and CD will have Accolade price additional work.
2-10:10		Discussed book drop. Existing book drop box will be used at the west entry. Sue to check / spec what type drop will be used at the south entrance.
2-10:11		Approved changing the duct work in meeting room 121 to above existing ceiling in order to get by new beam.