

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
03/10/05	8AM	9:30AM	03/17/05	8AM	Complex Meeting Room	Claude Dupuis
Purpose		Location		General Notes		
Team meeting		Complex meeting room				
Attended By		Firm		Function		
Kent Ruesswick	KR	Canterbury Building Committee	Chairman CBC			
Sue LaClair	SL	Canterbury Library Committee	CLC			
Ted West	TW	Canterbury Building Committee	Canterbury Building Committee			
Beth Blair	BB	Canterbury Building Committee	CBC			
Eric Palson	EP	Sheerr McCrystal Palson	Principal			
Scott McFarland	SM	Cobb Hill Construction	Project superintendent			
Claude Dupuis	CD	Cobb Hill Construction	Project manager			

Meeting Summary

Item	Old Business
3-3:2	SFC contracted to modify and complete site plans. 3-9 Site plans should be complete by next week. Lynn will be leaving SFC and David R. Jordan will complete plans.
3-3:3	Substantial Completion forms in Towns hand to be signed and returned to CHC 3-9 NC
3-3:4	Occupancy permits for complex and town hall addition revised. MC to check accuracy and that Dale has also signed off then forward copy to CHC and SMP. 3-9 NC
3-3:5	Complex - bath exhaust fans not independently wired to each rest room. Celtic notified to make adjustments/modifications. After meeting: Celtic checked - requires a relay switch that will be installed tomorrow. 3-9 Relays installed and job complete.
3-3:7	KG asked that CHC check Q2 sign light fixture to see if it meant spec (32w T8 regular output) and that what may be ordered is a T12 60w high output. 3-9 32w T8 ordered only available in high intensity

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

Item	Assigned to	New Business
3-10:1		Job schedule still looks like a completion on 6/2/05
3-10:2		Mechanical hand off from contractor to owner took place today.
3-10:3		Review and discussed Field Report by Steffensen Engineering dated 3/9/05.
3-10:4		Discussed and reviewed location of bearing wall behind circulation desk. Keep radius as drawn on floor but shift to the south 12" realizing that window and desk will not share the same center line.
3-10:5		Jobsite walkthrough