

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
03/17/05	8AM	9:30AM	03/24/05	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			
Nancy Roy	NR	Canterbury Library Committee	CLC			
Ted West	TW	Canterbury Building Committee	Canterbury Building Committee			
Kelly Gale	KG	Sheerr McCrystal Palson	Project Designer			
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. 3-17 Plans not 100% complete and CD will call SFC to see if they can re-issue with changes. Revised plans have re-grading of gravel area to the north of the leach field. This is NIC and CD will price this additional work.
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 3-17 Completed not yet rec.
3-10:3	Review and discussed Field Report by Steffensen Engineering dated 3/9/05. 3-17 All steel related issues were corrected yesterday. Wood framing at link to start today.

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

Item	Assigned to	New Business
3-17:1		Job schedule still looks like a completion on 6/2/05
3-17:2		CD working on GMP. May be ready for next Committee meeting and will let KR know ASAP
3-17:3		SL asked about folding partition. On hold pending financing.
3-17:4		Discussed and reviewed ext. color schemes. Samples given to CLC. Meeting room ext. color?
3-17:5		KG to check with electrical engineer for information on power feed to meeting room. Panel 4 still on plans that appear would have been installed in the pump house (now deleted).
3-17:6		SM has a list of additional electrical questions to be reviewed at the site walk through.
3-17:7		KG proposed changing the Berber Matt spec to: Supreme NOP Walk-off Matt, color: Natural #05. CD to check availability and cost difference if any.