

# 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
05/05/05	8AM	9:30	05/12/05	8AM	Complex Meeting Room	Claude Dupuis
Purpose		Location		General Notes		
Team meeting		Complex meeting room				
Attended By		Firm		Function		
Ted West	TW	Canterbury Building Committee	CBC			
Beth Blair	BB	Canterbury Building Committee	CBC			
Sue LaClair	SL	Canterbury Library Committee	CLC			
Eric Palson	EP	Sheerr McCrystal Palson	Principal			
Chris Lizotte	CL	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
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4-14:7 Discussed the possibility of installing vinyl base in the storage room in lieu of finishing drywall to the floor. 4-28 CD to check on pricing **5-5 Vinyl base installed cost \$1.10 per LF approved.**  
 - **No particular color requested.**

4-21:8 CD provided two originals of the GMP. KR has one for MC and EP has the other. EP will review and forward back to CHC with comets or questions. 4-28 Comments by Eric Palson: Add to plans list SK's 1-11, add AD.1 and provide red line changes **5-5 Plans list corrected and working on SKs.**

4-21:1

### Municipal Complex Meeting

- George met with the team to discuss the condensation problem in the garages. George stated his case and after some discussions back and forth it was agreed that Construx would check fabric in both garages for penetrations and seal any found with appropriate tape. Exterior punch: Panels would be ordered today which will take approx. two weeks to get. George will schedule punch (Agreed to list dated 4/19/05) completion with SM so that trucks can be moved. MC to confer with Town Selectmen as to when Construx would be paid in full.
- GA to provide one extra wall panel for future repairs that the Town will store indoors.
- GA also suggested that controlled humidity would solve most problems.
- 4-28 The Town of Canterbury has agreed to release payment providing Construx put in writing that they will inspect and tape all penetrations in the fabric to their best of their ability and that if some are missed they will come back and take care of it. Construx will also check roof for leaks to make sure all is weather tight. CD has forwarded a letter to this affect to George and has not heard back from him yet. **5-5 Letter provided by Construx reviewed. Additional clarification requested by Selectmen. CD will forward request to Construx.**

Item		Old Business Cont.
4-28:3		Reviewed and discussed proposed toilet change (SK-SMP12) in meeting room as requested by CBC
-		Change request involves several trades and CD working on getting pricing.
-		<b>5-5 CBC has decided not to relocate toilet room. Toilet to remain in current location, 2X6 wall between corner of toilet room and column to be removed and the column drywall encased.</b>
4-28:5		Discussed concrete sidewalk at the south elevation. Site plan has the sidewalk centered on a column at the meeting room. After some discussion CHC directed to narrow the walkway to 5'0" after the entry to the Library and redirect to the north to line up with the entry door to the meeting room.
-		<b>5-5 Sidewalk configuration discussed and final design approved (See SK)</b>
4-28:6		KJ informed that the official name for the meeting room is "MEETING ROOM"
-		<b>5-5 Correction: official name is "MEETING HOUSE" Proposed sign layout submitted. Adjust and resubmit with meeting house on one line with a size to fit</b>

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

Item	Assigned to	New Business
5-5:1		Job Schedule: Still looks good for June 2nd
5-5:2		Exterior signage submitted for approval. Meeting House (see above commit) West gable will have no signage. South Library gable: Reduce ELKINS PUBLIC LIBRARY letters to approx 7" with CANTERBURY, NH letters at approx 5.5" Meeting house letters to be all in one line sized to fit.
5-5:3		Review and discuss WV Engineering Associates response dated 5/3/05. Electrical contractor will price additional work.
5-5:4		T Stat locations reviewed per WV Engineering SK and approved.
5-5:5		Review SK-SMP13 and agreed this is a good idea. CD pricing. Price received early afternoon from Tri State Iron Works \$640 to fabricate and install Galvanized diamond plate. Cut existing bar grate as needed.
5-5:6		KR (after meeting) approved venting the septic tank through the building into the attic and through the roof on the back side. Plumbing cost \$585 (May be additional associated cost by other trades TBD)
5-5:7		Approved painting exterior door grills green (same color as door)
5-5:8		Confirmed that concrete sidewalk at Town Hall is not in drip line.
5-5:9		Wall paint transition line in room 108 to be in across gyp board soffit to NE corner
5-5:10		Gyp board soffits in rooms 108 and 109 to be painted white (three sides).
5-5:11		Large rocks placed along septic field to be removed and placed at the rear of the lot by the tree line as indicated by BB
5-5:12		SL asked about moving existing children's book shelf. CHC will move when the time is appropriate.
-		SL asked that the book shelf be painted - Color TBD