

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
06/02/05	8AM	9:30	06/09/05	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			
Ted West	TW	Canterbury Building Committee	CBC			
Sue LaClair	SL	Canterbury Library Committee	CLC			
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					

4-21:1 Municipal Complex Meeting

- 5-19 Waiting on a meeting schedule from the Town Selectmen. 5-26 No change
- **6-2 No Change CHC will work on a revised proposal with Construx**

5-12:8 Discussed email from SMP dated 5/5/05 with regards to not having back primed exterior trim.

- **6-2 No Change**

5-26:3 Discussed raising existing catch basin at west side of parking. CBC approved and directed CHC to

- proceed. **6-2 The Town has contracted Lad directly to raise CB, install a new CB at the drainpipe outlet, UG piping along Historical Society driveway to a new 2nd CB at the road edge.**

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

Item	Assigned to	New Business
6-2:1		Schedule: 6/2 walkthrough rescheduled for 6/9 at 8AM due the lack of permanent lighting.
-		Lighting PK not arrived yet. We have two ship dates from the manufacture: 5/25 and 6/2. We will place a trace on the order to find out were these light are at.
6-2:2		Change order # 3 reviewed and approved.
6-2:3		CBC asked that CHC supply and install vinyl base in table storage room.
6-2:4		CBC planning a thank you get together at the Town Hall for all contractors involved with the project.
-		Date: June 25th at 5PM
6-2:5		CBC asked that CHC supply and install stone dripedge at porches and Town Hall between building and walkway.
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