

Cobb Hill Construction, Inc.

Meeting Notes

206 North State Street

Concord, NH 03301

The Canterbury Municipal Complex

Phone: (603)224-8373 Fax (603)224-0375

Job # 40-002-03

Site phone: 783-0324 Fax:783-8967

Project Meeting

Date	Start	Finish	Meet Next	Time next	Location next	Prepared by
10/28/04	8AM	10AM	11/03/04	7PM	Town Hall	Claude Dupuis

Purpose	Location	General Notes
Team meeting	Town Hall	
Attended By	Firm	Function
Kent Ruesswick	KR	Canterbury Building Committee Chairman CBC
Ted West	TW	Canterbury Building Committee CBC
Jim Sawicki	JS	Highway Department Forman
Beth Blair	BB	Canterbury Building Committee CBC
Eric Palson	EP	Sheerr McCrystal Palson Principal 526-9309
Geoff Magoon	GM	Cobb Hill Construction Project superintendent for Town Hall Addition
Scott McFarland	SM	Cobb Hill Construction Project superintendent for Complex
Claude Dupuis	CD	Cobb Hill Construction Project manager

Item	Meeting Summary	Old Business

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

Item	Assigned to	New Business
10-28:1		Schedule: Loam screening will be completed this week. Excess loam will be stored on site at the eastern boundary. Stockpile will be seeded and can be excavated out at a later date. Paving re-scheduled for next Monday and Tuesday of next week. Need to reschedule moving fuel cell to wed.
10-28:2		SM called Lily Pond to wire radio communications.
10-28:3		Highway dept to start moving tools and equipment next week.
10-28:4		Highway compressor will be wired to accommodate the existing compressor.
10-28:5		Building will be secured by the start of next week.
10-28:6		CD submitted change order # 2 for approval. Change order approved and signed. KR to have Mike Capone sign and forward original to CHC / copy to SMP.
10-28:7		Site walkthrough.