

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
11/17/04	7PM	8:30	12/02/04	8AM	Town Hall	Claude Dupuis

Purpose	Location	General Notes
Team meeting	Town Hall	
Attended By	Firm	Function
Mike Capone	MC	Canterbury Building Committee
Kent Ruesswick	KR	Canterbury Building Committee
Ted West	TW	Canterbury Building Committee
Charlie Cook	CC	Canterbury Building Committee
Gordan Jackson	GJ	Canterbury Building Committee
Bob Fife	BF	Canterbury Building Committee
Jeremy Slayton	JS	Canterbury Building Committee
Dale Caswell	DC	Canterbury Fire Dept
Claudia Leidenger	CL	Canterbury Library Committee
Sue LaClair	SL	Canterbury Library Committee
Ann Nute	AN	Canterbury Library Committee
Nancy Roy	NR	Canterbury Library Committee
Kelly Gale	KG	Sheerr McCrystal Palson
Claude Dupuis	CD	Cobb Hill Construction

Meeting Summary

Old Business

- 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. 11-3 Copies at Town Hall and MC will forward one copy to CHC and one to SMP. 11-11 No Change **11-17 No Change**
- 11-3:3 Discussed changing the lamp size in the exterior sign light type "P" from 72W to a 48W lamp due to a neighbor's complaint. 11/11 Still working on lamp change. **11-17 No Change**
- 11-11:3 Lights. CBC asked that the front lights be on it's own controls. **11-17 Pricing in progress**
- 11-11:6 We will need to install two HC signs one at each HC parking space opposite side of walkway. SM will check with Sign-A-Rama for signs. **11-17 SMP reviewed and recommended reflective sign**
- 11-11:8 SM cautioned that there is no heat in the mech. rm and that maybe a vent could be cut in the wall into HG. EP to check codes/rating. EP also to check with engineers as to whether or not combustion air is required for the gas fired water heater. **11-17 No change - waiting on Engineers**
- 11-11:10 CBC asked that CHC provide lights above added rear doors to the HG. CHC will price. **11-17 pricing in process**
- 11-11:11 CBC asked that the center door at rear of HG get an electric opener. **11-17 No opener will be installed at this time. All three will be manual operations. Price of doors has increased and am awaiting quote from Tombs Door.**

Item		Old Business Cont.
11-11:12	-	Highway dept. asked for two speakers in garage and FD asked for two horns in FG. These can be purchased and installed through Lillypond. Town to purchase. 11-17 wiring complete and waiting for hardware.

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

Item	Assigned to	New Business
11-17:1		Schedule: Both fire and highway departments will be moved into there respective garages by the end of next week. Office space will be complete by the 15th of December.
11-17:2		Compressor for the Fire Garage has been purchased and is on site. Cost \$377 to be added to soft cost
11-17:3		Punch list walkthrough for both fire and highway garages completed today. Exterior punch walkthrough also completed.
11-17:4		Fire alarms will be tested this week by Pro Controls/Celtic Electric. Once test is complete CHC will schedule a final inspection with Dale Caswell and Jim Snyder.
11-17:5		Notice for flag pole fund raising underway.
11-17:6		Discussed possible location/type of road sign.
11-17:7		CBC voted to have Turner do a final steel inspection. KR to place call.
11-17:8		Comcast will provide service at no cost to the town
11-17:9		During the exterior punch walkthrough SMP would not comment on site completion/compliance. SFC contacted and are not contracted for final inspection. CBC agreed to talk with Gary Spalding to see if he would provide a final inspection.
11-17:10		BF has gotten a offer from Shawn McDonald of Earth Inc. to provide an excavator for the reconstruction of the existing stone wall. CBC approved and agreed that all existing trees along wall/road would be taken down. CBC to check with DOT prior to commence of work.