

# Cobb Hill Construction, Inc.

# Meeting Notes

206 North State Street

Concord, NH 03301

## The Canterbury Town Hall Addition

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
10/06/04	7PM	9PM	10/14/04	8AM	Complex job trailer	Claude Dupuis

Purpose	Location	General Notes
Team meeting	Town Hall	
Attended By	Firm	Function
Mike Capone	MC	Canterbury Building Committee Town Selectman Fax 375-6474
Kent Ruesswick	KR	Canterbury Building Committee Chairman CBC
Ted West	TW	Canterbury Building Committee CBC
Charlie Cook	CC	Canterbury Building Committee CBC
Gordan Jackson	GJ	Canterbury Building Committee CBC
Ken Jordan	KJ	Canterbury Building Committee CBC
Gary Spalding	GS	Canterbury Building Committee CBC
Bob Fife	BF	Canterbury Building Committee CBC
Jeremy Slayton	JS	Canterbury Building Committee CBC
Beth Blair	BB	Canterbury Building Committee CBC
Dale Caswell	DC	Canterbury Fire Dept Fire Chief
Claudia Leidinger	CL	Canterbury Library Committee CLC
Ann Knute	AK	Canterbury Library Committee CLC
Chuck Sanborn	CS	Canterbury Library Committee CLC
Sue Holmes	SH	Canterbury Library Committee CLC
Nancy Roy	NR	Canterbury Library Committee CLC
Ginger Laplant	GL	Historical Society
Kelly Gale	KG	Sheerr McCrystal Palson Project Designer Fax 526-9309
Claude Dupuis	CD	Cobb Hill Construction Project manager

Item	Meeting Summary	Old Business
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- 9-23:4 THA - no heat in kitchen: Look into using existing HA system to heat whole addition.
  - 9-27 Electrical would be the least expensive to install. KR asked to price installing existing hot air furnace and duct work for entire addition. **10-6 Pricing in progress**
- 9-23:7 THA - Oct. 22 event at the Town Hall
  - 9-27 Nothing happening on Oct.22 but there is a meeting scheduled for Oct 5th.
  - **10-6 The Town Hall will be in use 10/20 and 10/30 for a dance CHC to let MC know if Town Hall will be cleaned out by then.**
- 9-27:1 Review SK-5 by SMP adding window in hall. CBC approved size and location. CHC pricing.
  - **10-6 KG indicated that the glazing needed to be rated for a hour. Wire glass may not be used and a more expensive glazing will be required. Suggestion is to provide glazing at hall door.**
  - **CD to complete pricing.**

Item		Old Business Cont.
9-27:2		Lou on site to check structural condition at new opening to addition. Will advise.
-		<b>10-6 Steffensen prvided an SK</b>
9-27:3		Discussed stairs to basement. Treads to be 2X KD with 1X pine risers. Stairs will be steep due to existing conditions. <b>10-6 KG to check codes for landing reqirements. The basement is used as a staging place for plays and stairs need to made safe.</b>

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

Item	Assigned to	New Business
10-6:1		Schedule: Delay in framing. Had to nfind a new framer who is schedule to start mid next week. That puts us at a completion date of 11/25
10-6:2		Site work will be completed in the spring with Library as the two tie together.