

# 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
10/14/04	8AM	10AM	10/20/04	7PM	Town Hall	Claude Dupuis

Purpose	Location	General Notes
Team meeting	Complex job trailer	
Attended By	Firm	Function
Ted West	TW	Canterbury Building Committee CBC
Ken Jordan	KJ	Canterbury Building Committee CBC
Kelly Gale	KG	Sheerr McCrystal Palson Project Designer Fax 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

### Meeting Summary

### Old Business

- 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
  - **10-14 Existing hot air furnace is 95 BTU with addition requiring only 12-14 BTU. Furnace would cost approx. 4500 to install (Not recommended by Steve Hawes Mech) CBC approved not using existing furnace and adding electrical heat in kitchen.**
- 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. **10-14 cost for window approx. \$600, cost for 1/2 light in door 101D \$175.**
  - **CBC approved 1/2 light in door 101D (no window in hall).**
- 9-27:3 Discussed stairs to basement. Treads to be 2X KD with 1X pine risers. Stairs will be steep due to existing conditions. 10-6 KG to check codes for landing requirements. The basement is used as a staging place for plays and stairs need to made safe. **10-14 Basement is a none habital space and code allows non conforming stairs in existing conditions. Landing will be narrowed to 2'8" to allow for head room at bottom of stairs.**

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

### New Business

- | Item   | Assigned to                                 |
|--------|---|
| 10-6:1 | Schedule: Framing scheduled to start today. |