



ENGINEERING & CONSTRUCTION, INC.

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Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Meredith Public Library

Project # 1910-45

Tel: Fax:

Owner, Architect, Contractor Meeting 31

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
1/13/2021	08:30 AM	09:30 AM	1/20/2021	08:30 AM	Austyn Shea	Milestone Engineering & Construction

Purpose	Location	Next Location	General Notes
Construction Job Meeting	Zoom Conference Call	Zoom Conference Call	

Attended By	Non-Attendees
Milestone Engineering & Construction - Austyn Shea	Milestone Engineering & Construction - David Baer
Milestone Engineering & Construction - Brian Gehris	Lavallee Brensinger - Lisa Pecora
Milestone Engineering & Construction - Ernie Briggs	Meredith Public Library - Chris Leland
Lavallee Brensinger - Ron Lamarre	Meredith Public Library - Ann Butler
Bruss Project Management - Michael Bruss	
Meredith Public Library - Betty Strader	
Meredith Public Library - Erin Apostolos	
Meredith Public Library - Jonathan James	
Meredith Public Library - Paul Eldridge	
Meredith Public Library - Ed Touhey	

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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Old Business

Schedule

001-001	1/13/2021: -Fancoil Units in Basement - Ongoing -Electrical in Basement - Ongoing, building boxes -Ext. Wall Framing - Ongoing -Membrane Roof - Starting Today -Building Insulation - Ongoing -Roof Overhangs - Ongoing -Sheathing - Done -Roof Framing @ Tie-in - Ongoing -Interior Partitions - Ongoing -Hunter Panels - Ongoing -Roof - Ice and water - Done -Slate Demo - Done -Roof Drains - Roughed -Waterproofing - Ongoing -Elevator delivery - Done -Framing at Elevator - Done -Window Mock Up - This week		In Progress			No
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Submittal Log

001-002	1/13/2021: -Storefront Caulking Color Sample -Window Film		In Progress			No
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Old Business						
	-Roof Trim Color (Flat Roof) -Transition Strips -Sign Samples					
RFI Log						
001-003	12/30/2020: Sketch issued on RFI#53.		In Progress			No
	1/6/2021: RFI#57 open on ceiling heights. Steel beams being marked on site.					
	1/13/2021: RFI#57 Open. MEC is working on setting up an onsite meeting for subs and engineers.					
PCO Log						
001-004	12/9/2020: Ongoing. Flooring change and aluminum door hardware change pending and hot.		In Progress			No
	12/16/2020: CO#2 for 2nd floor space done. Flooring meeting to be set up with MEC, GT, Betty, Erin, and Michael.					
	12/30/2020: Ongoing.					
	1/6/2020: Ongoing. PCO#20 added relating to RFI#53. MEC is finalizing pricing but proceeding.					
	1/13/2021: Sent. PCO#20 being finalized. Demo is complete and frame is wrapping up. PCO#21 for 1-way mirror film being finalized as well.					
Church Easement/Land Swap						
001-006	9/23/2020: Michael will call surveyor. Foundations are in place along church property line.		In Progress			No
	9/30/2020: Michael to contact surveyor.					
	10/7/2020: CMU wall at the stairs is not in place.					
	10/14/2020: Michael following up with surveyor on whether or not he wants to wait.					
	10/21/2020: Ongoing.					
	10/28/2020: Surveyor has been on site.					
	11/4/2020: Michael is reaching out today to get a timeline of when he will see documents.					
	11/18/2020: Plot sent to Dan Ellis. Michael is waiting on his comments.					
	11/25/2020: Drawings received, several corrections being made before going to planning board.					
	12/2/2020: Peter Weeks and Dan Ellis are reviewing and finalizing. Should be ready for January planning board.					
	12/9/2020: Ongoing. Michael following up.					
	12/16/2020: Ongoing.					
	12/30/2020: Ongoing.					

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Old Business						
	1/6/2020: Ongoing. Should have something this week.					
	1/13/2021: Ready to submit to planning.					
Flooring Items						
021-001	10/21/2020: There are a couple of small issues with flooring selections of entry mat and rubber flooring that are creating an increased cost. The other item is related to the accent colors of the Flotex. There is a minimum of each qty. that is needed. These two colors do not meet the minimum. ASI to be issued. 10/28/2020: ASIs recieved. MEC is chasing down adjusted add from flooring sub. Flotex qty. is still an issue. 11/4/2020: Flotex qty still needs to be sorted out. Minimum qty is not met. MEC will look further into add for stair tread nosing. 11/18/2020: MEC is chasing down. 11/25/2020: Ongoing. MEC will keep the full refinish cost in the base. 12/2/2020: Ongoing. 12/9/2020: Ongoing. The cost change is on log. This is a hot item to get resolved. 12/16/2020: Meeting to be set up this week. 12/30/2020: Meeting done. There is one question on media room floor type. LBPA to confirm. 1/6/2021: Ongoing. Michael will be sending updated drawing and finish schedule. It was also brought up the library might like to change the ramp flooring from rubber to flotex. MEC will have Gorman Thomas talk to rep about it. 1/13/2021: Flotex is ok for ramp. MEC wrapping up PCO.		In Progress			No
Wood Column Wraps at Children's Library						
023-001	11/4/2020: Ron mentioned that Betty and Erin had expressed interest in using tree trunks that are hollowed out to go around the columns. MEC will look into this. 11/18/2020: MEC will try and get samples of a couple of different species. 11/25/2020: Ongoing. 12/2/2020: Ongoing. 12/9/2020: Ongoing. May be field finished. 12/16/2020: Ongoing. 12/30/2020: Ongoing. 1/6/2021: Ongoing.		In Progress			No

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Old Business						
	1/13/2021: Ongoing. MEC will work on a sample.					
Library Sconces						
025-001	12/2/2020: Ron is seeing if Betty and Erin would be ok if the sconces were not LED. Should be ok. Ron will push Yeaton. 12/9/2020: Ongoing. 12/16/2020: Ongoing. 12/30/2020: Ongoing. 1/6/2021: Ongoing. 1/13/2021: Ongoing.		In Progress			No
Veterans Walkway						
028-001	12/16/2020: Erin met with Chris Williams and Norman Larson on the Veteran's Memorial Walkway. There is concern about the sloped roof of the existing library dumping snow on the walkway where it connects to new patio area. Solution ongoing. Potential development of additional scope of work for Ambrose. 12/30/2020: Ongoing. 1/6/2021: Ongoing. 1/13/2021: Ongoing. Erin has reached out to Chris Williams.		In Progress			No
Window at Staff Offices 104						
029-001	12/30/2020: Erin asked about a window behind circ. desk/staff area. All to review what is on drawings. 1/6/2021: The window is not on the drawings. Library would like to have 1 way mirror type window looking into teen room. There is also a film that could be added to the glass that acts similar to a 1 way mirror. 1/21/2021: Ongoing.		In Progress			No
CMU Sample						
030-001	1/6/2020: Betty noted the mortar lines were larger than the 1980's addition and the library would like to have them smaller. The issue with this is the mortar thickness is standard based on today's mixtures. Also reduction in mortar lines would have major impact on how mortar lines line up with windows and how coursing gets terminated. MEC will also talk to mason about it. 1/21/2021: Colors are approved. Mortar spacing should be tightened to 3/8". (CLOSED).		In Progress			No
Millwork Shops						
030-002	1/6/2020: Michael reviewed millwork shops with library and had a few questions. He noted the jamb detail for the borrowed lites at the childrens library didnt show wood trim. This was deleted during value engineering. Other comments were minor. MEC waiting on formal return.		In Progress			No

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Old Business

1/21/2021: Shops have been returned. (CLOSED).

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New Business

Front Lights

031-001	1/13/2021: Erin noted the (2) of the front lights were not on which is causing it to be dark at night. Ernie will talk to DEC.			In Progress			No
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Wood Trim Column Wraps

031-002	1/13/2021: There is a possibility of eliminating the wood trim column wraps in the library. Committee will have meeting on it and give MEC direction.			In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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