



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 32

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
1/20/2021	08:30 AM	09:30 AM	1/27/2021	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

Milestone Engineering & Construction - Austyn Shea
 Milestone Engineering & Construction - Brian Gehris
 Milestone Engineering & Construction - Ernie Briggs
 Lavallee Brensinger - Ron Lamarre
 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

Non-Attendees

Milestone Engineering & Construction - David Baer
 Lavallee Brensinger - Lisa Pecora
 Meredith Public Library - Chris Leland
 Meredith Public Library - Ann Butler

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

Schedule

001-001	1/20/2021:	-Fancoil Units in Basement - Ongoing -Electrical in Basement - Ongoing, building boxes -Ext. Wall Framing - Ongoing -Membrane Roof - Ongoing -Building Insulation - Ongoing -Roof Overhangs - Ongoing -Roof Framing @ Tie-in - Ongoing -Interior Partitions - Ongoing -Hunter Panels - Ongoing -Waterproofing - Ongoing -Window Mock Up - Pending -Elevator Shaft Framing - Ongoing		In Progress			No
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Submittal Log

001-002	1/13/2021:	-Storefront Caulking Color Sample -Window Film -Roof Trim Color (Flat Roof) -Sign Samples		In Progress			No
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RFI Log

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Old Business						
001-003	12/30/2020: Sketch issued on RFI#53. 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. 1/21/2021: Ongoing. None open.		In Progress			No
PCO Log						
001-004	12/9/2020: Ongoing. Flooring change and aluminum door hardware change pending and hot. 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. 1/21/2021: Ongoing. Flooring PCO resent but needs repricing for Tomarket recycled rubber mat.		In Progress			No
Church Easement/Land Swap						
001-006	9/23/2020: Michael will call surveyor. Foundations are in place along church property line. 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.		In Progress			No

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Old Business						
	1/6/2020: Ongoing. Should have something this week.					
	1/13/2021: Ready to submit to planning.					
	1/21/2021: Ongoing. Michael will send to Phil and Angela to start review. Church has requested granite bounds in corners. Will need to be installed before finish pave.					
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. 1/21/2021: MEC will look at comfort flooring mat selected and reprice.		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.		In Progress			No

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Old Business						
	12/16/2020: Ongoing.					
	12/30/2020: Ongoing.					
	1/6/2021: Ongoing.					
	1/13/2021: Ongoing. MEC will work on a sample.					
	1/21/2021: Ongoing. MEC would like to confirm ceiling height 8'0" vs 8'2".					
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.		In Progress			No
	12/9/2020: Ongoing.					
	12/16/2020: Ongoing.					
	12/30/2020: Ongoing.					
	1/6/2021: Ongoing.					
	1/13/2021: Ongoing.					
	1/21/2021: Ron pushing. Library is also willing to look but would need to know required lumens.					
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.		In Progress			No
	12/30/2020: Ongoing.					
	1/6/2021: Ongoing.					
	1/13/2021: Ongoing. Erin has reached out to Chris Williams.					
	1/21/2021: Paul met with Chris Williams. Chris noted he still needs a CAD file. Erin to send contact info to Ron so he can send to Chris.					
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.		In Progress			No
	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.					
	1/13/2021: Ongoing.					
	1/21/2021: Submittal pending.					

Front Lights

Meeting Minutes

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Old Business

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. 1/21/2021: Has been fixed. (CLOSED).		Closed			Yes
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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. 1/21/2021: MEC to advise on what they still own so committee and discuss.		In Progress			No
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New Business**Skylight Light**

032-001	1/21/2021: Erin noted the skylight light above the main area doesn't work any more. It does not appear replacing the light is currently part of the project. May look at adding it in.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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