



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 30

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
1/6/2021	08:30 AM	09:30 AM	1/13/2021	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 - Brian Gehris
Milestone Engineering & Construction - David Baer	Lavallee Brensinger - Lisa Pecora
Milestone Engineering & Construction - Ernie Briggs	Meredith Public Library - Jonathan James
Lavallee Brensinger - Ron Lamarre	Meredith Public Library - Paul Eldridge
Bruss Project Management - Michael Bruss	Meredith Public Library - Chris Leland
Meredith Public Library - Betty Strader	Meredith Public Library - Ann Butler
Meredith Public Library - Erin Apostolos	
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	1/8/2021: -Fancoil Units in Basement - Ongoing -Electrical in Basement - Ongoing, building boxes -Ext. Wall Framing - Ongoing -Membrane Roof - Pending -Building Insulation - Ongoing -Roof Overhangs - Ongoing -Sheathing - Ongoing -Roof Framing @ Tie-in - Ongoing -Interior Partitions - Ongoing -Hunter Panels - Ongoing -Roof - Ice and water wrapping up -Slate Demo - Ongoing -Roof Drains - Started -Masonry - Mock up panel - On site -Waterproofing - Setting up staging now -Elevator delivery - Monday		In Progress			No
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Submittal Log

001-002	1/6/2021: -Storefront Caulking Color Sample -Window Film -Roof Trim Color (Flat Roof) -Transition Strips -Sign Samples -Sprinkler Drawings		In Progress			No
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Old Business						
	-Millwork Shop Drawings					
RFI Log						
001-003	9/2/2020: RFIs 36 and 38 open.		In Progress			No
	9/9/2020: Ongoing. RFI 36, 38-40 Open.					
	9/16/2020: RFI# 38, 39, 40, 42, 44 Open #38-Pex Piping vs Copper, #39 Sanitary Line Clarification, #40 CMU Wall Cap @ Door 001A, #42-Fixture Submittal, RFI.					
	9/23/2020: No Open RFIs.					
	9/30/2020: No Open RFIs.					
	10/7/2020: No Open RFIs.					
	10/14/2020: No Open RFIs.					
	10/21/2020: No Open RFIs.					
	10/28/2020: RFI#49 is open.					
	11/4/2020: RFI#49 Open.					
	11/18/2020: RFI#51 open.					
	11/25/2020: No Open RFIs.					
	12/2/2020: No Open RFIs					
	12/9/2020: RFI#53 Open.					
	12/16/2020: RFI#53 Open. Sketch Pending.					
	12/30/2020: Sketch issued on RFI#53.					
	1/6/2021: RFI#57 open on ceiling heights. Steel beams being marked on site.					
PCO Log						
001-004	9/16/2020: New selection on P.lam pending. No other updates.		In Progress			No
	9/23/2020: One added item to move heat line for new electrical panels.					
	9/30/2020: Door PCO being wrapped up.					
	10/7/2020: Elevator P.lam removed, new selection made.					
	10/14/2020: Sent today. Latest adjustment for doors on log.					
	10/21/2020: PCO log is now reflective of ledge CO. Flooring item will be added.					
	10/28/2020: No update.					
	11/4/2020: Flooring changes have been added to PCO log.					

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Old Business						
	11/18/2020: Roof credit on log. MEC is working on finalizing flooring and 2nd floor add.					
	11/25/2020: 88 Addition roofing credit approved.					
	12/2/2020: Reviewed					
	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 with demo.					
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 ge 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 recieved, 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.					
	1/6/2020: Ongoing. Should have something this week.					
Technology and Furniture						
020-001	10/14/2020: Erin requested help with starting to figure out the technology package. Ron will help her get started. Meeting will be set up with Pro AV. Furniture also needs to be looked at and reviewed. Meeting will be set up.		Closed			Yes
	10/21/2020: Meeting pending.					

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Old Business

10/28/2020: Erin and Betty are meeting with the technology consultant today. Stack heights and overall layout of furniture is ongoing.

11/4/2020: Meeting tomorrow morning. Ongoing.

11/18/2020: Erin is scheduling meetings. Ron is setting up a meeting with Pro Av, possibly Friday.

11/25/2020: Ongoing. Ron is setting up meeting. Betty and Erin are working on a furniture list.

12/2/2020: Meeting on Friday

12/9/2020: Meeting done. Vendors are putting together package to review.

12/16/2020: Ongoing. Waiting on vendor pricing/preliminary package.

12/30/2020: Ongoing.

1/6/2021: Will be reopened when we get closer. (CLOSED).

Flooring Items

021-001	<p>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.</p> <p>10/28/2020: ASIs recieved. MEC is chasing down adjusted add from flooring sub. Flotex qty. is still an issue.</p> <p>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.</p> <p>11/18/2020: MEC is chasing down.</p> <p>11/25/2020: Ongoing. MEC will keep the full refinish cost in the base.</p> <p>12/2/2020: Ongoing.</p> <p>12/9/2020: Ongoing. The cost change is on log. This is a hot item to get resolved.</p> <p>12/16/2020: Meeting to be set up this week.</p> <p>12/30/2020: Meeting done. There is one question on media room floor type. LBPA to confirm.</p> <p>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.</p>		In Progress			No
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Security Cameras

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Old Business						
022-004	10/28/2020: Erin noted she would like some security cameras for both inside and outside of the library. She will contact her current vendor to discuss with them. 11/4/2020: Erin is meeting with security consultant tomorrow. She will also talk to them about card readers. 11/18/2020: Erin has met with vendor. MEC will need to have them involved with rough-in. 11/25/2020: Ongoing. 12/2/2020: Ongoing. May reuse existing. MEC will salvage and set aside. 12/9/2020: Ongoing. 12/16/2020: Ongoing. 12/30/2020: Ongoing. Erin talking to vendors. 1/6/2021: Venders will be needs to rough them in for end of January. (CLOSED).		Closed			Yes
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
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.		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		In Progress			No

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Old Business

additional scope of work for Ambrose.

12/30/2020: Ongoing.

1/6/2021: Ongoing.

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
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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.

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New Business

CMU Sample

030-001	1/6/2020:	Betty noted the mortar lines were larger then 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 corsing gets terminated. MEC will also talk to mason about it.		In Progress			No
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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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Cc:	Company Name	Contact Name	Copies	Notes
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