



**ENGINEERING & CONSTRUCTION**  
**CONCORD, NEW HAMPSHIRE**

# 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 69**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
10/13/2021	08:30 AM	09:30 AM	10/20/2021	08:30 AM	Brian Gehris	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 - Brian Gehris	Milestone Engineering & Construction - David Baer
Milestone Engineering & Construction - Ernie Briggs	Meredith Public Library - Chris Leland
Bruss Project Management - Michael Bruss	Meredith Public Library - Ann Butler
Meredith Public Library - Betty Strader	Lavallee Brensinger - Chris Drobat
Meredith Public Library - Erin Apostolos	
Meredith Public Library - Jonathan James	
Meredith Public Library - Paul Eldridge	
Meredith Public Library - Ed Touhey	
Lavallee Brensinger - Eric Leblanc	

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

**Schedule**

<b>001-001</b>	10/13/2021-	-Electrical rough- Done -Mechanical -Done -HVAC- hang ductwork- Done -Sprinkler- ongoing -Plaster patch- ongoing -Granite Steps- Pending/Tasker Coordinating- start soon -Site patio work- ongoing -GSG- glass track- installed. Glass pending/ end of Oct. -Paint start-ongoing -Site drainage- done -Retaining wall block- ongoing -Drywall- finish ongoing/Patching- done this week -Mechanical startups- ongoing -Fireplaces- Next week -Concrete at patio/ramp being scheduled		In Progress			No
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**Submittal Log**

<b>001-002</b>	10/13/2021:	None		In Progress			No
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**RFI Log**

<b>001-003</b>	10/13/2021:	None		In Progress			No
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<b>Old Business</b>							
<b>PCO Log</b>							
001-004	9/22/2021:	PCO#65- RFI 108 returned for pricing.		In Progress			No
	9/29/2021:	#64 Team room soffits- being done T&M					
	10/13/2021:	Ongoing					
<b>Locks</b>							
055-004	8/4/2021:	Due in this week. Pending response.		In Progress			No
	8/11/2021:	Ongoing. Waiting on Lang					
	8/18/2021:	New cyclinder pending					
	8/25/2021:	Ongoing					
	9/1/2021:	Ongoing					
	9/8/2021:	Ongoing- Chasing Lang					
	9/15/2021:	Ongoing					
	9/22/2021:	On-going. Pending response from Lang.					
	9/29/2021:	Ongoing					
	10/13/2021:	Lang- onging. MEC chasing installer.					
<b>Geneology Lighting</b>							
057-002	8/4/2021:	On-going. Re-use what was ordered. Coordinate with simple fixtures on slope. Eyeball type.		Closed			No
	8/11/2021:	Updated/discussed.					
	8/18/2021:	Pricing pending					
	8/25/2021:	Lighting priced - ongoing					
	9/1/2021:	Tied into overall review with ceilings and mechanical unit layout.					
	9/8/2021:	LBPA \$55 VED sketch. Lowered ceiling proposed. Swap out a FCU being discussed/ reviewed.					
	9/15/2021:	Ongoing. Pricing. Waiting on spn.					
	9/22/2021:	Updates on FCU location relocated to wall mount on side wall. Approved.					
	9/29/2021:	Final approved. Moving forward. SK-49 R1 issued for coordination.					
	10/13/2021:	(CLOSED)					
<b>Patio Retaining Wall Blocks</b>							
062-002	8/18/2021:	Lead time concerns discussed. Committee noted to stay with victorian and push forward		Closed			No
	8/25/2021:	Ongoing - Mid Sept. delivery pending					
	9/1/2021:	Ongoing. Pending Ambrose start date					

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<b>Old Business</b>							
		9/8/2021: Ongoing. Delivery pending.					
		9/15/2021: On-going. Mid to late Sept.					
		9/22/2021: Due next week					
		9/29/2021: Moved to 10/6 with block.					
		10/13/2021: Started. (CLOSED)					
<b>Front Granite Stair Rails</b>							
065-002	9/8/2021:	Library committee asked about credit rail budget and allow local artist furnish and install rails.		Closed			No
	9/15/2021:	Credit presented of \$3,850.00 for original handrail.					
	9/22/2021:	On-going					
	9/29/2021:	SK's sent to S.L Chasse for review. /\$					
	10/13/2021:	Pricing approved. (CLOSED)					
<b>Site Stair Rail Configuration</b>							
066-001	9/15/2021:	CSK-12 to be updated to finalize.		Closed			No
	9/22/2021:	Updated sketch. SKA-4 issued. To be updated with stair rails.					
	9/29/2021:	Sent to S.L Chasse					
	10/13/2021:	Part of 065-002. (CLOSED)					
<b>Honor Roll Relocation</b>							
066-003	9/15/2021:	Trustees approved to old foundation location. MEC to coordinate.		In Progress			No
	9/22/2021:	Temp relocated. Final reset pending.					
	9/29/2021:	On-going					
	10/13/2021:	Ongoing. Holes cored. Post set tomorrow.					
<b>Existing Shelving Layout at Teen Room</b>							
066-004	9/15/2021:	Erin requested layout to confirm all work with operations and MEP's.		Closed			No
	9/22/2021:	Eric to review with Erin after meeting.					
	9/29/2021:	Layout being finalized. LBPA to send out.					
	10/13/2021:	All set. No Change (CLOSED)					
<b>Hot Water Heater at Maker Space</b>							
067-003	9/22/2021:	MEC noted this has the same type of H.W. heater at children's units. P&S asked if this unit should be swapped out prior to install.		In Progress			No
	9/29/2021:	P&S to confirm.					
	10/13/2021:	Ongoing					

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**Old Business****Furniture Arriving**

068-002	9/29/2021:	Erin noted they are storing until new reno areas are ready.		Closed			No
	10/13/2021:	Done (CLOSED)					

**Ceiling Paint at Sitting Rooms**

068-003	9/29/2021:	Ernie asked to change the ceiling paint finish to "flat". All agreed to this pending Betty reviewing with the "Stencil". Artist that will be working in this area.		Closed			No
	10/13/2021:	All set. (CLOSED)					

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**New Business****Curb Detail at Old Driveway**

069-001	10/13/2021:	Michael asked to review details with Ambrose and decide on granite curbs and started tie-ins.		In Progress			No
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**Walkways- Alt. Sketch**

069-002	10/13/2021:	Betty asked about old sketch of walkway on right sides. michael believes this was from Ambrose. All to review and respond back to Town/Walkways committee.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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