



**ENGINEERING & CONSTRUCTION, INC.**

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**Meeting Minutes**

Detailed, Grouped by Topic for each Meeting and by 'Old Business' and 'New Business'

**Meredith Public Library**

**Project # 1910-45**

Tel: Fax:

**Owner, Architect, Contractor Meeting 20**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
10/14/2020	08:30 AM	09:30 AM	10/21/2020	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  
 Lavallee Brensinger - Emmaly Pense

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

**Old Business**

**Schedule**

<b>001-001</b>	10/14/2020:	-3-Phase Power - Power - Ongoing -Backfill - Ongoing -Fancoil Units in Basement - Ongoing -Electrical in Basement - Ongoing -Grade Beams - Done -Steel - Ongoing -Sitework - Ongoing -Underslab Work - Pending -LGMF Framing/Trusses - Pending -Curbing - This week -Job Trailer - Monday		In Progress			No
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**Submittal Log**

<b>001-002</b>	9/16/2020:	Submittal Samples Open: -Shingle Samples -Mortar Colors -Spandrel Glass Color (I believe there are 3 color samples on site) -Storefront Caulking Color (select from Tremco for outside and Pecora 895 for interior, the DOWSIL was not		In Progress			No
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	<p>approved)</p> <ul style="list-style-type: none"> <li>-Storefront Finish</li> <li>-Fiberglass Window Color</li> <li>-Window Film</li> <li>-There are samples of each type of glass, we just need the returned sample</li> <li>-Formal approval on Brick</li> <li>-Flotex selection</li> <li>-Entry Matt Selection</li> <li>-Floor Base selection</li> <li>-P.lam selection for millwork (actual millwork shops pending)</li> <li>-Color selection on countertop</li> <li>-Carpet selection</li> <li>-Sheet vinyl floor selection</li> <li>-Stair Tread selection</li> <li>-Rubber flooring selection</li> <li>-Sign color selection</li> <li>-CMU color selection</li> </ul> <p>-Elevator P.lam Samples</p> <p>-Paint Colors</p> <p>9/23/2020: Selections pending. Elevator P.lam will be today. Windows and Storefront will be white.</p> <p>9/30/2020: Ongoing. Still need returned submittals.</p> <p>10/7/2020: Sent. Rainscreen, weather barrier, glazing, erv isolation curb and CMU samples are hot.</p> <p>10/14/2020:</p> <ul style="list-style-type: none"> <li>-Ashpalt Shingles (Mock ups being built)</li> <li>-ADA Sign Submittal/Color selection</li> <li>-Metal Roof Trim</li> <li>-Storefront Caulking</li> <li>-D/F/H Resubmittal</li> <li>-Transition Strips (This can be made for record)</li> <li>-ERV Isolation Curb</li> <li>-Window Film</li> <li>-CMU Samples</li> </ul>					
<b>RFI Log</b>						
001-003	<p>9/2/2020: RFIs 36 and 38 open.</p> <p>9/9/2020: Ongoing. RFI 36, 38-40 Open.</p> <p>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.</p> <p>9/23/2020: No Open RFIs.</p> <p>9/30/2020: No Open RFIs.</p> <p>10/7/2020: No Open RFIs.</p> <p>10/14/2020: No Open RFIs.</p>		In Progress			No
<b>PCO Log</b>						
001-004	<p>5/27/2020: No Update.</p> <p>6/3/2020: No update. Working on ASI#1 Pricing.</p> <p>6/10/2020: Update sent. Pricing for the curbing and</p>		In Progress			No

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	ASI#1 are on the log.					
	6/17/2020: Updated Log sent. Pricing for ASI#2 was discussed. Erin will talk to Trustees.					
	6/24/2020: No major change. ASI#2 will be removed.					
	7/1/2020: Updated this morning. MEC will send each submittal.					
	7/8/2020: Ongoing. PCO#1 approved.					
	7/15/2020: Ongoing.					
	7/22/2020: Ledge. Pending updated pricing.					
	7/29/2020: New cost for ledge is in. Balance is on log. PCO log will be changed to show values of items not accepted.					
	8/5/2020: Sent yesterday.					
	8/12/2020: No new items this week.					
	8/19/2020: Drainage pipe has been added.					
	8/26/2020: Sent this morning.					
	9/2/2020: Sent. No changes.					
	9/9/2020: P.lam color for elevator cab was added. Betty is going to pick a different color to avoid the add.					
	9/16/2020: New selection on P.lam pending. No other updates.					
	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.					
<b>Church Easement/Land Swap</b>						
001-006	5/27/2020: New civil drawing from Wilcox and Barton sent to attorney. Ron will have them send it to Michael Bruss as well. MEC will also update logistics plan. The church would still like the sidewalk, it was made clear the town could not be involved with installing them but the library is ok with church installing it.		On Hold			No
	6/3/2020: Received temporary easement draft. Has been sent to church for review. Boundry line adjustment pending.					
	6/10/2020: Paperwork has been sent to attorney. Michael will follow up to see what the status is.					
	6/17/2020: Revised adjustment was sent by Dan Ellis. The land swap has been adjusted. Dan also had some additional items he would like to be added regarding contractor insurance, work times and such. Briefly					

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	<p>reviewed and adjustments were made to some of the language. Ed and Jonathan noted a lot of these changes such as land swap, parkinglot need to go to planning board. Pending next Wednesday's layout review, Michael will get us on the docket.</p> <p>6/24/2020: Temporary documentation has been submitted to both parties. Church and town still need to sign. Ron recommends trustees sign it as well.</p> <p>7/1/2020: Copy being sent to Dan Ellis for his signature. After that it will be brought to library for Ann to sign .</p> <p>7/8/2020: Temp. easement has been signed by both parties. It is now in the towns hands.</p> <p>7/15/2020: Going for final approval next week.</p> <p>7/22/2020: Temp. easement passed select board on Monday. Permanent adjustment pending. Town approval. Needs to get on planning board agenda</p> <p>7/29/2020: Ongoing. Michael is tracking.</p> <p>8/5/2020: Once foundation is in, it will be surveyed and final adjustment will be made.</p> <p>8/12/2020: Ongoing. Survey pending.</p> <p>8/19/2020: Ongoing.</p> <p>8/26/2020: On Hold.</p> <p>9/23/2020: Michael will call surveyor. Foundations are in place along church property line.</p> <p>9/30/2020: Michael to contact surveyor.</p> <p>10/7/2020: CMU wall at the stairs is not in place.</p> <p>10/14/2020: Michael following up with surveyor on whether or not he wants to wait.</p>					
<b>Ledge</b>						
<b>001-008</b>	<p>5/27/2020: Revised structural drawing is pending. Once mobilized MEC will have Ambrose open up the back bank to see what we are dealing with.</p> <p>6/3/2020: Pending on site review once opened up.</p> <p>6/10/2020: Ongoing.</p> <p>6/17/2020: Ongoing.</p> <p>6/24/2020: More ledge exposed in future parking lot site. Waiting as site gets opened up. Ambrose is lining up a blast survey.</p> <p>7/1/2020: There is a lot of ledge over on the Price property where the parkinglot is going. Utility line and structures will most likely require hammering. Ledge is being tracked T&amp;M on site. Third party review of ledge is not required.</p> <p>7/8/2020: Ongoing. Ledge is getting close to being complete. A final summary is pending.</p>		In Progress			No

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	<p>7/15/2020: Cost of ledge removal was about \$193k. The budget has \$100k allowance. MEC is reviewing. MEC will also check on credit for concrete since wall have been shortened.</p> <p>7/22/2020: Updated pricing pending.</p> <p>7/29/2020: Final cost for the ledge to date sent. Balance over our ledge contingency has been entered into PCO log and is being worked out. Ledge costs were based on costs per cy which MEC locked Ambrose into during award and how ledge was tracked. Michael would like to see more detail. Roughly \$106,000 of the ledge cost was in the parkinglot which did not have borings as the town was buying the property. A ledge allowance for this area could not be accurately figured. MEC is tracking down additional break downs.</p> <p>8/5/2020: Ongoing. Tracking was based on quantity of ledge per contract documents using the unit price provided by Ambrose during bidding. Funding source being discussed. Trustees are working up a plan to go back to the town to discuss.</p> <p>8/12/2020: Ongoing. Trustee meeting was last night.</p> <p>8/19/2020: Ledge CO reviewed. Trustees to present to town. Michael will attend meeting.</p> <p>8/26/2020: Meeting today with Phil at 2pm. Select board will most likely need to approve.</p> <p>9/2/2020: Michael met with Phil last week and sent update on it. He noted it will need to be brought to the next selectboard meeting which is in September.</p> <p>9/9/2020: On agenda for selectboard meeting for the 21st. Will then go to October meeting for vote. Until this is cleared up it will stay on PCO log. If it gets approved it will become a change order.</p> <p>9/16/2020: Meeting Monday.</p> <p>9/23/2020: Issue was presented to selectboard Monday. Will be discussed and voted on October 5th. It is also on the CIP schedule which will either be Sept. 30th or Oct. 7th.</p> <p>9/30/2020: No update today. Meeting is next Monday. CIP meeting is 10/7 at 4pm if needed.</p> <p>10/7/2020: Selectmen voted to contribute \$50k to the parkinglot. Exact details being worked out. They also offered to consider an additional \$56k if needed in the future.</p> <p>10/14/2020: Transaction has occurred. MEC is looking to get that money in the form of a change order to offset the amount on the PCO log.</p>					
	<b>"Buy a Brick"</b>					
001-017	5/27/2020: Library and MEC need to coordinate on final process for purchase and install of patio pavers. It was determined the "Buy a Brick" will be done for the High street area patio. MEC will work on getting a		In Progress			No

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	submittal/sample of the proposed pavers.					
	6/3/2020: Ambrose samples pending.					
	6/10/2020: Pending.					
	6/17/2020: Ongoing. MEC is getting the samples of the other colors.					
	6/24/2020: Paver samples are on site.					
	7/1/2020: Owner is reviewing. Ernie will move them out front.					
	7/8/2020: Brick samples are being brought to site to look at colors as well.					
	7/15/2020: Brick samples on site. Erin is reviewing. Ann asked about adding a brass plate to brick wall.					
	7/22/2020: Process on Engraving to be coordinated. Each size paver needs with quantity of each.					
	7/29/2020: Erin has another paver option she is looking at. There is still discussions on whether or not to use the same paver everywhere or use the new paver in the back and the submitted paver in the front. Alternate pavers are Belgard Catalina Grana - Sable Blend. Erin has an engraver in Concord that will do the engraving. Logistics of engraving will be worked out. Erin will send info to MEC.					
	8/5/2020: Alternate paver pricing pending. Moving of pavers to Concord for engraving and back may be done by people on the board or Ernie to reduce costs.					
	8/12/2020: MEC working with Ambrose to get paver layout.					
	8/19/2020: Rand is working on layout.					
	8/26/2020: Layout still pending.					
	9/2/2020: Erin will update us next meeting. She is having trouble contacting the engraver.					
	9/9/2020: Erin is in contact with granite company.					
	9/16/2020: Committee is meeting today. Erin will be waiting to hear from Perry Bros today.					
	9/23/2020: Meeting today. Sample sent to Perry, Erin is waiting on confirmation of how many letters will fit.					
	9/30/2020: Form being finalized. Will be kicked off soon.					
	10/7/2020: Committee meeting today. Program will be rolled out soon. Deadline of Dec. 31st for orders. Should have pavers for March 1st.					
	10/14/2020: Program starting today.					
<b>Remote Annunciator</b>						
001-022	5/27/2020: Erin would prefer that the remote annunciator in the existing vestibule be removed. This will need to be discussed with the Fire Chief.		In Progress			No

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	6/3/2020: Ongoing. Pending FA shop drawings.					
	6/10/2020: Shop drawings pending.					
	6/17/2020: Ongoing. Shop drawings submitted. Ernie will talk to Fire Chief.					
	6/24/2020: Ken Jones is the Fire Chief. Ernie will contact.					
	7/1/2020: Ernie reviewed with Ken Jones and he wants one out front and one out back. There are currently 3 on the plan. One new Main St. entry, historic building entry and one at the entry of the new addition in the back. Ernie will talk with the cheif again to see if the one in the historic building can be removed.					
	7/8/2020: FA design drawings will be dropped off to FD.					
	7/15/2020: FA drawings being submitted to FD.					
	7/22/2020: Ongoing					
	7/29/2020: Ongoing.					
	8/5/2020: Ongoing. Waiting on stamped drawings.					
	8/12/2020: Ongoing.					
	8/19/2020: Ongoing. Fire Chief to review drawings.					
	8/26/2020: Stamped drawings pending.					
	9/2/2020: Ongoing. Pending RFI#36 response.					
	9/9/2020: Pending.					
	9/16/2020: Ongoing. RFI response received. DEC update pending.					
	9/23/2020: Yeaton has a few items to still answer.					
	9/30/2020: Questions answered. Drawings being finalized.					
	10/7/2020: Drawings wrapping up					
	10/14/2020: Ongoing.					
<b>Door Coordination Meeting</b>						
003-002	6/17/2020: Meeting to review door submittal pending.		Closed			Yes
	6/24/2020: Time pending. May be done on Zoom.					
	7/1/2020: Door resubmittal sent. Michael will set up meeting to review with library. Should have comments middle of next week.					
	7/8/2020: Michael reviewing with library.					
	7/15/2020: Michael will send noted to MEC for the end of the week.					
	7/22/2020: -Door notes to be reviewed between Michael and Ron.					

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	Final package to be sent to MEC once finalized.					
	7/29/2020: Ron will be reviewing post meeting with library.					
	8/5/2020: Submittal pending, door operators being worked out. Should have Wednesday next week.					
	8/12/2020: Being processed. Need to eliminate 2 auto door operators. Ongoing. MEC will try and track down a finish hardware selector card.					
	8/19/2020: Updates on hardware schedule coming. Cost update to be reviewed. Hardware and wood door veneer - selected. All to come through LBPA.					
	8/26/2020: Return submittal recieved. Door veneer and hardware finish still needs to be sorted out.					
	9/2/2020: Submittal review cost adjustments pending. Waiting on hardware and door veneer.					
	9/9/2020: Submittals back. Cost adjustments pending.					
	9/16/2020: Lang cost adjustments pending.					
	9/23/2020: Pending.					
	9/30/2020: PCO adjustment pending.					
	10/7/2020: Michael reviewing cost adds with library. May not do all of the changes.					
	10/14/2020: Costs are finalized and approved. Final resubmittal pending. (CLOSED)					

### Lighting Meeting

010-002	8/5/2020: Lighting meeting will be this Friday at 10am.		In Progress			No
	8/12/2020: Meeting happening today. Ongoing.					
	8/19/2020: Meeting done. 2 choices. Pending finish samples. LBPA to review general lighting.					
	8/26/2020: Submittal return pending. May be another meeting.					
	9/2/2020: Ongoing. Will be discussed after this meeting.					
	9/9/2020: Revisions pending. MEC waiting on sketch.					
	9/16/2020: LBPA reviewing lighting with Michael and Yeaton to address Betty's concerns. MEC waiting on revisions to release lights.					
	9/23/2020: Ron/Yeaton are still reviewing a few items. Conformance set was sent out.					
	9/30/2020: Light sconce adjustments pending.					
	10/7/2020: Ongoing. Search is ongoing for a well matching LED fixture.					
	10/14/2020: Ongoing.					



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<b>ADA Room Signs</b>						
016-001	9/16/2020: Room signs have to be reviewed. Betty will send Ron what the committee wants for room names.  9/23/2020: Erin met with library staff to get suggested room names. Discussions ongoing.  9/30/2020: Ongoing. Betty is working on spreadsheet.  10/7/2020: Sent to Erin to review. Will be reviewed with trustees again.  10/14/2020: Trustees approved last night. Betty is sending to Ron and Michael. Final submittal process ongoing. (CLOSED).		Closed			Yes
<b>New Business</b>						
<b>Technology Consultant</b>						
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.		In Progress			No
<b>Service Agreements</b>						
020-002	10/14/2020: Michael mentioned Erin would like service agreement proposals for HVAC, FA, Sprinkler, elevator. MEC will chase down proposals. She will need them next week.		In Progress			No
<b>Furniture</b>						
020-003	10/14/2020: Furniture needs to be looked at and reviewed. Meeting will be set up.		In Progress			No
Cc:	Company Name	Contact Name	Copies	Notes		