



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 70

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
10/27/2021	08:30 AM	09:30 AM	10/27/2021	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 - Jonathan James
Bruss Project Management - Michael Bruss	Meredith Public Library - Paul Eldridge
Meredith Public Library - Betty Strader	Meredith Public Library - Chris Leland
Meredith Public Library - Erin Apostolos	Meredith Public Library - Ann Butler
Meredith Public Library - Ed Touhey	Lavallee Brensinger - Chris Drobat
Lavallee Brensinger - Eric Leblanc	

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

Schedule

001-001	10/27/2021-	-Sprinkler- ongoing -Plaster patch- ongoing -Granite Steps-ongoing today -Site patio work- complete -Paint -ongoing -Retaining wall block- Done -Mechanical startups- ongoing -Fireplaces- Due in any time -Lighting- Install Started -Flooring- ongoing -Millwork- In Fabrication -Concrete on ramp tomorrow -Glass wall tomorrow -Propane tank- on site- done -LU/LA lift installed		In Progress			No
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Submittal Log

001-002	10/27/2021:	None		In Progress			No
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RFI Log

001-003	10/27/2021:	None		In Progress			No
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PCO Log

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Old Business							
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					
	10/20/2021:	Ongoing					
	10/27/2021:	No update					
Locks							
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 cylinder 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.					
	10/20/2021:	Cores- Pending. Install - Remainder of doors					
	10/21/2021						
	10/27/2021:	Doors Friday - All should be included.					
Hot Water Heater at Maker Space							
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					
	10/20/2021:	On-going					
	10/27/2021:	On-going					
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
	10/20/2021:	Reviewed with team. Pending decision. Grade out at infill is recommended, but waiting on final answer. MEC to discuss with town.					
	10/27/2021:	On-going.					
Brick Openings Trim							
069-003	10/20/2021:	Milestone asked for details on both side of openings. What was intended? Trim? Oak/Painted Trim?		In Progress			No

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Old Business

LBPA noted to use 1/2" wood trim at stained oak.

10/27/2021: All set. LBPA provided.

Alliant Group Tax Credit

069-004 10/20/2021: Erin asked in an email about credits to LBPA, Michael and LBPA to review.

Closed

No

10/27/2021: All Approved. Submitted. (CLOSED)

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New Business**Friends of Library Room Access**

070-001 10/27/2021: Betty looking for schedule to allow group to move shelves in. 2 weeks out schedule.

In Progress

No

Pro-A/V Schedule

070-002 10/27/2021: LBPA looking for dates to start A/V equipment install. 2-3 week scheduled out. Tv's/ Audio work included.

In Progress

No

Grass/ Neeting & Seeding

070-003 10/27/2021: Erin noted it looks horrible. Erin to review with Ambrose.

In Progress

No

Cc:	Company Name	Contact Name	Copies	Notes
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