



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 22

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
10/28/2020	08:30 AM	09:30 AM	11/4/2020	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	Non-Attendees
Milestone Engineering & Construction - Austyn Shea	Milestone Engineering & Construction - David Baer
Milestone Engineering & Construction - Brian Gehris	Lavallee Brensinger - Lisa Pecora
Milestone Engineering & Construction - Ernie Briggs	Meredith Public Library - Chris Leland
Lavallee Brensinger - Ron Lamarre	Meredith Public Library - Ann Butler
Bruss Project Management - Michael Bruss	Lavallee Brensinger - Emmaly Pense
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	

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

Schedule

001-001	10/28/2020: -Backfill - Ongoing -Fancoil Units in Basement - Ongoing -Electrical in Basement - Ongoing -Steel - Structure up, detailing ongoing -Sitework - Ongoing -Underslab Work - Monday -LGMF Framing/Trusses - Pending -Steel Decking - Ongoing -Trusses - Next Thursday		In Progress			No
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Submittal Log

001-002	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 approved) -Storefront Finish -Fiberglass Window Color		In Progress			No
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Old Business

- Window Film
- There are samples of each type of glass, we just need the returned sample
- Formal approval on Brick
- Flotex selection
- Entry Matt Selection
- Floor Base selection
- P.lam selection for millwork (actual millwork shops pending)
- Color selection on countertop
- Carpet selection
- Sheet vinyl floor selection
- Stair Tread selection
- Rubber flooring selection
- Sign color selection
- CMU color selection

- Elevator P.lam Samples
- Paint Colors

9/23/2020: Selections pending. Elevator P.lam will be today. Windows and Storefront will be white.

9/30/2020: Ongoing. Still need returned submittals.

10/7/2020: Sent. Rainscreen, weather barrier, glazing, erv isolation curb and CMU samples are hot.

10/14/2020:

- Ashpalt Shingles (Mock ups being built)
- ADA Sign Submittal/Color selection
- Metal Roof Trim
- Storefront Caulking
- D/F/H Resubmittal
- Transition Strips (This can be made for record)
- ERV Isolation Curb
- Window Film
- CMU Samples

10/21/2020: Shingle mock ups are done and CMU samples are on site.

10/28/2020: New CMU samples will be on site soon. Return on shingle samples pending. Michael is going to review the latest door submittal to get back to MEC.

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.					

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Old Business

10/21/2020: No Open RFIs.

10/28/2020: RFI#49 is open.

PCO Log

001-004	5/27/2020: No Update.		In Progress			No
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6/3/2020: No update. Working on ASI#1 Pricing.

6/10/2020: Update sent. Pricing for the curbing and 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.

10/21/2020: PCO log is now reflective of ledge CO. Flooring item will be added.

10/28/2020: No update.

Church Easement/Land Swap

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Old Business							
001-006	<p>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.</p> <p>6/3/2020: Received temporary easement draft. Has been sent to church for review. Boundry line adjustment pending.</p> <p>6/10/2020: Paperwork has been sent to attorney. Michael will follow up to see what the status is.</p> <p>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 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> <p>10/21/2020: Ongoing.</p> <p>10/28/2020: Surveyor has been on site.</p>		On Hold				No

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Old Business

"Buy a Brick"

001-017	<p>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 submittal/sample of the proposed pavers.</p> <p>6/3/2020: Ambrose samples pending.</p> <p>6/10/2020: Pending.</p> <p>6/17/2020: Ongoing. MEC is getting the samples of the other colors.</p> <p>6/24/2020: Paver samples are on site.</p> <p>7/1/2020: Owner is reviewing. Ernie will move them out front.</p> <p>7/8/2020: Brick samples are being brought to site to look at colors as well.</p> <p>7/15/2020: Brick samples on site. Erin is reviewing. Ann asked about adding a brass plate to brick wall.</p> <p>7/22/2020: Process on Engraving to be coordinated. Each size paver needs with quantity of each.</p> <p>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.</p> <p>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.</p> <p>8/12/2020: MEC working with Ambrose to get paver layout.</p> <p>8/19/2020: Rand is working on layout.</p> <p>8/26/2020: Layout still pending.</p> <p>9/2/2020: Erin will update us next meeting. She is having trouble contacting the engraver.</p> <p>9/9/2020: Erin is in contact with granite company.</p> <p>9/16/2020: Committee is meeting today. Erin will be waiting to hear from Perry Bros today.</p> <p>9/23/2020: Meeting today. Sample sent to Perry, Erin is waiting on confirmation of how many letters will fit.</p> <p>9/30/2020: Form being finalized. Will be kicked off soon.</p> <p>10/7/2020: Committee meeting today. Program will be rolled out soon. Deadline of Dec. 31st for orders. Should</p>		In Progress			No
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Old Business						
	have pavers for March 1st.					
	10/14/2020: Program starting today.					
	10/21/2020: Orders coming. Goes till 12/31.					
	10/28/2020: Ongoing. Pavers are selling well.					
Remote Annunciator						
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
	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 chief 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.					
	10/21/2020: Ongoing.					

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Old Business						
	10/28/2020: Should have drawings today.					
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.					
	10/21/2020: Ongoing.					
	10/28/2020: Ongoing.					
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.		In Progress			No
	10/21/2020: Meeting pending.					
	10/28/2020: Erin and Betty are meeting with the technology consultant today. Stack heights and overall layout of furniture is ongoing.					
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.		In Progress			No
	10/28/2020: ASIs recieved. MEC is chasing down adjusted add from flooring sub. Flotex qty. is still an issue.					

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New Business						
Temporary Handicap Parking Space						
022-001	10/28/2020: Erin has been approached about having a handicap spot close to the library as the closest is down the street. She approached the town about designating a spot on the street as one. The other option was to look at adding on where at the existing driveway off main street but MEC needs that space for access to that side of the building. Erin will talk to town again.		In Progress			No
Outdoor Seating						
022-002	10/28/2020: Erin asked about outdoor space at the high street entry for occasional childrens story times. The grass in that area is fairly low sloped and there is some patio space as well. (CLOSED).		Closed			Yes
Roof Slope at 1980s Addition Tie-in						
022-003	10/28/2020: There is a conflict in the roof pitch between the 1980s addition and the new building where it will tie in. According to the existing building as-built drawings, and the new drawings the roof pitch is to be 12:12. The existing roof pitch is actually 10:12 which makes it do this little section will not follow the existing slope. MEC and LBPA are working on a fix.		In Progress			No
Security Cameras						
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.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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