

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 71

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
11/3/2021	08:30 AM	09:30 AM	11/10/2021	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 - 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	Lavallee Brensinger - Chris Drobat
Meredith Public Library - Jonathan James	
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

001-001	11/3/2021	-Sprinkler- ongoing- misc. items left -Plaster patch- ongoing -Granite- Done -Paint -ongoing -Mechanical startups- ongoing -Fireplaces- Arrived at Quality -Lighting- Install Started -Flooring- ongoing -Millwork- In Fabrication -Concrete on ramp -done -Glass wall -done		In Progress			No
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Submittal Log

001-002	11/3/2021: None			In Progress			No
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RFI Log

001-003	11/3/2021: None			In Progress			No
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PCO Log

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						

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Old Business							
		10/13/2021: Ongoing					
		10/20/2021: Ongoing					
		10/27/2021: No update					
		11/3/2021: 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- ongoing. MEC chasing installer.					
		10/20/2021: Cores- Pending. Install - Remainder of doors 10/21/2021					
		10/27/2021: Doors Friday - All should be included.					
		11/3/2021: Due with locks today.					
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					
		11/3/2021: Ongoing. Pending millwork.					
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.		On Hold			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.					
		11/3/2021: Town reviewed. Tip down ok to remain. Upper					

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Old Business							
		granite is pending. Library asked to hold on this at this time.					
Brick Openings Trim							
069-003	10/20/2021:	Milestone asked for details on both side of openings. What was intended? Trim? Oak/Painted Trim? LBPA noted to use 1/2" wood trim at stained oak.		Closed			No
	10/27/2021:	All set. LBPA provided.					
	11/3/2021:	(CLOSED)					
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
	11/3/2021:	Ongoing. Flooring next week.					
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
	11/3/2021:	On-going. Library to schedule for Thanksgiving week.					
Grass/ Neeting & Seeding							
070-003	10/27/2021:	Erin noted it looks horrible. Erin to review with Ambrose.		In Progress			No
	11/3/2021:	Ernie to review with Ambrose on site and get removed.					

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
New Business							
Radiator Painting							
071-001	11/3/2021:	Currently painted "White". Library looking to change color. Milestone to reveiw with painter.		In Progress			No
Geneology Accent Paint Color							
071-002	11/3/2021:	Library asked to use "Blue" accent color on (2) walls. Milestone to review with painter.		In Progress			No
Entry Canopy Roof							
071-003	11/3/2021:	Library commented on "White" TPO roof at canopy and it not looking great due to seams and caulking. MEC to have Melanson check caulking.		In Progress			No
Add (1) Additional Light at Plaque in Vestibule							
071-004	11/3/2021:	Right fixture to match new donor tree fixture.		In Progress			No
Parking Lot- One Way Direction							
071-005	11/3/2021:	Signs and arrows on pavement are able to be added. Library to ask town.		In Progress			No

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New Business							
Security System Power							
071-006		11/3/2021: Mango is asking for dedicated outlet for security system in sprinkler rooms.		In Progress			No
Ceiling In Maker Space							
071-007		11/3/2021: Library asked about options to expose top of window. To be reviewed on site. Ernie to send photos to LBPA to review.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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