

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 72

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
11/10/2021	08:30 AM	09:30 AM	11/17/2021	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	11/10/2021	-Sprinkler- misc. items left -Paint -ongoing -Mechanical startups- ongoing -Fireplaces- Arrived at Quality -Lighting- Install Started -Flooring- ongoing -Millwork- In Fabrication -Sitework- Prep- Pave Monday -Wood Finish- ongoing.		In Progress			No
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Submittal Log

001-002	11/10/2021: None			In Progress			No
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RFI Log

001-003	11/10/2021: 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						
	10/13/2021: Ongoing						

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Old Business							
		10/20/2021: Ongoing					
		10/27/2021: No update					
		11/3/2021: No update					
		11/10/2021: 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.					
		11/10/2021: On-going. Some done. Few items pending. Doors done.					
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.					
		11/10/2021: 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.		On Hold			No
		10/20/2021: Reviewed with team. Pending decision. Grade out at infill is recommended, but waiting on final					

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		answer, MEC to discuss with town.					
		10/27/2021: On-going.					
		11/3/2021: Town reviewed. Tip down ok to remain. Upper granite is pending. Library asked to hold on this at this time.					
		11/10/2021: On hold.					
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.					
		11/10/2021: Ongoing.					
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.					
		11/10/2021: Date set. 1-2 days.					
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.					
		11/10/2021: On list for Ambrose.					
Radiator Painting							
071-001		11/3/2021: Currently painted "White". Library looking to change color. Milestone to reveiw with painter.		In Progress			No
		11/10/2021: Ongoing. Started					
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
		11/10/2021: Done.					
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
		11/10/2021: Ongoing					
Add (1) Additional Light at Plaque in Vestibule							
071-004		11/3/2021: Right fixture to match new donor tree fixture.		In Progress			No
		11/10/2021: Pricing submitted for review. Approved.					

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Old Business							
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
		11/10/2021: All done. By Andrews					
Security System Power							
071-006		11/3/2021: Mango is asking for dedicated outlet for security system in sprinkler rooms.		In Progress			No
		11/10/2021: On-going. MEC to review with Daniels.					
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
		11/10/2021: Design options reviewed. Pull ACT back with ACT transitions. Work to be done T&M.					

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New Business							
Existing Chimney Inspection & Cleaning							
072-001		11/10/2021: MEC looking for vendor. Needs to be done before install. MEC to reach out to more companies.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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