



**ENGINEERING & CONSTRUCTION, INC.**

PO Box 2279, Concord, NH 03302-2279  
 Phone: (603) 226-3877 | Fax: (603) 226-3361

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 24**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
11/18/2020	08:30 AM	09:30 AM	11/25/2020	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
------	--------------------------	------	--------	----------	---------	-------

**Old Business**

**Schedule**

001-001	11/18/2020: -Backfill - Ongoing -Fancoil Units in Basement - Ongoing -Electrical in Basement - Ongoing -Steel - Wrapping up -Sitework - Wrapping up for winter -Underslab Work - Done -LGMF Trusses - Onsite -Steel Decking - Finishing welding on roof. -Welding of Deck Studs - Done -Deck Slab - Done -Ext. Wall Framing - Ongoing -Slab on Grade - Being scheduled -Block Wall at Exit - Done except for cap, concrete pending -Membrane Roof - Pending -Underslab Insulation - Wrapping up -Temp. Heater - This week		In Progress			No
---------	---	--	-------------	--	--	----

**Submittal Log**

001-002	11/18/2020: -Shingle Color Samples - MEC getting GAF pewterwood as well		In Progress			No
---------	--	--	-------------	--	--	----

**Meeting Minutes**

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>Old Business</b>						
	-Storefront Caulking Color Sample -Window Film -Roof Trim Color (Flat Roof) -Stair, Elevator Ladder and Pit Cover Resubmittal -Transition Strips -Door Frame and Hardware Resubmittal					
<b>RFI Log</b>						
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.					
	10/21/2020: No Open RFIs.					
	10/28/2020: RFI#49 is open.					
	11/4/2020: RFI#49 Open.					
	11/18/2020: RFI#51 open.					
<b>PCO Log</b>						
001-004	9/16/2020: New selection on P.lam pending. No other updates.		In Progress			No
	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.					
	11/4/2020: Flooring changes have been added to PCO log.					
	11/18/2020: Roof credit on log. MEC is working on finalizing flooring and 2nd floor add.					
<b>Church Easement/Land Swap</b>						
001-006	9/23/2020: Michael will call surveyor. Foundations are in place along church property line.		In Progress			No

## Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business'  
and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>Old Business</b>						
	9/30/2020: Michael to contact surveyor.					
	10/7/2020: CMU wall at the stairs is not in place.					
	10/14/2020: Michael following up with surveyor on whether or not he wants to wait.					
	10/21/2020: Ongoing.					
	10/28/2020: Surveyor has been on site.					
	11/4/2020: Michael is reaching out today to ge a timeline of when he will see documents.					
	11/18/2020: Plot sent to Dan Ellis. Michael is waiting on his comments.					
<b>Lighting Meeting</b>						
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.					
	11/4/2020: Ongoing.					
	11/18/2020: Ongoing.					
<b>Technology and Furniture</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. Furniture also needs to be looked at and reviewed. Meeting will be set up.		In Progress			No
	10/21/2020: Meeting pending.					

## Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business'  
and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>Old Business</b>						
	10/28/2020: Erin and Betty are meeting with the technology consultant today. Stack heights and overall layout of furniture is ongoing.					
	11/4/2020: Meeting tomorrow morning. Ongoing.					
	11/18/2020: Erin is scheduling meetings. Ron is setting up a meeting with Pro Av, possibly Friday.					
<b>Flooring Items</b>						
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.					
	11/4/2020: Flotex qty still needs to be sorted out. Minimum qty is not met. MEC will look further into add for stair tread nosing.					
	11/18/2020: MEC is chasing down.					
<b>Temporary Handicap Parking Space</b>						
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.		Closed			Yes
	11/4/2020: Erin has gone back to town on this. No response yet. May call it a preferred parking spot as it wont meet ADA code.					
	11/18/2020: Space is all set. (CLOSED).					
<b>Roof Slope at 1980s Addition Tie-in</b>						
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.		Closed			Yes
	11/4/2020: Meeting was Monday. Roof trusses are going away and steel will be modified to a 10:12.					
	11/18/2020: Steel being made. (CLOSED).					
<b>Security Cameras</b>						
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
	11/4/2020: Erin is meeting with security consultant					

**Meeting Minutes**

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
------	--------------------------	------	--------	----------	---------	-------

**Old Business**

tomorrow. She will also talk to them about card readers.

11/18/2020: Erin has met with vendor. MEC will need to have them involved with rough-in.

**Wood Column Wraps at Children's Library**

023-001	11/4/2020: Ron mentioned that Betty and Erin had expressed interest in using tree trunks that are hollowed out to go around the columns. MEC will look into this.		In Progress			No
---------	---	--	-------------	--	--	----

11/18/2020: MEC will try and get samples of a couple of different species.

**Unfinished Space**

023-002	11/4/2020: Ron would like MEC to provide a date for decision and a cost for the unfinished space on the 2nd floor.		In Progress			No
---------	--	--	-------------	--	--	----

11/18/2020: MEC is finalizing price. Erin is putting it on the agenda for Decembers trustee meeting.

Cc:	Company Name	Contact Name	Copies	Notes
-----	--------------	--------------	--------	-------