



**ENGINEERING & CONSTRUCTION, INC.**

PO Box 2279, Concord, NH 03302-2279  
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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 23**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
11/4/2020	08:30 AM	09:30 AM	11/11/2020	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**

Milestone Engineering & Construction - Austyn Shea  
 Milestone Engineering & Construction - Brian Gehris  
 Milestone Engineering & Construction - Ernie Briggs  
 Lavallee Brensinger - Ron Lamarre  
 Bruss Project Management - Michael Bruss  
 Meredith Public Library - Betty Strader  
 Meredith Public Library - Erin Apostolos  
 Meredith Public Library - Jonathan James  
 Meredith Public Library - Ed Touhey

**Non-Attendees**

Milestone Engineering & Construction - David Baer  
 Lavallee Brensinger - Lisa Pecora  
 Meredith Public Library - Paul Eldridge  
 Meredith Public Library - Chris Leland  
 Meredith Public Library - Ann Butler  
 Lavallee Brensinger - Emmaly Pense

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

**Schedule**

001-001	11/4/2020:	-Backfill - Ongoing -Fancoil Units in Basement - Ongoing -Electrical in Basement - Ongoing -Steel - Structure up, detailing ongoing -Sitework - Ongoing -Underslab Work - Ongoing -LGMF Trusses - Delivery Tomorrow -Steel Decking - Ongoing -Welding of Deck Studs - Ongoing -Deck Slab - Tuesday or Wednesday Next Week -Ext. Wall Framing - Next Week -Slab on Grade - Pending -Block Wall at Exit - Done except for cap, concrete pending		In Progress			No
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**Submittal Log**

001-002	11/4/2020:	-Shingle Color Samples -CMU Selection -CMU Cap Selection -Storefront Caulking Color Sample -Window Film -Roof Trim Color (Flat Roof) -CMU Grout		In Progress			No
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<b>Old Business</b>						
	-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.  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.		In Progress			No
<b>PCO Log</b>						
001-004	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.  11/4/2020: Flooring changes have been added to PCO log.		In Progress			No
<b>Church Easement/Land Swap</b>						
001-006	9/23/2020: Michael will call surveyor. Foundations are in place along church property line.  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.		In Progress			No

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### Old Business

10/28/2020: Surveyor has been on site.

11/4/2020: Michael is reaching out today to get a timeline of when he will see documents.

### "Buy a Brick"

001-017	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.		Closed			Yes
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6/3/2020: Ambrose samples pending.

6/10/2020: Pending.

6/17/2020: Ongoing. MEC is getting the samples of the other colors.

6/24/2020: Paver samples are on site.

7/1/2020: Owner is reviewing. Ernie will move them out front.

7/8/2020: Brick samples are being brought to site to look at colors as well.

7/15/2020: Brick samples on site. Erin is reviewing. Ann asked about adding a brass plate to brick wall.

7/22/2020: Process on Engraving to be coordinated. Each size paver needs with quantity of each.

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.

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.

8/12/2020: MEC working with Ambrose to get paver layout.

8/19/2020: Rand is working on layout.

8/26/2020: Layout still pending.

9/2/2020: Erin will update us next meeting. She is having trouble contacting the engraver.

9/9/2020: Erin is in contact with granite company.

9/16/2020: Committee is meeting today. Erin will be waiting to hear from Perry Bros today.

9/23/2020: Meeting today. Sample sent to Perry, Erin is waiting on confirmation of how many letters will fit.

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### Old Business

9/30/2020: Form being finalized. Will be kicked off soon.

10/7/2020: Committee meeting today. Program will be rolled out soon. Deadline of Dec. 31st for orders. Should 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.

11/4/2020: Erin will coordinate with MEC and Ambrose once orders are in. (CLOSED).

### 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
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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 cheif 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 sumitted 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

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### Old Business

finalized.

10/7/2020: Drawings wrapping up

10/14/2020: Ongoing.

10/21/2020: Ongoing.

10/28/2020: Should have drawings today.

11/4/2020: Ongoing.

### Lighting Meeting

010-002	8/5/2020: Lighting meeting will be this Friday at 10am.		In Progress			No
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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.

### 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
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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.

11/4/2020: Meeting tomorrow morning. Ongoing.

### Flooring Items

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<b>Old Business</b>						
021-001	<p>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.</p> <p>10/28/2020: ASIs recieved. MEC is chasing down adjusted add from flooring sub. Flotex qty. is still an issue.</p> <p>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.</p>		In Progress			No
<b>Temporary Handicap Parking Space</b>						
022-001	<p>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.</p> <p>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.</p>		In Progress			No
<b>Roof Slope at 1980s Addition Tie-in</b>						
022-003	<p>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.</p> <p>11/4/2020: Meeting was Monday. Roof trusses are going away and steel will be modified to a 10:12.</p>		In Progress			No
<b>Security Cameras</b>						
022-004	<p>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.</p> <p>11/4/2020: Erin is meeting with security consultant tomorrow. She will also talk to them about card readers.</p>		In Progress			No

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<b>New Business</b>						
<b>Wood Column Wraps at Children's Library</b>						
023-001	<p>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.</p>		In Progress			No
<b>Unfinished Space</b>						
023-002	<p>11/4/2020: Ron would like MEC to provide a date for decision and cost for doing the unfinished space in the</p>		In Progress			No

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**New Business**

2nd floor of the addition.

Cc:	Company Name	Contact Name	Copies	Notes
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