



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 28

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
12/16/2020	08:30 AM	09:30 AM	12/23/2020	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 - Paul Eldridge
- Meredith Public Library - Ed Touhey

Non-Attendees

- Milestone Engineering & Construction - David Baer
- Lavallee Brensinger - Lisa Pecora
- 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	12/16/2020:	-Fancoil Units in Basement - Ongoing -Electrical in Basement - Ongoing -Ext. Wall Framing - Ongoing -Membrane Roof - Pending -Building Insulation - Ongoing -Slate Removal - Ongoing -Roof Overhangs - Ongoing -Sheathing - Ongoing -Roof Framing @ Tie-in - Ongoing -Interior Partitions - Ongoing		In Progress			No
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Submittal Log

001-002	12/16/2020:	-Shingle Color Samples - Need formal return -Storefront Caulking Color Sample -Window Film -Roof Trim Color (Flat Roof) -Transition Strips -Sign Samples		In Progress			No
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RFI Log

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Old Business							
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. 11/18/2020: RFI#51 open. 11/25/2020: No Open RFIs. 12/2/2020: No Open RFIs 12/9/2020: RFI#53 Open. 12/16/2020: RFI#53 Open. Sketch Pending.		In Progress				No
PCO Log							
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. 11/18/2020: Roof credit on log. MEC is working on finalizing flooring and 2nd floor add. 11/25/2020: 88 Addition roofing credit approved. 12/2/2020: Reviewed		In Progress				No

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Old Business						
	12/9/2020: Ongoing. Flooring change and aluminum door hardware change pending and hot.					
	12/16/2020: CO#2 for 2nd floor space done. Flooring meeting to be set up with MEC, GT, Betty, Erin, and Michael.					
Church Easement/Land Swap						
001-006	9/23/2020: Michael will call surveyor. Foundations are in place along church property line.		In Progress			No
	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.					
	11/25/2020: Drawings recieved, several corrections being made before going to planning board.					
	12/2/2020: Peter Weeks and Dan Ellis are reviewing and finalizing. Should be ready for January planning board.					
	12/9/2020: Ongoing. Michael following up.					
	12/16/2020: 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.					
	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.					
	11/25/2020: Ongoing. Ron is setting up meeting. Betty and Erin are working on a furniture list.					
	12/2/2020: Meeting on Friday					
	12/9/2020: Meeting done. Vendors are putting together package to review.					

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Old Business

12/16/2020: Ongoing. Waiting on vendor pricing/preliminary package.

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
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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.

11/25/2020: Ongoing. MEC will keep the full refinish cost in the base.

12/2/2020: Ongoing.

12/9/2020: Ongoing. The cost change is on log. This is a hot item to get resolved.

12/16/2020: Meeting to be set up this week.

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
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11/4/2020: Erin is meeting with security consultant 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.

11/25/2020: Ongoing.

12/2/2020: Ongoing. May reuse existing. MEC will salvage and set aside.

12/9/2020: Ongoing.

12/16/2020: Ongoing.

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

11/25/2020: Ongoing.

12/2/2020: Ongoing.

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Old Business

12/9/2020: Ongoing. May be field finished.

12/16/2020: Ongoing.

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

11/25/2020: Will be a change order if approved. Trustee meeting 8th of December. Brian will update Michael on any potential savings in job.

12/2/2020: Ongoing.

12/9/2020: This add was approved at meeting. MEC will draft up change order.

12/16/2020: This was approved and CO is complete. (CLOSED).

Library Sconces

025-001		12/2/2020: Ron is seeing if Betty and Erin would be ok if the sconces were not LED. Should be ok. Ron will push Yeaton.		In Progress			No
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12/9/2020: Ongoing.

12/16/2020: Ongoing.

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New Business**Veterans Walkway**

028-001		12/16/2020: Erin met with Chris Williams and Norman Larson on the Veteran's Memorial Walkway. There is concern about the sloped roof of the existing library dumping snow on the walkway where it connects to new patio area. Solution ongoing. Potential development of additional scope of work for Ambrose.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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