



**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 26**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
12/2/2020	08:30 AM	09:30 AM	12/9/2020	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**

<b>001-001</b>	12/2/2020: -Backfill - Ongoing -Fancoil Units in Basement - Ongoing -Electrical in Basement - Ongoing -Sitework - Wrapping up for winter -LGMF Trusses - Done -Steel Decking - Needs to be done on trusses -Ext. Wall Framing - Ongoing -Slab on Grade - Tomorrow -Block Wall at Exit - Done except for cap, concrete pending -Membrane Roof - Pending -Building Insulation - Ongoing -Slate Removal - Ongoing -Roof Overhangs - Ongoing -David to update overall schedule		In Progress			No
----------------	--	--	-------------	--	--	----

**Submittal Log**

<b>001-002</b>	12/2/2020: -Shingle Color Samples - MEC getting GAF pewterwood as well -Storefront Caulking Color Sample -Window Film		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>						
	-Roof Trim Color (Flat Roof) -Stair, Elevator Ladder and Pit Cover Resubmittal -Transition Strips					
<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.					
	11/25/2020: No Open RFIs.					
	12/2/2020: No Open RFIs					
<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.					
	11/25/2020: 88 Addition roofing credit approved.					
	12/2/2020: Reviewed					

## 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>						
<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.  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.		In Progress			No
<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.  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		In Progress			No
<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.  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.		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>						
	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.					
<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 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.					
<b>Wood Column Wraps at Children's Library</b>						
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.					
	11/25/2020: Ongoing.					
	12/2/2020: Ongoing.					
<b>Unfinished Space</b>						
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.					
	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.					
<b>Library Sconces</b>						
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

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

**Meeting Minutes**

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