

# 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 35**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
2/10/2021	08:30 AM	09:30 AM	2/17/2021	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	Lavallee Brensinger - Lisa Pecora
Milestone Engineering & Construction - Brian Gehris	Meredith Public Library - Chris Leland
Milestone Engineering & Construction - David Baer	Meredith Public Library - Ann Butler
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	

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

**Schedule**

<b>001-001</b>	2/10/2021: -Fancoil Units in Basement - Ongoing -Electrical in Basement - Ongoing, building boxes -Membrane Roof - Wrapping up -Building Insulation - Ongoing -Roof Overhangs - Ongoing -Interior Partitions - Ongoing -Hunter Panels - Ongoing -Elevator Shaft - Ongoing -Door Frames - Only Children's library remaining -Window Install - Done -Steel Stair Pans - Pending -MEP Rough - Ongoing -Masonry - Start Pending -Ductwork - This Week -ERV and Rooftop Units - Next Week -Trim and Siding are on Site -Ceiling Cassettes - Today		In Progress			No
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**Submittal Log**

<b>001-002</b>	2/3/2021: -Storefront Caulking Color Sample		In Progress			No
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<b>Old Business</b>						
	-Window Film -Roof Trim Color (Flat Roof) -Controls Submittal -Tree Wrap Submittal -Knox Box Submittal					
<b>RFI Log</b>						
001-003	12/30/2020: Sketch issued on RFI#53.  1/6/2021: RFI#57 open on ceiling heights. Steel beams being marked on site.  1/13/2021: RFI#57 Open. MEC is working on setting up an onsite meeting for subs and engineers.  1/21/2021: Ongoing. None open.  1/27/2021: No open RFIs  2/3/2021: RFI#61 Open relating to additional water piping conflicts.  2/10/20221: RFI#61 and RFI#64 Open.		In Progress			No
<b>PCO Log</b>						
001-004	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.  12/30/2020: Ongoing.  1/6/2020: Ongoing. PCO#20 added relating to RFI#53. MEC is finalizing pricing but proceeding.  1/13/2021: Sent. PCO#20 being finalized. Demo is complete and frame is wrapping up. PCO#21 for 1-way mirror film being finalized as well.  1/21/2021: Ongoing. Flooring PCO resent but needs repricing for Tomarket recycled rubber mat.  1/27/2021: Ongoing.  2/3/2021: Sent.  2/10/2021: Sent.		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.

11/18/2020: Plot sent to Dan Ellis. Michael is waiting on his comments.

11/25/2020: Drawings received, 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.

12/30/2020: Ongoing.

1/6/2020: Ongoing. Should have something this week.

1/13/2021: Ready to submit to planning.

1/21/2021: Ongoing. Michael will send to Phil and Angela to start review. Church has requested granite bounds in corners. Will need to be installed before finish pave.

1/27/2021: Erin has submitted the paper work. Michael will follow up with Phil and Angela.

2/3/2021: Should be on February planning board schedule.

2/10/2021: February planning meeting is the 23rd.

### Flooring Items

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 received. 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> <p>11/18/2020: MEC is chasing down.</p> <p>11/25/2020: Ongoing. MEC will keep the full refinish cost in the base.</p> <p>12/2/2020: Ongoing.</p> <p>12/9/2020: Ongoing. The cost change is on log. This is a hot item to get resolved.</p> <p>12/16/2020: Meeting to be set up this week.</p>		Closed			Yes
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### Old Business

12/30/2020: Meeting done. There is one question on media room floor type. LBPA to confirm.

1/6/2021: Ongoing. Michael will be sending updated drawing and finish schedule. It was also brought up the library might like to change the ramp flooring from rubber to flotex. MEC will have Gorman Thomas talk to rep about it.

1/13/2021: Flotex is ok for ramp. MEC wrapping up PCO.

1/21/2021: MEC will look at comfort flooring mat selected and reprice.

1/27/2021: MEC will send new PCO today. Should have a decision for Friday.

2/3/2021: MEC sent updated PCO based on comments received Friday. Michael reviewing with committee approval is needed ASAP.

2/10/2021: Reviewed after job meeting. MEC will add floor refinishing credit back in. Approved. (CLOSED).

### 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.

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

12/16/2020: Ongoing.

12/30/2020: Ongoing.

1/6/2021: Ongoing.

1/13/2021: Ongoing. MEC will work on a sample.

1/21/2021: Ongoing. MEC would like to confirm ceiling height 8'0" vs 8'2".

1/27/2021: MEC will order both at 10' so there is flexibility. Ron is looking at ideas to create a table space between two trees. Still undecided on whether or not clouds and branches get deleted.

2/3/2021: Ongoing. Ron is hoping to have a sketch for the Erin and Betty for Friday.

2/10/2021: MEC is ordering tree wraps. There were some changes looked at after meeting that incorporate new look. Betty and Erin will review with Committee

### Library Sconces

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<b>Old Business</b>						
025-001	<p>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.</p> <p>12/9/2020: Ongoing.</p> <p>12/16/2020: Ongoing.</p> <p>12/30/2020: Ongoing.</p> <p>1/6/2021: Ongoing.</p> <p>1/13/2021: Ongoing.</p> <p>1/21/2021: Ron pushing. Library is also willing to look but would need to know required lumens.</p> <p>1/27/2021: Ron has received info and will send to MEC.</p> <p>2/3/2021: Option Yeaton came up with sent to Betty and Erin. Betty will look into other options where we can change out the bulbs to LED.</p> <p>2/10/2021: Betty and Erin have two different options. Will review with library committee</p>		In Progress			No
<b>Veterans Walkway</b>						
028-001	<p>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.</p> <p>12/30/2020: Ongoing.</p> <p>1/6/2021: Ongoing.</p> <p>1/13/2021: Ongoing. Erin has reached out to Chris Williams.</p> <p>1/21/2021: Paul met with Chris Williams. Chris noted he still needs a CAD file. Erin to send contact info to Ron so he can send to Chris.</p> <p>1/27/2021: CAD file was sent. Erin is looking for a preliminary sketch from C.P. Williams to review with veterans.</p> <p>2/3/2021: No update.</p> <p>2/10/2021: Erin is meeting with architect and veterans today.</p>		In Progress			No
<b>Window at Staff Offices 104</b>						
029-001	<p>12/30/2020: Erin asked about a window behind circ. desk/staff area. All to review what is on drawings.</p> <p>1/6/2021: The window is not on the drawings. Library would like to have 1 way mirror type window looking into teen room. There is also a film that could be added to the glass that acts similar to a 1 way mirror.</p>		In Progress			No

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**Old Business**

1/13/2021: Ongoing.

1/21/2021: Submittal pending.

1/27/2021: Submittal sent. Sample will be on site this week as well.

2/3/2021: Sample being reviewed.

2/10/2021: Ongoing

**Wood Trim Column Wraps**

<b>031-002</b>	1/13/2021: There is a possibility of eliminating the wood trim column wraps in the library. Committee will have meeting on it and give MEC direction.		In Progress			No
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1/21/2021: MEC to advise on what they still own so committee and discuss.

1/27/2021: Ongoing.

2/3/2021: Ongoing. Leaning towards having all gyp.

2/10/2021: All wood wraps will be deleted. Credit pending.

**Skylight Light**

<b>032-001</b>	1/21/2021: Erin noted the skylight light above the main area doesn't work any more. It does not appear replacing the light is currently part of the project. May look at adding it in.		In Progress			No
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1/27/2021: Ernie having DEC look into it to make sure it wasn't because of something that was turned off.

2/3/2021: Ongoing.

2/10/2021: Daniels is looking at this today.

Cc:	Company Name	Contact Name	Copies	Notes
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