



**ENGINEERING & CONSTRUCTION, INC.**

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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 36**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
2/17/2021	08:30 AM	09:30 AM	2/24/2021	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	Milestone Engineering & Construction - David Baer
Milestone Engineering & Construction - Brian Gehris	Lavallee Brensinger - Lisa Pecora
Milestone Engineering & Construction - Ernie Briggs	Meredith Public Library - Paul Eldridge
Lavallee Brensinger - Ron Lamarre	Meredith Public Library - Chris Leland
Bruss Project Management - Michael Bruss	Meredith Public Library - Ann Butler
Meredith Public Library - Betty Strader	
Meredith Public Library - Erin Apostolos	
Meredith Public Library - Jonathan James	
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>	2/17/2021:	-Fancoil Units in Basement - Ongoing -Electrical in Basement - Ongoing, building boxes -Membrane Roof - Detailing Wrapping Up -Building Insulation - Ongoing -Roof Overhangs - Ongoing -Interior Partitions - Ongoing -Hunter Panels - Ongoing -Elevator Shaft - Ongoing -Door Frames - Only Children's library remaining -Steel Stair Pans - Tomorrow -MEP Rough - Ongoing -Masonry - Start Pending -Ductwork - This Week -ERV and Rooftop Units - Tomorrow -Trim and Siding are on Site -Ceiling Cassettes - Ongoing -Demo at Ramps - Ongoing		In Progress			No
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**Submittal Log**

<b>001-002</b>	2/3/2021:	-Storefront Caulking Color Sample -Window Film -Controls Submittal -Mirror Film Submittal		In Progress			No
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<b>Old Business</b>						
<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.  2/10/2021: RFI#61 and RFI#64 Open.  2/17/2021: RFI's 61, 64, 67, 68, 69, 70, 71, 72 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.  2/17/2021: Sent. Several new items added.		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.  10/28/2020: Surveyor has been on site.		In Progress			No

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### Old Business

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 at 7pm.

2/17/2021: Michael will review with Ed and Jonathan.

### 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.		Closed			Yes
	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					

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	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.					
	2/17/2021: Ongoing. Tree wrap will be added across top. Ron to send sketch. (CLOSED).					
<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.		Closed			Yes
	12/9/2020: Ongoing.					
	12/16/2020: Ongoing.					
	12/30/2020: Ongoing.					
	1/6/2021: Ongoing.					
	1/13/2021: Ongoing.					
	1/21/2021: Ron pushing. Library is also willing to look but would need to know required lumens.					
	1/27/2021: Ron has received info and will send to MEC.					
	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.					
	2/10/2021: Betty and Erin have two different options. Will review with library committee.					
	2/17/2021: Sconces are on site. (CLOSED).					
<b>Veterans Walkway</b>						
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
	12/30/2020: Ongoing.					
	1/6/2021: Ongoing.					
	1/13/2021: Ongoing. Erin has reached out to Chris Williams.					
	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.					
	1/27/2021: CAD file was sent. Erin is looking for a					

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	preliminary sketch from C.P. Williams to review with veterans.					
	2/3/2021: No update.					
	2/10/2021: Erin is meeting with architect and veterans today.					
	2/17/2021: Meeting is done. Erin is waiting on design. There is discussion about walkway lighting. Ron will send over some options to Erin. We may also eliminate a portion of the sitchback walkway we currently have.					
<b>Window at Staff Offices 104</b>						
029-001	12/30/2020: Erin asked about a window behind circ. desk/staff area. All to review what is on drawings.		Closed			Yes
	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.					
	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					
	2/17/2021: Sample approved. Return submittal pending. (CLOSED).					
<b>Wood Trim Column Wraps</b>						
031-002	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
	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.					
	2/17/2021: Credit pending.					
<b>Skylight Light</b>						
032-001	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.		Closed			Yes
	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.					

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**Old Business**

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

2/17/2021: Daniels looked at it and replaced light bulb with LED and it is working now. (CLOSED).

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**New Business****Meeting Room AV Locations**

036-001	2/17/2021:	After furniture meeting today Ron would like to review AV locaitons in meeting room.		In Progress			No
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**Added Outlet in Erin's Office**

036-002	2/17/2021:	Added Erin would like to add an outlet in her office. She will review with Ernie.		In Progress			No
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**Switches and Boxes on Brick at 1st Floor**

036-003	2/17/2021:	There was discussion about how to approach the outlets and switches mounted on the brick. After much discussion it was decided to put them in the drywall wrapped columns. The light switches for the room would be put on the staff office side of the wall.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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