



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 37

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
2/24/2021	08:30 AM	09:30 AM	3/3/2021	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

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 - Paul Eldridge
 Meredith Public Library - Ed Touhey

Non-Attendees

Milestone Engineering & Construction - David Baer
 Lavallee Brensinger - Lisa Pecora
 Meredith Public Library - Jonathan James
 Meredith Public Library - Chris Leland
 Meredith Public Library - Ann Butler

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
------	---------	------------------	------	--------	----------	---------	-------

Old Business

Schedule

001-001	2/24/2021:	-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 - Done -MEP Rough - Ongoing -Masonry - Start Pending -Ductwork - Ongoing -ERV and Rooftop Units - Tomorrow -Trim - Ongoing -Ceiling Cassettes - Ongoing -Demo at Ramps - Ongoing		In Progress			No
---------	------------	--	--	-------------	--	--	----

Submittal Log

001-002	2/3/2021:	-Storefront Caulking Color Sample -Window Film -Mirror Film Submittal		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
Old Business						
RFI Log						
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, 68, 69, 70, 71, 72 Open. 2/24/2021: -RFI#64 - Membrane Roof to Brick Tie-in -RFI#68 - Line Sets for Units on First Floor -RFI#69 - Condensate Line Insulation		In Progress			No
PCO Log						
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. 2/24/2021: PCO Log sent.		In Progress			No
Church Easement/Land Swap						
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.		Closed			Yes

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
------	--------------------------	------	--------	----------	---------	-------

Old Business

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 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.

2/24/2021: Approved yesterday. (CLOSED).

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
	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.					

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
Old Business						
	1/27/2021: CAD file was sent. Erin is looking for a 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.					
	2/24/2021: Erin got an email from Chris Williams noting that the guy wires for the new power pole out front are obstructing the potential path. May be able to adjust a little but we would need layout and there are a lot of conduits underground that limit locations it can be secured.					
Wood Trim Column Wraps						
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.					
	2/24/2021: Pending.					
Meeting Room AV Locations						
036-001	2/17/2021: After furniture meeting today Ron would like to review AV locations in meeting room.		Closed			No
	2/24/2021: (CLOSED).					
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.		Closed			Yes
	2/24/2021: (CLOSED)					
Switches and Boxes on Brick at 1st Floor						
036-003	2/24/2021: 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.		Closed			Yes
	2/24/2021: All set. One outlet will be added to brick wall side of column. To be coordinated in field. (CLOSED)					

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
New Business							
Pavers							
037-001		2/24/2021: MEC is working on getting the pavers up to the Perry Bros. This is important to get done ASAP.		Closed			No
Mango							
037-002		2/24/2021: MEC has been in touch with Mango and is coordinatng. They did mention they do not have a contract yet with library. It sounds like evrything was signed and sent back to Mango. Michael will follow up.		In Progress			No

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