



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 39

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
3/10/2021	08:30 AM	09:30 AM	3/17/2021	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

Milestone Engineering & Construction - Austyn Shea
 Milestone Engineering & Construction - Brian Gehris
 Milestone Engineering & Construction - Ernie Briggs
 Lavallee Brensinger - Lisa Pecora
 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
 Meredith Public Library - Ann Butler

Non-Attendees

Milestone Engineering & Construction - David Baer
 Meredith Public Library - Chris Leland

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

Schedule

001-001	3/10/2021: -Electrical in Basement - Ongoing, building boxes -Membrane Roof - Detailing Wrapping Up -Building Insulation - Ongoing -Roof Overhangs - Ongoing -Interior Partitions - Ongoing -Hunter Panels - Ongoing -Door Frames - Only Children's library remaining -MEP Rough - Ongoing -Masonry - Possibly next week -Ductwork - Ongoing -Trim - Ongoing -Ceiling Cassettes - Ongoing -Elevator Install - Should be next week -Sprinkler Piping - Ongoing.		In Progress			No
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Submittal Log

001-002	3/3/2021: -Storefront Caulking Color Sample -Window Film -Mistubishi Resubmittal		In Progress			No
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Old Business						
RFI Log						
001-003	12/30/2020: Sketch issued on RFI#53.		In Progress			No
	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					
	3/3/2021: -RFI#64 - Membrane Roof to Brick Tie-in -RFI#80 - Existing Ceilings in Existing Building					
	3/10/2021: -RFI#64 - Membrane Roof to Brick Tie-in					
PCO Log						
001-004	12/9/2020: Ongoing. Flooring change and aluminum door hardware change pending and hot.		In Progress			No
	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.					
	3/3/2021: Ongoing.					

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Old Business						
	3/10/2021: Sent.					
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. 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 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. 3/3/2021: Ongoing. The blue spruce will be getting removed which sounds like will give more options for relocating the guy wire. Will need layout to actually see. 3/10/2021: Norman is working on drawings this week. Michael had reached out to Dan Ellis about having the walkway partially on church property. It sounds like the church would like to keep it off the property.		In Progress			No
Mango						
037-002	2/24/2021: MEC has been in touch with Mango and is coordinating. They did mention they do not have a contract yet with library. It sounds like everything was signed and sent back to Mango. Michael will follow up. 3/3/2021: Mango was on site Monday to meet with Ernie. They are 1 month out so they will have Daniels install boxes and wire behind the wall. 3/10/2021: (CLOSED)		Closed			Yes

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Old Business

Soffit Enclosing Ramp Steel

038-001		3/3/2021: The soffit enclosing the ramp steel needs to be reviewed. It can either be sloped with the bottom of the ramp or run straight from the lowest point.		Closed			Yes
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3/10/2021: Being reviewed on site today.

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New Business

Data Drops

039-001		3/10/2021: Number of data drops per outlet being confirmed.		In Progress			No
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Outlets at Columns

039-002		3/10/2021: Locations for the outlets by the columns next to the existing library will be reviewed today.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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