



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 40

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
3/17/2021	08:30 AM	09:30 AM	3/24/2021	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	Meredith Public Library - Chris Leland
Milestone Engineering & Construction - Ernie Briggs	Meredith Public Library - Ann Butler
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	

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

Schedule

001-001	3/17/2021: -Electrical in Basement - Ongoing, building boxes -Membrane Roof - Detailing Wrapping Up -Building Insulation - Ongoing -Roof Overhangs - Ongoing -Interior Partitions - Ongoing -Hunter Panels - Done -Door Frames - Only Children's library remaining -MEP Rough - Ongoing -Masonry - Starting Monday -Ductwork - Ongoing -Trim - Ongoing -Ceiling Cassettes - Ongoing -Elevator Install - Pending -Sprinkler Piping - Ongoing -Drywall/Taping - Ongoing -Sghingle Roof - Ongoing		In Progress			No
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Submittal Log

001-002	3/17/2021: -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					
	3/17/2021: -RFI#81 - Controls Panel Location					
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.					

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Old Business

2/24/2021: PCO Log sent.

3/3/2021: Ongoing.

3/10/2021: Sent.

3/17/2021: Ongoing.

Veterans Walkway

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> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>3/17/2021: Ongoing, Michael will poke Norman for an update on drawings. Lisa may need to be pulled in to draw something if the Veterans walkway timeline gets pushed too far out as the library patio ramp will tie into it.</p>		In Progress			No
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Data Drops

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Old Business						
039-001	3/10/2021: Number of data drops per outlet being confirmed. 3/17/2021: Lisa is going to talk to Craig.		In Progress			No
Outlets at Columns						
039-002	3/10/2021: Locations for the outlets by the columns next to the existing library will be reviewed today. 3/17/2021: (CLOSED).		Closed			Yes

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New Business						
Gutter						
040-001	3/17/2021: The existing copper gutter was discussed. It is the general feeling that LCHIP would prefer the gutter gets used as a gutter. MEC will look at reusing a section again for the new addition. If that gutter section gets removed then the rest of the gutter along that length will also be removed. There may be an opportunity to leave it exposed by the restrooms.		In Progress			No
Phase Turnover Logistics						
040-002	3/17/2021: Lavallee and MEC will work on a temporary egress plan. MEC will work on temporary parking lot logistics drawing for next meeting. Contractor parking is something of concern once a chunk of the parking lot is given up for patron parking. There may also have to be signage for the lot to keep people from overnight parking.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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