



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 41

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
3/24/2021	08:30 AM	09:30 AM	3/31/2021	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 - Ed Touhey
Milestone Engineering & Construction - Ernie Briggs	Meredith Public Library - Chris Leland
Lavallee Brensinger - Lisa Pecora	Meredith Public Library - Ann Butler
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	

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

Schedule

001-001	3/24/2021:	-Electrical in Basement - Ongoing, building boxes -Membrane Roof -Done -Building Insulation - Ongoing -Roof Overhangs - Done -Interior Partitions - Ongoing -Door Frames - Only Children's library remaining -MEP Rough - Ongoing -Masonry - Ongoing -Ductwork - Ongoing -Trim - Done -Ceiling Cassettes - Ongoing -Elevator Install - Permit Pending -Sprinkler Piping - Ongoing -Drywall/Taping - Ongoing -Shingle Roof - Wrapping up		In Progress			No
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Submittal Log

001-002	3/17/2021:	-Window Film -Wood Trim Samples -Floor Expansion Joint Color Samples		In Progress			No
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RFI Log

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Old Business						
001-003	3/17/2021: -RFI#82 - Water Meter Size		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. 3/3/2021: Ongoing. 3/10/2021: Sent. 3/17/2021: Ongoing. 3/24/2021: PCO#38 for soffits approved.		In Progress			No
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.		In Progress			No

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Old Business						
	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 adust 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 if off the property.					
	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.					
	3/24/2021: Michael has talked to Norman. He is working on drawings this week. Exterior lighting still needs to be reviewed including along the retaining wall. Still may look at bollard light. Layout also needs to be determined. Timing is important right now so that the walkway can be completed with during the renovation phase.					
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.		Closed			Yes
	3/24/2021: Existing gutter section is going to be reused at this location. ASI was sent on section to remain exposed. (CLOSED).					
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
	3/24/2021: Parking plan was reviewed and seemed to be ok. A final draft will be worked up for to give to the town. The interior egress is still being reviewed. It should work					

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Old Business

to have the existing main entry open while constructing the patio. The back stair is also going to need to remain open in some form as that is the only 2nd means of egress from the 2nd floor. May be able to get larger work completed during 2 week shut down. This area needs a little more review on temp. partitions and work.

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New Business

Soffits in Program Room

041-001	3/24/2021: Soffits on the 2 long runs of wall in the program room need to be added to make sprinkler and plumbing work. There had been discussion about also adding perpendicular soffits to break up the room but we will not be doing that. PCO 38 approved. (CLOSED).		Closed			Yes
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EBUs

041-002	3/24/2021: EBU PCO sent. MEC will ask Daniels if there are any other ceiling mount fixtures we can use that are cheaper.					No
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Data/AV Coordination

041-003	3/24/2021: There are some added data ports/power that may be needed. Yeaton has sent a preliminary sketch that will be formalized.					No
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Existing Library Power

041-004	3/24/2021: Betty and Erin had walked through power in the sitting room with Ron but there were no formal sketches done. Michael has them on his marked up power plan from December. When the full team reviewed outlets in January the existing was not reviewed at that time. The existing library will need to be revisited before wiring.		In Progress			No
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Opening 103F

041-005	3/24/2021: MEC wanted to confirm the location of the sawcut for door 103F. On the plans it is shown as off center and possibly interfering with the circulation desk. Library would prefer that it is centered. Lisa will confirm with FBRA on structure.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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