



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 38

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
3/3/2021	08:30 AM	09:30 AM	3/10/2021	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 - Brian Gehris
Milestone Engineering & Construction - Ernie Briggs	Milestone Engineering & Construction - David Baer
Lavallee Brensinger - Ron Lamarre	Lavallee Brensinger - Lisa Pecora
Bruss Project Management - Michael Bruss	Meredith Public Library - Chris Leland
Meredith Public Library - Betty Strader	Meredith Public Library - Ann Butler
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	3/3/2021: -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 - Done -Door Frames - Only Children's library remaining -MEP Rough - Ongoing -Masonry - Start Pending -Ductwork - Ongoing -ERV and Rooftop Units - Tomorrow -Trim - Ongoing -Ceiling Cassettes - Ongoing -Elevator Shaft Basement Opening - Done -Permanent Power - Hooked Up -Elevator Install - Starting end of this week or beginning of next -Sprinkler Piping - Ongoing.		In Progress			No
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Submittal Log

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Old Business						
001-002	3/3/2021: -Storefront Caulking Color Sample -Window Film -Mirror Film Submittal		In Progress			No
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. 2/10/20221: 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		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

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Old Business

3/3/2021: Ongoing.

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
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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.

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.		Closed			Yes
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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.

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Old Business

2/24/2021: Pending.

3/3/2021: Credit on PCO log. (CLOSED).

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

Yes

3/3/2021: Pavers are at Perry Bros. (CLOSED).

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

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.

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New 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.

In Progress

No

Cc:	Company Name	Contact Name	Copies	Notes
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