

# 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 42**

| Date      | Start    | End      | Next Meeting | Next Time | Prepared By | Company                              |
|-----------|----------|----------|--------------|-----------|-------------|--------------------------------------|
| 3/31/2021 | 08:30 AM | 09:30 AM | 4/7/2021     | 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 - Paul Eldridge  
 Meredith Public Library - Ed Touhey

**Non-Attendees**

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

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**Old Business**

**Schedule**

|                |   |  |             |  |  |    |
|----------------|---|--|-------------|--|--|----|
| <b>001-001</b> | 3/31/2021:<br>-Electrical in Basement - Ongoing, building boxes<br>-Building Insulation - Ongoing<br>-Interior Partitions - Ongoing<br>-Door Frames - Only Children's library remaining<br>-MEP Rough - Ongoing<br>-Masonry - Ongoing<br>-Ductwork - Ongoing<br>-Ceiling Cassettes - Ongoing<br>-Elevator Install - Permit Pending<br>-Sprinkler Piping - Ongoing<br>-Drywall/Taping - Ongoing<br>-Shingle Roof - Wrapping up<br>-Paint - Starting Monday |  | In Progress |  |  | No |
|----------------|---|--|-------------|--|--|----|

**Submittal Log**

|                |  |  |             |  |  |    |
|----------------|--|--|-------------|--|--|----|
| <b>001-002</b> | 3/31/2021:<br>-Window Film<br>-Wood Trim Samples<br>-Floor Expansion Joint Color Samples |  | In Progress |  |  | No |
|----------------|--|--|-------------|--|--|----|

**RFI Log**

|                |  |  |             |  |  |    |
|----------------|--|--|-------------|--|--|----|
| <b>001-003</b> | 3/31/2021:<br>-RFI#82 - Water Meter Size |  | In Progress |  |  | No |
|----------------|--|--|-------------|--|--|----|

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| <b>Old Business</b>     |  |      |             |          |         |       |
| <b>PCO Log</b>          |  |      |             |          |         |       |
| 001-004                 | <p>12/9/2020: Ongoing. Flooring change and aluminum door hardware change pending and hot.</p> <p>12/16/2020: CO#2 for 2nd floor space done. Flooring meeting to be set up with MEC, GT, Betty, Erin, and Michael.</p> <p>12/30/2020: Ongoing.</p> <p>1/6/2020: Ongoing. PCO#20 added relating to RFI#53. MEC is finalizing pricing but proceeding.</p> <p>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.</p> <p>1/21/2021: Ongoing. Flooring PCO resent but needs repricing for Tomarket recycled rubber mat.</p> <p>1/27/2021: Ongoing.</p> <p>2/3/2021: Sent.</p> <p>2/10/2021: Sent.</p> <p>2/17/2021: Sent. Several new items added.</p> <p>2/24/2021: PCO Log sent.</p> <p>3/3/2021: Ongoing.</p> <p>3/10/2021: Sent.</p> <p>3/17/2021: Ongoing.</p> <p>3/24/2021: PCO#38 for soffits approved.</p> <p>3/31/2021: Updated.</p> |      | In Progress |          |         | No    |
| <b>Veterans Walkway</b> |  |      |             |          |         |       |
| 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>  |      | 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 it 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.

3/31/2021: No update. Pushing Norman.

### 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 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.

3/31/2021: Because 2nd means of egress is

### EBUs

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| <b>Old Business</b>           |   |      |             |          |         |       |
| 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.<br><br>3/31/2021: MEC will ask DEC to do one mock up.  |      |             |          |         | No    |
| <b>Data/AV Coordination</b>   |   |      |             |          |         |       |
| 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.<br><br>3/31/2021: (CLOSED).  |      | Closed      |          |         | No    |
| <b>Existing Library Power</b> |   |      |             |          |         |       |
| 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 Janurary the existing was not reviewed at that time. The existing library will need to be revisited before wiring.<br><br>3/31/2021: Will be reviewed in feild once framing is done in exisitng. (CLOSED). |      | Closed      |          |         | Yes   |
| <b>Opening 103F</b>           |   |      |             |          |         |       |
| 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.<br><br>3/31/2021: Centered is ok. (CLOSED).   |      | Closed      |          |         | Yes   |
| <b>Colors</b>                 |   |      |             |          |         |       |
| 041-006                       | 3/24/2021: MEC is looking for both interior and exterior paint colors. Should have interior colors this week as well as revised laminate. Ryan and Lisa will work on exterior color concepts.<br><br>3/31/2021: Should have selections today.   |      | In Progress |          |         | No    |
| <b>Timeline</b>               |   |      |             |          |         |       |
| 041-007                       | 3/24/2021: MEC will work on putting together a timeline as we close in to help with setting up moving dates and the shutdown.<br><br>3/31/2021: Ongoing.  |      | In Progress |          |         | No    |

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| <b>New Business</b>    |  |      |             |          |         |       |
| <b>Granite Lintels</b> |  |      |             |          |         |       |
| 042-001                | 3/31/2021: Granite lintels only go into wall 5". Depth of wall is 14" +/- . Ernie has been talking with FBRA on how we approach it. We may have to remove plaster and install lintel from back. Ongoing. |      | In Progress |          |         | No    |

### Retaining Wall

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**New Business**

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| 042-002 | 3/31/2021: Michael is concerned about the stability of the granite for the retaining walls over a long period of time with the heights it will be at. One solution brought forward was to lower the patio area and have the the ramp and wall run behind it. Idea was well recieved and Lisa will bring it up to Civil. |  | In Progress |  |  | No |
|---------|---|--|-------------|--|--|----|

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