



**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 45**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
4/21/2021	08:30 AM	09:30 AM	4/28/2021	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

**Non-Attendees**

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

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

**Schedule**

001-001	4/21/2021:	-Door Frames - Only Children's library remaining -MEP Rough - Ongoing -Masonry - Ongoing -Ductwork - Done -Ceiling Cassettes - Ongoing -Elevator Install - Ongoing -Sprinkler Piping - Rough Almost Complete -Drywall/Taping - Wrapping up -Paint - Ongoing -Ext. Trim - Ongoing -ACT Ceilings - Ongoing -Stair Pan Concrete - Done		In Progress			No
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**Submittal Log**

001-002	4/14/2021:			In Progress			No
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**RFI Log**

001-003	4/14/2021:	-RFI#87 - Siding to Brick Transition MEC is working on mock up		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> <p>4/7/2021: P.lam soffits in Kitchenette added.</p> <p>4/14/2021: Sent. P.lam soffits approved</p> <p>4/21/2021: Temporary Partition being ordered by Erin, MEC will delete. Need to confirm basement lock function first before approving elevator lockout</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>		In Progress			No

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### Old Business

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.

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.

4/7/2021: Meeting today at 2pm in the library. Norman has made grading work but the walkway coming from the granite steps may need to be raised to meet veterans walkway correctly. Ongoing.

4/14/2021: Plans were sent out. Overall concept is good but the committee would like to remove the switchback portion of the walkway. In order to do this we would need to have an accessible walkway from a public sidewalk to the library. There is a possibility of connecting to church handicap access, and adding a tip down and crosswalk from the sidewalk across the street. Library will need to discuss this with church. MEC will start working on some pricing. Lights are needed. We will budget for (3) post lights, flagpole light and lighting for memorial.

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<b>Old Business</b>						
	4/21/2021: Discussions with church on handicap connector ongoing. Pricing has started. MEC will just price sign removal for now.					
<b>Phase Turnover Logistics</b>						
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.  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  4/7/2021: Because we will have active FA and sprinkler we should not need area of refuge. Lisa will send revised logistics plan. She has talked to Ken Jones.  4/14/2021: Ongoing. Furniture end of June right now.  4/21/2021: MEC will resend plan for parkinglot.		In Progress			No
<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.  3/31/2021: Should have selections today.  4/7/2021: Interior color selections issued. Exterior still being sorted out. MEC is going to paint a square of trim the Sierra Redwood. Lisa will see if the rendering colors can be changed.  4/14/2021: Ongoing. MEC has painted a sample of trim for review. The overall exterior color scheme is being finalized.  4/21/2021: New brick match color approved. White color being mocked up and fascia color is pending. It was also noted some of the interior colors had been painted incorrectly. MEC will review.		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.  3/31/2021: Ongoing.  4/7/2021: Schedule sent out. Room 218 should be		In Progress			No

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	complete sooner to allow for some stuff to be moved in prior to shutdown. Duration of shut down is TBD.					
	4/14/2021: Erin is looking for a timeline of when MEC needs certain areas in the existing building.					
	4/21/2021: Ongoing. Update for next Tuesday before meeting.					
<b>Retaining Wall</b>						
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
	4/7/2021: Lisa is meeting with civil today. The veterans walkway will tie into right where the stairs and ramp meet.					
	4/14/2021: There was a lot of discussion on the design of the patio. Possibility of doing the curved wall in concrete. May also push steps back closer to door to open up the entry to the patio area. Formal sketch pending.					
	4/21/2021: Should have new sketch today.					
<b>Shelving</b>						
043-001	4/7/2021: Betty and Erin got list of shelving but need a layout that coordinates it with the floor plan to understand what shelving goes where. Lisa will talk to Ryan about this.		In Progress			No
	4/14/2021: Ongoing. Lisa is going to talk to Ryan.					
	4/21/2021: Ongoing some corrections being made. Ryan also needs to look at the reusing the existing shelving at the existing space.					
<b>Snow from Roof</b>						
044-001	4/14/2021: Erin has concerns about snow falling from roof right next to new main street door. There are several snow guard options that can be explored. Also may be able to close off stairs temporarily?		In Progress			No
	4/21/2021: Lisa is gong to review some options.					
<b>Light by Stair</b>						
044-002	4/14/2021: There is currently no light next to patio stair. One is wanted by library. Lisa will send a sketch.		In Progress			No
	4/21/2021: Ongoing. Pending SK. Ramp may also need light. Lisa reviewing.					
Cc:	Company Name	Contact Name	Copies	Notes		