



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 1

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
5/27/2020	08:30 AM	09:30 AM	6/3/2020	08:30 AM	Austyn Shea	Milestone Engineering & Construction

Purpose	Location	Next Location	General Notes
Construction Job Meeting	Zoom Conference Call		

Attended By

Non-Attendees

- Milestone Engineering & Construction - Austyn Shea
- Milestone Engineering & Construction - Brian Gehris
- Milestone Engineering & Construction - David Baer
- Milestone Engineering & Construction - Ernie Briggs
- Lavallee Brensinger - Lisa Pecora
- Lavallee Brensinger - Ron Lamarre
- 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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New Business

Schedule

001-001	5/27/2020: -Closing on Price propert - Pending -Building Permit - This week -Easements from NHEC - Pending -Handicap Ramp - Pending. Ernie has reviewed with building dept. and they are ok with a pitch slightly greater than 1/12 -Temp. Service - Being lined up		In Progress			No
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Submittal Log

001-002	5/27/2020: No Update.		In Progress			No
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RFI Log

001-003	5/27/2020: No Update.		In Progress			No
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PCO Log

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New Business						
001-004	5/27/2020: No Update.					No
Library Reopening						
001-005	5/27/2020: Erin is unsure of when library will be reopened to public. Currently town is staying closed until stay at home order is lifted.		In Progress			No
Church Easement						
001-006	5/27/2020: New civil drawing from Wilcox and Barton sent to attorney. Ron will have them send it to Michael Bruss as well. MEC will also update logistics plan. The church would still like the sidewalk, it was made clear the town could not be involved with installing them but the library is ok with church installing it.		In Progress			No
Parking Lot Shift						
001-007	5/27/2020: The church would like to get rid of potential pinch points. There is a possibility of shifting the entire parking lot 18" to the left. Ron to check with Erin/Civil to see if it is possible and if there are any boundry issues. This should not need planning board approval but will be discussed during planning meeting for the church boundry.		In Progress			No
Ledge						
001-008	5/27/2020: Revised structural drawing is pending. Once mobilized MEC will have Ambrose open up the back bank to see what we are dealing with.		In Progress			No
Town Deliverables						
001-009	5/27/2020: Budget was submitted to town. No new updated		In Progress			No
Interior Millwork Allowance						
001-010	5/27/2020: Ron has met with library to look at options for reducing millwork. LBPA will issue sketches for these changes		In Progress			No
Dishwasher @ Children's Library						
001-011	5/27/2020: Ron is reviewing.		In Progress			No
Lighting in Historic Reading Rooms						
001-012	5/27/2020: Betty is working on finalizing recommendations.		In Progress			No
Elizabeth Hengen Report						
001-013	5/27/2020: Betty is working on this. She will pull out items for review by building committee.		In Progress			No
Toilet Accessories						
001-014	5/27/2020: Owner will furnish TP and paper towel holders for restrooms. All other fixtures are in contract. (CLOSED).		Closed			Yes
Interior Window Shades						

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New Business						
001-015	5/27/2020: Interior window shades have been pulled out of construction contract and are now an owner item. (CLOSED).		In Progress			Yes
Auto Flush Toilet Valves						
001-016	5/27/2020: Library would prefer battery operated autoflush toilet valves.		In Progress			No
"Buy a Brick"						
001-017	5/27/2020: Library and MEC need to coordinate on final process for purchase and install of patio pavers. It was determined the "Buy a Brick" will be done for the High street area patio. MEC will work on getting a submittal/sample of the proposed pavers.		In Progress			No
Children's Library Circulation Desk						
001-018	5/27/2020: Children's circulation desk needs final input as part of FFE purchase.		In Progress			No
Reading Room Lighting						
001-019	5/27/2020: Chandelier location and height need to be determined.		In Progress			No
Circulation Desk						
001-020	Final configuration of circulation desk still needs to be confirmed.		In Progress			No
Glass @ Stairwell						
001-021	5/27/2020: Glass at the stairwell was removed during VE. There have been some discussions about adding it back in. Library would prefer it stays enclosed. Solid wall will remain. (CLOSED).		Closed			Yes
Remote Annunciator						
001-022	5/27/2020: Erin would prefer that the remote annunciator in the existing vestibule be removed. This will need to be discussed with the Fire Chief		In Progress			No
Switchback Walkway at Main Street						
001-023	5/28/2020: The switchback walkway was pulled out of project GMP. Michael and Ron would like to keep the add alt handy as this would be something they would possibly like to add back in.		In Progress			No
Corrigan Property Tree						
001-024	5/28/2020: The tree removed on the Corrigan property will need to be replaced. Possibility of having an in-kind service from Miracle Farms to replace this tree.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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