



**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 47**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
5/5/2021	08:30 AM	09:30 AM	5/12/2021	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 - 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 - Brian Gehris
- 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	5/5/2021: -Door Frames - Only Children's library remaining -MEP Rough - Ongoing -Masonry - Should be done this week except for clean up -Ceiling Cassettes - Ongoing -Elevator Install - Ongoing -Sprinkler Piping - Rough Almost Complete -Drywall/Taping - Wrapping up -Paint - Ongoing -Ext. Trim - Ongoing -ACT Ceilings - Ongoing -Storefront - Ongoing -Int. Glass - Ongoing -Bathroom Floors - Monday -Ext. Concrete - Done -Domestic Water Entrance - Done Today -Millwork - Monday -Ext. Painting - Tomorrow		In Progress			No
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**Submittal Log**

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

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<b>Old Business</b>						
001-003	4/14/2021: -RFI#89 - Waterline - Can be closed -RFI#91 - Heaters in Existing Library		In Progress			No
<b>PCO Log</b>						
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.  3/31/2021: Updated.  4/7/2021: P.lam soffits in Kitchenette added.  4/14/2021: Sent. P.lam soffits approved  4/21/2021: Temporary Partition being ordered by Erin, MEC will delete. Need to confirm basement lock function first before approving elevator lockout.  4/28/2021: Not sent this week. Elevator lockout was approved and we will be switching out lockset into basement at stair door.  5/5/2021: Sent. No real changes.		In Progress			No
<b>Veterans Walkway</b>						
028-001	4/7/2021: Meeting today at 2pm in the library. Norman has made grading work but hte walkway coming from the granite steps may need to be raised to meet veterans walkway correctly. Ongoing.		In Progress			No

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### Old Business

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 churches 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.

4/21/2021: Discussions with church on handicap connector ongoing. Pricing has started. MEC will just price sign removal for now.

4/28/2021: Ongoing. Michael has talked to church about the walkway connection and that is most likely not going to work. Michael may also get other prices on the walkway.

5/5/2021: Pricing is ongoing. MEC is pushing to wrap it up. It sounds like the preferred memorial is engraved granite. MEC will price the granite blocks with no engraving. Erin sent Michael an email regarding LCHIPs questions on the memorial. They would like to know the height of it and how it visually impacts the library.

### Phase Turnover Logistics

040-002	<p>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.</p> <p>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.</p> <p>3/31/2021: Because 2nd means of egress is</p> <p>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.</p> <p>4/14/2021: Ongoing. Furniture end of June right now.</p> <p>4/21/2021: MEC will resend plan for parkinglot.</p> <p>4/28/2021: Selectboard needs to approve use of parkinglot. Need more detail on controlling traffic/deliveries during construction. Narrative needed.</p> <p>5/5/2021: Narrative sent to Michael. He will send over comments today.</p>		In Progress			No
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<b>Old Business</b>						
<b>Timeline</b>						
041-007	<p>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.</p> <p>3/31/2021: Ongoing.</p> <p>4/7/2021: Schedule sent out. Room 218 should be complete sooner to allow for some stuff to be moved in prior to shutdown. Duration of shut down is TBD.</p> <p>4/14/2021: Erin is looking for a timeline of when MEC needs certain areas in the existing building.</p> <p>4/21/2021: Ongoing. Update for next Tuesday before meeting.</p> <p>4/28/2021: 18th of June is new date for CO. MEC feels most comfortable with this date with what needs to get done.</p> <p>5/5/2021: Ongoing.</p>		In Progress			No
<b>Retaining Wall/Patio</b>						
042-002	<p>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.</p> <p>4/7/2021: Lisa is meeting with civil today. The veterans walkway will tie into right where the stairs and ramp meet.</p> <p>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.</p> <p>4/21/2021: Should have new sketch today.</p> <p>4/28/2021: All retaining walls will be concrete with a stone/granite cap. Base option would be a form liner panel. Add alt. would be 1 or 2 inch veneer. This would only be for the straight sections.</p> <p>5/5/2021: Revised sketch pending. MEC is waiting on details for the foundations.</p>		In Progress			No
<b>Snow from Roof</b>						
044-001	<p>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?</p> <p>4/21/2021: Lisa is gong to review some options.</p> <p>4/28/2021: Price pending.</p> <p>5/5/2021: Ongoing.</p>		In Progress			No

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**Old Business****Light by Stair**

044-002	4/14/2021: There is currently no light next to patio stair. One is wanted by library. Lisa will send a sketch.  4/21/2021: Ongoing. Pending SK. Ramp may also need light. Lisa reviewing.  4/28/2021: Electrical SK pending.  5/5/2021: We have marked up PDFs and fixtures. MEC will make sure Daniel's can work wit that.		In Progress			No
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**New Business****Heater in Reading Rooms (RFI#91)**

047-001	5/5/2021: RFI#91 was done to clarify which existing heaters are to be removed. Betty would like the one on the right side by the fireplace also removed. The general recommendation was to leave it. Right now just the radiator called to be removed and the mirror image of that one on the other side will be removed. The rest will stay.		In Progress			No
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**AV Bid**

047-002	5/5/2021: Betty is looking at reducing the size of one of the TVs in the program room to save some money on the AV bid. She is going to request some pricing on the options before a decision is made.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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