



**ENGINEERING & CONSTRUCTION, INC.**

PO Box 2279, Concord, NH 03302-2279  
 Phone: (603) 226-3877 | Fax: (603) 226-3361

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 2**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
6/10/2020	08:30 AM	09:30 AM	6/17/2020	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	Lavallee Brensinger - Lisa Pecora
Milestone Engineering & Construction - Brian Gehris	Meredith Public Library - Erin Apostolos
Milestone Engineering & Construction - David Baer	
Milestone Engineering & Construction - Ernie Briggs	
Lavallee Brensinger - Ron Lamarre	
Bruss Project Management - Michael Bruss	
Meredith Public Library - Betty Strader	
Meredith Public Library - Jonathan James	
Meredith Public Library - Paul Eldridge	
Meredith Public Library - Ed Touhey	
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**

<b>001-001</b>	6/10/2020: -Easements from NHEC - Pending -Handicap Ramp - Starting Today -Temp. Service - Done -Building Demo Sub - Starting Monday -Temp. Fence - Being lined up -Power - Disconnected -Grubbing - Next Week -Condensor Relocation - Next Week		In Progress			No
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**Submittal Log**

<b>001-002</b>	5/27/2020: No Update.  6/3/2020: Will be sent out prior to next meeting.  6/10/2020: Sent this morning.		In Progress			No
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**RFI Log**

<b>001-003</b>	5/27/2020: No Update.		In Progress			No
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<b>Old Business</b>						
	6/3/2020: Will be sent out prior to next meeting.					
	6/10/2020: No open RFIs					
<b>PCO Log</b>						
001-004	5/27/2020: No Update.		In Progress			No
	6/3/2020: No update. Working on ASI#1 Pricing.					
	6/10/2020: Update sent. Pricing for the curbing and ASI#1 are on the log.					
<b>Library Reopening</b>						
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
	6/3/2020: Staff is working in library. No reopening date pinned down yet.					
	6/10/2020: Potentially will be opening in 2 weeks pending stay at home order being lifted.					
<b>Church Easement</b>						
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
	6/3/2020: Received temporary easement draft. Has been sent to church for review. Boundry line adjustment pending.					
	6/10/2020: Paperwork has been sent to attorney. Michael will follow up to see what the status is.					
<b>Parking Lot Shift</b>						
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
	6/3/2020: Ongoing.					
	6/10/2020: Ongoing. Will be layout out on site.					
<b>Ledge</b>						
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
	6/3/2020: Pending on site review once opened up.					
	6/10/2020: Ongoing.					
<b>Town Deliverables</b>						

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<b>Old Business</b>						
001-009	5/27/2020: Budget was submitted to town. No new updated.  6/3/2020: Erin is waiting on POs from town so bills can be paid. Should have by end of the week.  6/10/2020: Ongoing. Erin is out this week.		In Progress			No
<b>Interior Millwork Allowance</b>						
001-010	5/27/2020: Ron has met with library to look at options for reducing millwork. LBPA will issue sketches for these changes.  6/3/2020: MEC is working on price adjustments based on ASI#1. Brian will send both old and new quote for millwork to Ron and Michael.  6/10/2020: ASI 1 Pricing has been sent. It is a credit of just over \$1,800 overall. We are going to have a meeting with LBPA, MEC, millwork sub and library to review scope.		In Progress			No
<b>Dishwasher @ Children's Library</b>						
001-011	5/27/2020: Ron is reviewing.  6/3/2020: Erin is saying it is needed. Ron will take a look.  6/10/2020: Ongoing. This will be an added cost.		In Progress			No
<b>Lighting in Historic Reading Rooms</b>						
001-012	5/27/2020: Betty is working on finalizing recommendations.  6/3/2020: Ongoing. May add period fixtures. Chandelier height and location being determined. Lighting Submittal pending.  6/10/2020: Ongoing.		In Progress			No
<b>Elizabeth Hengen Report</b>						
001-013	5/27/2020: Betty is working on this. She will pull out items for review by building committee.  6/3/2020: Ongoing.  6/10/2020: Ongoing.		In Progress			No
<b>"Buy a Brick"</b>						
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.  6/3/2020: Ambrose samples pending.  6/10/2020: Pending.		In Progress			No
<b>Children's Library Circulation Desk</b>						
001-018	5/27/2020: Children's circulation desk needs final input as part of FFE purchase.		Closed			Yes

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<b>Old Business</b>						
	6/3/2020: Ongoing.					
	6/10/2020: (CLOSED).					
<b>Circulation Desk</b>						
001-020	5/27/2020: Final configuration of circulation desk still needs to be confirmed.		Closed			Yes
	6/3/2020: Changes were made in ASI-1.					
	6/10/2020: Part of millwork changes. (CLOSED).					
<b>Remote Annunciator</b>						
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
	6/3/2020: Ongoing. Pending FA shop drawings.					
	6/10/2020: Shop drawings pending.					
<b>Switchback Walkway at Main Street</b>						
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.		Closed			Yes
	6/3/2020: Ongoing.					
	6/10/2020: Will be brought up again closer to phase two. (CLOSED)					
<b>Corrigan Property Tree</b>						
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
	6/3/2020: Armond is meeting Erin tomorrow to mark tree.					
	6/10/2020: Ongoing. They have met. Ernie will make sure tree is marked.					
<b>Power Shut Downs @ Cook Property</b>						
001-025	6/3/2020: Temp. power shut downs are being coordinated.		Closed			Yes
	6/10/2020: MEC coordinating. (CLOSED).					
<b>Security Key Pad</b>						
001-026	6/3/2020: Existing alarm keypad is by back entry. This entry will not be accessible during construction during the addition. Erin will talk to security company about either moving it or reprogramming.		Closed			Yes
	6/10/2020: Security Company came in this week to reprogram. Should be all set. (CLOSED).					
<b>Overall Project Schedule</b>						
001-027	6/3/2020: MEC will update project schedule for next meeting.		In Progress			No

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**Old Business**

6/10/2020: Will be sent out with meeting notes.

**Drone Footage**

001-028	6/3/2020:	There was some discussion on possible drone footage of the construction progress. May want to do it periodically such as weekly or monthly. Erin will discuss with trustees and see what they want to do. May be opportunity for in kind or reduced rate service.		Closed			Yes
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6/10/2020: Betty has someone who volunteered to do it. First fly over has been done. (CLOSED).

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**New Business****PCO#1 Granite Curb**

002-001	6/10/2020:	100lf of straight curb was carried in GMP as part of VE. Civil sketch sent out has additional curbing. Cost increase is just over \$14,000. MEC will get some clarification on costs.		In Progress			No
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**Decision Deadlines**

002-002	6/10/2020:	Betty would like a list of deadlines for when decisions need to be made such as color selections and add alternates.		In Progress			No
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**Revised Walkway and Land Swap**

002-003	6/10/2020			In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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