



**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 3**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
6/17/2020	08:30 AM	09:30 AM	6/24/2020	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	Milestone Engineering & Construction - Brian Gehris
Milestone Engineering & Construction - David Baer	Lavallee Brensinger - Lisa Pecora
Milestone Engineering & Construction - Ernie Briggs	Meredith Public Library - Chris Leland
Lavallee Brensinger - Ron Lamarre	Meredith Public Library - Ann Butler
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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**Old Business**

**Schedule**

<b>001-001</b>	6/17/2020:			In Progress			No
	-Easements from NHEC - Done						
	-Handicap Ramp - Done						
	-Building Demo Sub - Ongoing - House is Down						
	-Temp. Fence - Done						
	-Grubbing - Ongoing						
	-Condensor Relocation - Today/Tomorrow						

**Submittal Log**

<b>001-002</b>	5/27/2020: No Update.			In Progress			No
	6/3/2020: Will be sent out prior to next meeting.						
	6/10/2020: Sent this morning.						
	6/17/2020: Sent this morning.						

**RFI Log**

<b>001-003</b>	5/27/2020: No Update.			In Progress			No
	6/3/2020: Will be sent out prior to next meeting.						
	6/10/2020: No open RFIs						

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<b>Old Business</b>						
	6/17/2020: 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.					
	6/17/2020: Updated Log sent. Pricing for ASI#2 was discussed. Erin will talk to Trustees.					
<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.					
	6/17/2020: July 6th is new tentative date.					
<b>Church Easement/Land Swap</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.					
	6/17/2020: Revised adjustment was sent by Dan Ellis. The land swap has been adjusted. Dan also had some additional items he would like to be added regarding contractor insurance, work times and such. Briefly reviewed and adjustments were made to some of the language.					
<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.					

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<b>Old Business</b>						
	6/17/2020: Small group will meet on site at 9:30am after regular job meeting to review layout change. If schedule slide MEC will adjust meeting date and time.					
<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.					
	6/17/2020: Ongoing.					
<b>Town Deliverables</b>						
001-009	5/27/2020: Budget was submitted to town. No new updated.		In Progress			No
	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.					
	6/17/2020: Erin chasing down POs.					
<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.		In Progress			No
	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.					
	6/17/2020: Ongoing. Meeting with millwork sub was done this past Friday.					
<b>Dishwasher @ Children's Library</b>						
001-011	5/27/2020: Ron is reviewing.		In Progress			No
	6/3/2020: Erin is saying it is needed. Ron will take a look.					
	6/10/2020: Ongoing. This will be an added cost.					
	6/17/2020: Ongoing.					
<b>Lighting in Historic Reading Rooms</b>						
001-012	5/27/2020: Betty is working on finalizing recommendations.		In Progress			No
	6/3/2020: Ongoing. May add period fixtures. Chandelier height and location being determined. Lighting Submittal pending.					
	6/10/2020: Ongoing.					

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<b>Old Business</b>						
	6/17/2020: Ongoing. Lighting submittal being reviewed.					
<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.		In Progress			No
	6/3/2020: Ongoing.					
	6/10/2020: Ongoing.					
	6/17/2020: More discussion will be had next week. Ron will have some suggestions on floor pattern.					
<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.		In Progress			No
	6/3/2020: Ambrose samples pending.					
	6/10/2020: Pending.					
	6/17/2020: Ongoing. MEC is getting the samples of the other colors.					
<b>Circulation Desk</b>						
001-020	5/27/2020: Final configuration of circulation desk still needs to be confirmed.		In Progress			No
	6/3/2020: Changes were made in ASI-1.					
	6/10/2020: Part of millwork changes. (CLOSED).					
	6/17/2020: (Reopened). ASI-2 was issued which involved revisions to circulation desk. Overall change was a credit of around \$2,800. Erin will advise MEC if they want to proceed.					
<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.					
	6/17/2020: Ongoing. Shop drawings submitted. Ernie will talk to Fire Chief.					
<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.					

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**Old Business**

6/17/2020: Well marked. Not taken down yet. Selection for new tree pending from owner.

**Overall Project Schedule**

001-027 6/3/2020: MEC will update project schedule for next meeting. In Progress No

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

6/17/2020: Schedule sent last week. Michael is reviewing.

**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

6/17/2020: Ongoing. MEC is getting a better breakdown.

**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

6/17/2020:

-Finishes Final Selection: 7-31-2020

-Curved Walkway Scope: 2-29-2021

**Revised Walkway and Land Swap**

002-003 6/10/2020: Added item In Progress No

6/17/2020: Ed and Jonathan noted a lot of these changes such as land swap, parkinglot need to go to planning board. Pending next Wednesday's layout review, Michael will get us on the docket.

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**New Business****Door Meeting**

003-001 6/17/2020: Church would like tree right next to building on corner removed. This tree is on church property. May be removed by Ambrose. MEC will confirm if there is a cost for this. In Progress No

**Door Coordination Meeting**

003-002 6/17/2020: Meeting to review door submittal pending. In Progress No

**Job Trailer**

003-003 6/17/2020: Ernie is working on getting job trailer. Erin would like this done before library opens to limit the number of people in the library. In Progress No

Cc:	Company Name	Contact Name	Copies	Notes
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