

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 51

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
5/26/2021	08:30 AM	09:30 AM	6/2/2021	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	Non-Attendees
Milestone Engineering & Construction - Austyn Shea	Milestone Engineering & Construction - David Baer
Milestone Engineering & Construction - Brian Gehris	Meredith Public Library - Ed Touhey
Milestone Engineering & Construction - Ernie Briggs	Meredith Public Library - Chris Leland
Lavallee Brensinger - Lisa Pecora	Meredith Public Library - Ann Butler
Bruss Project Management - Michael Bruss	Lavallee Brensinger - Eric Leblanc
Meredith Public Library - Betty Strader	
Meredith Public Library - Erin Apostolos	
Meredith Public Library - Jonathan James	
Meredith Public Library - Paul Eldridge	
Lavallee Brensinger - Chris Drobat	

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

Schedule

001-001	6/2/2021: -MEP Finish - Ongoing -Ceiling Cassettes - Ongoing in Basement -Elevator Install - Final Tune ups - Ongoing -ACT Ceilings - Flooding ongoing -Millwork - Ongoing -Ext. Painting -Done -Doors - Done -Bathroom Accessories - Ongoing -Fire Alarm Tie-ins - Done, Testing today -Ambrose - Grading/Loam - Ongoing -2nd Floor Finish Paint - Done -1st Floor Finish Paint - End of Week -1st Floor Flooring - Ongoing -Patio Install - Next Week		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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Old Business						
001-003	4/14/2021:		In Progress			No
PCO Log						
001-004	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. 5/12/2021: Snow rails added. 5/19/2021: PCOs on heaters and a couple of electrical adds sent. Pending. 5/26/2021: Heater removal approved. Electrical items deleted. 6/2/2021: Ongoing. No update other than deleted items.		In Progress			No
Veterans Walkway						
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. 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. 5/12/2021: Pricing pending. MEC is pushing. 5/19/2021: Pricing. 5/26/2021: Pricing sent this AM. This is going to play into		In Progress			No

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Old Business						
	the handicap access to the patio.					
	6/2/2021: Ongoing.					
Phase Turnover Logistics						
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.		In Progress			No
	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.					
	4/28/2021: Selectboard needs to approve use of parkinglot. Need more detail on controlling traffic/deliveries during construction. Narrative needed.					
	5/5/2021: Narrative sent to Michael. He will send over comments today.					
	5/12/2021: Ongoing. Will be sent to Betty and Erin today/tomorrow for Erin to send to Town Manager.					
	5/19/2021: Michael is presenting today.					
	5/26/2021: Updated sheet sent to Michael with additional wording.					
	6/2/2021: Michael following up with Phil					
Timeline						
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.		In Progress			No
	3/31/2021: Ongoing.					
	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.					
	4/14/2021: Erin is looking for a timeline of when MEC needs certain areas in the existing building.					

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	4/21/2021: Ongoing. Update for next Tuesday before meeting.					
	4/28/2021: 18th of June is new date for CO. MEC feels most comfortable with this date with what needs to get done.					
	5/5/2021: Ongoing.					
	5/12/2021: Ongoing.					
	5/19/2021: Ongoing. 18th is still target.					
	5/26/2021: Ongoing.					
	6/2/2021: Ongoing. Punchlist will tentatively be scheduled for 6/18 late morning.					
Retaining Wall/Patio						
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.					
	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.					
	5/5/2021: Revised sketch pending. MEC is waiting on details for the foundations.					
	5/12/2021: Ongoing.					
	5/19/2021: Some issues being sorted out with footings and design. Overall discussion is to possibly eliminate the stairs entirely. Design still being worked on. MEC did note that this work would be coming up in the fairly near future.					
	5/26/2021: Option reviewed without stairs. Well received. LBPA is working on sketches for MEC to price. This item is time sensitive. Lighting also needs to be sorted out.					
	6/2/2021: LBPA drawing current design.					
Snow from Roof						
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		In Progress			No

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Old Business

able to close off stairs temporarily?

4/21/2021: Lisa is going to review some options.

4/28/2021: Price pending.

5/5/2021: Ongoing.

5/12/2021: Pricing on rails sent. Ongoing discussion within library. Snow guards are not a guarantee but may help. Erin has concerns about someone being injured by snow if they enter through the front entrance, even with snow guards.

5/19/2021: LBPA would like to be able to understand roof structure and insulation.

5/26/2021: Waiting on patio adjustments.

6/2/2021: Chris Drobot noted the roof is on an uninsulated slate roof where snow melt and ice dams are going to happen. There is also concern about the water backing up behind the slate and possibly leaking. MEC will talk to Melanson about pricing removal and reinstallation of the slate on that elevation to include a new membrane as the existing roof most likely does not have one.

LCHIP

050-001

5/26/2021: LCHIP has some questions on snow guards, the veterans walk, and patio. Erin and Michael reviewing.

In Progress

No

6/2/2021: Erin has responded.

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New Business

Seeding

051-001

6/2/2021: Erin did discuss seeding options with landscapers. Library would like something other than grass in that back area by the Cook house for less maintenance. May also add bushes in front of porch. Possibility of some sort of wildflower type mix. MEC has seeded some grass in this section already to start to get the slope stabilized.

In Progress

No

Cc:	Company Name	Contact Name	Copies	Notes
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