



**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 54**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
6/23/2021	08:30 AM	09:30 AM	6/30/2021	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	Lavallee Brensinger - Lisa Pecora
Milestone Engineering & Construction - Ernie Briggs	Meredith Public Library - Paul Eldridge
Bruss Project Management - Michael Bruss	Meredith Public Library - Ed Touhey
Meredith Public Library - Betty Strader	Meredith Public Library - Chris Leland
Meredith Public Library - Erin Apostolos	Meredith Public Library - Ann Butler
Meredith Public Library - Jonathan James	
Lavallee Brensinger - Chris Drobat	
Lavallee Brensinger - Eric Leblanc	

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>Old Business</b>							
<b>Schedule</b>							
001-001	6/23/2021:	-Ambrose - Grading/Loam - Done -Patio Install - Done, just sand remaining -Finish Pave - Done -Punchlist - Friday -Moving - Ongoing		In Progress			No
<b>Submittal Log</b>							
001-002	4/14/2021:			In Progress			No
<b>RFI Log</b>							
001-003	4/14/2021:			In Progress			No
<b>PCO Log</b>							
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.		In Progress			No
	4/28/2021:	Not sent this week. Elevator lockout was approved and we will be switching out lockset into basement at stair door.					

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### Old Business

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.

6/9/2021: Sent. No changes

6/16/2021: Not sent today

6/23/2021: Sent. PCO on snow rails and slate roof not approved. Couple of other PCO items added for precast stair and some electrical items.

### 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.		In Progress			No
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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 the handicap access to the patio.

6/2/2021: Ongoing.

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### Old Business

6/9/2021: Trustees met last night and voted to move along with design. Needs to go to veterans next.

6/16/2021: Ongoing. Michael forwarded to Norman. Some minor adjustments may be made. Michael needs to set up meeting with Eversource to review guy wires.

6/23/2021: Ernie talked about get rid off all the fencing and using barricades to block off parking lot. Everyone seemed to be fine with this. Should not have to revise plan.

### 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
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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

6/9/2021: Phil's comment was what happens if a car parks there during the day and is still there when the librarians leave? Erin noted she would give a key to the police department.

6/16/2021: Michael sent comments along to Phil. He will follow up and see if we are good.

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<b>Old Business</b>						
	6/23/2021: Erin setting date to meet with Veterans on subject.					
<b>Timeline</b>						
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.  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.  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.  6/9/2021: Ongoing. Addition CO next week.  6/16/2021: Ken and John will be there Friday.  6/23/2021: CO is all set. (CLOSED).		Closed			Yes
<b>Retaining Wall/Patio</b>						
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.  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		In Progress			No

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### Old Business

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.

6/9/2021: Chris presented latest design. Wall is now segmented block which was well received. Light still needs thought. Options to do smaller bollards may be looked at but pole lights are also in consideration. Chris is going to see if he can find some options he can present to the library. Blocks for wall also needs to be selected for pricing.

6/16/2021: Chris and Eric have been reviewing and finalizing design. Chris asked what the preference was on the rail along the building. All preferred the wall mounted option. Lighting options also being reviewed. Power will need to be brought outside. Lighting should not be in front of historic building. Hoping to have sketches for the end of the week.

6/23/2021: LBPA has sent sketches. MEC working on pricing. Block options reviewed. Options 1, 5 and 3 are favorites in that order.

### 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 able to close off stairs temporarily?		Closed			Yes
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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

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**Old Business**

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.

6/9/2021: Sent to Melanson. MEC waiting on price.

6/16/2021: Ongoing.

6/23/2021: Pricing sent. We will not be moving forward with this. Library will get through winter and see if there are any issues. (CLOSED).

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**New Business**

**Hot Water Heater in Children's Library**

054-001	6/23/2021: Erin noted water runs out quickly at kitchenette and Children's library sink. MEC will send as RFI to LBPA to get some input from Yeaton. Other options may need to be looked at.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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