



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 4

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
6/24/2020	08:30 AM	09:30 AM	7/8/2020	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 - David Baer
Milestone Engineering & Construction - Brian Gehris	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

001-001	6/24/2020: -Grubbing - Ongoing -Condensor Relocation - Done -Temp. Door @ Stairwell - Pending -Parkinglot Boxout - Ongoing -Utilities - Ongoing -Blast Survey - Pending		In Progress			No
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Submittal Log

001-002	5/27/2020: No Update. 6/3/2020: Will be sent out prior to next meeting. 6/10/2020: Sent this morning. 6/17/2020: Sent this morning. 6/24/2020: Sent. Ongoing.		In Progress			No
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RFI Log

001-003	5/27/2020: No Update. 6/3/2020: Will be sent out prior to next meeting.		In Progress			No
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Old Business						
	6/10/2020: No open RFIs					
	6/17/2020: No open RFIs					
	6/24/2020: 1 RFI open.					
PCO Log						
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.					
	6/24/2020: No major change. ASI#2 will be removed.					
Library Reopening						
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.					
	6/24/2020: Still going for the 6th.					
Church Easement/Land Swap						
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.					
	6/24/2020: Temporary documentation has been submitted to both parties. Church and town still need to sign. Ron recommends trustees sign it as well.					

Parking Lot Shift

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Old Business						
001-007	<p>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.</p> <p>6/3/2020: Ongoing.</p> <p>6/10/2020: Ongoing. Will be layout out on site.</p> <p>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.</p> <p>6/24/2020: Meeting today at 9:30am. On site meeting notes: Stakes were set for where the parking lot is designed to sit and where it would sit shifted over 2'. It still sits back from property line and driveway by a few feet. We are proceeding with 2' shift. Ron will send out an emai lto everyone with an update. Ambrose will reflect change in as-built.</p>		In Progress			No
Ledge						
001-008	<p>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.</p> <p>6/3/2020: Pending on site review once opened up.</p> <p>6/10/2020: Ongoing.</p> <p>6/17/2020: Ongoing.</p> <p>6/24/2020: More ledge exposed in future parking lot site. Waiting as site gets opened up. Ambrose is lining up a blast survey.</p>		In Progress			No
Town Deliverables						
001-009	<p>5/27/2020: Budget was submitted to town. No new updated.</p> <p>6/3/2020: Erin is waiting on POs from town so bills can be paid. Should have by end of the week.</p> <p>6/10/2020: Ongoing. Erin is out this week.</p> <p>6/17/2020: Erin chasing down POs.</p> <p>6/24/2020: Erin will have POs today and Michael will do the mark ups needed.</p>		In Progress			No
Interior Millwork Allowance						
001-010	<p>5/27/2020: Ron has met with library to look at options for reducing millwork. LBPA will issue sketches for these changes.</p> <p>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.</p> <p>6/10/2020: ASI 1 Pricing has been sent. It is a credit of</p>		Closed			Yes

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Old Business						
	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.					
	6/24/2020: (CLOSED).					
Dishwasher @ Children's Library						
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.					
	6/24/2020: Ongoing.					
Lighting in Historic Reading Rooms						
001-012	5/27/2020: Betty is working on finalizing recommendations.		Closed			Yes
	6/3/2020: Ongoing. May add period fixtures. Chandelier height and location being determined. Lighting Submittal pending.					
	6/10/2020: Ongoing.					
	6/17/2020: Ongoing. Lighting submittal being reviewed.					
	6/24/2020: No additional lighting will be added. (CLOSED)					
Elizabeth Hengen Report						
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.					
	6/24/2020: Betty has given library comments to Ron. Ongoing.					
"Buy a Brick"						
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.					

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Old Business						
	6/24/2020: Paver samples are on site.					
Circulation Desk						
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).					
	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.					
	6/24/2020: Library is sticking with original design. (CLOSED).					
Remote Annunciator						
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.					
	6/24/2020: Ken Jones is the Fire Chief. Ernie will contact.					
Corrigan Property Tree						
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.					
	6/17/2020: Well marked. Not taken down yet. Selection for new tree pending from owner.					
	6/24/2020: Ongoing.					
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.					
	6/24/2020: Review ongoing.					
PCO#1 Granite Curb						

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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. 6/17/2020: Ongoing. MEC is getting a better breakdown. 6/24/2020: Ongoing. Meeting After: Curbing is going to have to remain in some fashion. In order to achieve proper drainage and keep water off the street the curb is needed to direct it to the catch basins. Ambrose will look at reusing some curb potentially. It also needs to be decided on which pot of money this changes is funded by, construction contingency or change order.		In Progress			No
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. 6/17/2020: -Finishes Final Selection: 7-31-2020 -Curved Walkway Scope: 2-29-2021 6/24/2020: Ongoing. Aiming for these dates.		In Progress			No
Revised Walkway and Land Swap						
002-003	6/10/2020: Added item 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. 6/24/2020: Ongoing.		In Progress			No
Tree at Church Corner.						
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. 6/24/2020: Tree is removed. (CLOSED).		Closed			Yes
Door Coordination Meeting						
003-002	6/17/2020: Meeting to review door submittal pending. 6/24/2020: Time pending. May be done on Zoom.		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. 6/24/2020: Ongoing,		In Progress			No

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Steven's Millwork						
004-001	6/24/2020: Ron mentioned he got a call from Stevens Millwork saying they had a bunch of cabinets and countertops they were sellign for half price. Cabinets are a blonde maple. Ron will send Erin and Betty a catalog to look at to see if they are interested. Only certain sizes and configurations available.		In Progress			No
Plumbing Fixtures						
004-002	6/24/2020: Betty mentioned she had some questions on the plumbing fixtures. She doesn't like the toilets and would like sensor operated fixtures in the restrooms. Ongoing.		In Progress			No
Temp. Ramp						
004-003	6/24/2020: Some plywood skirting may be added at the higher portions of the ramp. Ernie will get email or some form of confirmation in writing that building inspector is ok with ramp not being exactly ADA in pitch.		In Progress			No
Construction Sign						
004-004	6/24/2020: There will be no project sign. (CLOSED).		Closed			Yes
Waterline						
004-005	6/24/2020: During the site meeting afterwards it was brought up that the water superintendent stopped by and would like us to bring the waterline to the main. Ambrose is going to work up number to see what add would be to do this. Sit down may be needed to reivew. This was not mentioned during town review and approval processes. Will be documented on as-built if it ends up being required.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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