



ENGINEERING & CONSTRUCTION, INC.

PO Box 2279, Concord, NH 03302-2279
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Meeting Minutes

Detailed (Editable), Grouped by Each Meeting and by 'Old Business' and 'New Business'

Meredith Public Library

Project # 1910-45

Tel: Fax:

Owner, Architect, Contractor Meeting 1

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
6/3/2020	08:30 AM	09:30 AM	6/10/2020	08:30 AM	Austyn Shea	Milestone Engineering & Construction

Purpose	Location	Next Location	General Notes
Construction Job Meeting	Zoom Conference Call		

Attended By

Milestone Engineering & Construction - Austyn Shea
 Milestone Engineering & Construction - Brian Gehris
 Milestone Engineering & Construction - Ernie Briggs
 Lavallee Brensinger - Ron Lamarre
 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

Non-Attendees

Milestone Engineering & Construction - David Baer
 Lavallee Brensinger - Lisa Pecora
 Meredith Public Library - Ed Touhey

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

Schedule

001-001	6/3/2020: -Closing on Price property - Done - Deed being filed today -Building Permit - This week -Easements from NHEC - Pending -Handicap Ramp - Install next week -Temp. Service - Set up and pending swap over Friday (Fees pending) -Building Demo Sub - Being Lined up with Town -Temp. Fence - Being lined up		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.		In Progress			No
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RFI Log

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Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
New Business						
001-003	5/27/2020: No Update. 6/3/2020: Will be sent out prior to next meeting.		In Progress			No
PCO Log						
001-004	5/27/2020: No Update. 6/3/2020: No update. Working on ASI#1 Pricing.		In Progress			No
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. 6/3/2020: Staff is working in library. No reopening date pinned down yet.		In Progress			No
Church Easement						
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. 6/3/2020: Received temporary easement draft. Has been sent to church for review. Boundry line adjustment pending.		In Progress			No
Parking Lot Shift						
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. 6/3/2020: Ongoing.		In Progress			No
Ledge						
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. 6/3/2020: Pending on site review once opened up.		In Progress			No

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New Business						
Town Deliverables						
001-009	5/27/2020: Budget was submitted to town. No new updated. 6/3/2020: Erin is waiting on POs. Should have by end of the week.		In Progress			No
Interior Millwork Allowance						
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.		In Progress			No
Dishwasher @ Children's Library						
001-011	5/27/2020: Ron is reviewing. 6/3/2020: Erin is saying it is needed. Ron will take a look.		In Progress			No
Lighting in Historic Reading Rooms						
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.		In Progress			No
Elizabeth Hengen Report						
001-013	5/27/2020: Betty is working on this. She will pull out items for review by building committee. 6/3/2020: Ongoing.		In Progress			No
Auto Flush Toilet Valves						
001-016	5/27/2020: Library would prefer battery operated autoflush toilet valves. 6/3/2020: (CLOSED).		Closed			Yes

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New Business						
"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. 6/3/2020: Ambrose samples pending.		In Progress			No
Children's Library Circulation Desk						
001-018	5/27/2020: Children's circulation desk needs final input as part of FFE purchase. 6/3/2020: Ongoing.		In Progress			No
Circulation Desk						
001-020	5/27/2020: Final configuration of circulation desk still needs to be confirmed. 6/3/2020: Changes were made in ASI-1.		In Progress			No
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. 6/3/2020: Ongoing. Pending FA shop drawings.		In Progress			No
Switchback Walkway at Main Street						
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. 6/3/2020: Ongoing.		In Progress			No
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

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New Business						
	6/3/2020: Armond is meeting Erin tomorrow to mark tree.					
Power Shut Downs @ Cook Property						
001-025	6/3/2020: Temp. power shut downs are being coordinated.		In Progress			No
Security Key Pad						
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.		In Progress			No
Overall Project Schedule						
001-027	6/3/2020: MEC will update project schedule for next meeting.		In Progress			No
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.		In Progress			No