### Owner, Architect, Contractor Meeting 8

<table>
<thead>
<tr>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Next Meeting</th>
<th>Next Time</th>
<th>Prepared By</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/22/2020</td>
<td>08:30 AM</td>
<td>09:30 AM</td>
<td>7/29/2020</td>
<td>08:30 AM</td>
<td>Austyn Shea</td>
<td>Milestone Engineering &amp; Construction</td>
</tr>
</tbody>
</table>

**Purpose**  
Construction Job Meeting

**Location**  
Zoom Conference Call

**Next Location**  
Zoom Conference Call

**General Notes**  

<table>
<thead>
<tr>
<th>Attended By</th>
<th>Non-Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone Engineering &amp; Construction - Austyn Shea</td>
<td>Lavallee Brensinger - Lisa Pecora</td>
</tr>
<tr>
<td>Milestone Engineering &amp; Construction - Brian Gehris</td>
<td>Bruss Project Management - Michael Bruss</td>
</tr>
<tr>
<td>Milestone Engineering &amp; Construction - David Baer</td>
<td>Meredith Public Library - Chris Leland</td>
</tr>
<tr>
<td>Milestone Engineering &amp; Construction - Ernie Briggs</td>
<td>Meredith Public Library - Ann Butler</td>
</tr>
<tr>
<td>Lavallee Brensinger - Ron Lamarre</td>
<td>Meredith Public Library - Betty Strader</td>
</tr>
<tr>
<td>Meredith Public Library - Erin Apostolos</td>
<td>Meredith Public Library - Jonathan James</td>
</tr>
<tr>
<td>Meredith Public Library - Paul Eldridge</td>
<td>Meredith Public Library - Paul Eldridge</td>
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<tr>
<td>Meredith Public Library - Ed Touhey</td>
<td></td>
</tr>
</tbody>
</table>

### Old Business

#### Schedule

**001-001**  
7/22/2020:  
- Parking lot Boxout - Ongoing  
- Utilities - Ongoing  
- Sewer - Ongoing  
- Foundations - Tomorrow  
- Stone for Footing - Ongoing  
- Water & sewer cap in street today  
- Manhole / Street tie ins today  
- Rebar on site  
- Survey - Point done  
- General Site work - Ongoing  
- Existing Foundation tie-ins being reviewed

**Status**  
In Progress

**Due Date**  
No

### Submittal Log

**001-002**  
5/27/2020: No Update.  
5/27/2020: Will be sent out prior to next meeting.

**6/3/2020:** Sent this morning.

**6/10/2020:** Sent this morning.

**6/17/2020:** Sent this morning.

**6/24/2020:** Sent. Ongoing.
### Item Meeting Item Description

<table>
<thead>
<tr>
<th>Item</th>
<th>Meeting</th>
<th>Item Description</th>
<th>Resp</th>
<th>Status</th>
<th>Due Date</th>
<th>Compl'd</th>
<th>Cls'd</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Old Business</strong></td>
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<tr>
<td></td>
<td>7/1/2020</td>
<td>Ongoing. Looking for Geofoam return submittal.</td>
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<tr>
<td></td>
<td>7/8/2020</td>
<td>Ongoing.</td>
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<td></td>
<td>7/15/2020</td>
<td>Sent this morning. D/F/H Submittal pending. Dynamic door ok to send back.</td>
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<tr>
<td></td>
<td>7/22/2020</td>
<td>New updated list to be sent for review.</td>
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<tr>
<td><strong>RFI Log</strong></td>
<td>001-003</td>
<td>5/27/2020: No Update.</td>
<td></td>
<td>In Progress</td>
<td>No</td>
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<td></td>
<td></td>
<td>6/3/2020: Will be sent out prior to next meeting.</td>
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<td></td>
<td></td>
<td>6/10/2020: No open RFIs</td>
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<tr>
<td></td>
<td></td>
<td>6/17/2020: No open RFIs</td>
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<td></td>
<td></td>
<td>6/24/2020: 1 RFI open.</td>
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<td></td>
<td></td>
<td>7/1/2020: RFI#23 Open.</td>
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<td></td>
<td></td>
<td>7/15/2020: RFI#28 is open regardign light pole base reveal. 4' buried and 3' reveal.</td>
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<td></td>
<td></td>
<td>7/22/2020: RFI number 28, 29 &amp; 30 are open.</td>
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<tr>
<td><strong>PCO Log</strong></td>
<td>001-004</td>
<td>5/27/2020: No Update.</td>
<td></td>
<td>In Progress</td>
<td>No</td>
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<td></td>
<td></td>
<td>6/10/2020: Update sent. Pricing for the curbing and ASI#1 are on the log.</td>
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<tr>
<td></td>
<td></td>
<td>6/17/2020: Updated Log sent. Pricing for ASI#2 was discussed. Erin will talk to Trustees.</td>
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<td></td>
<td></td>
<td>6/24/2020: No major change. ASI#2 will be removed.</td>
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<td></td>
<td></td>
<td>7/1/2020: Updated this morning. MEC will send each submittal.</td>
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<tr>
<td></td>
<td></td>
<td>7/8/2020: Ongoing. PCO#1 approved.</td>
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<td></td>
<td></td>
<td>7/15/2020: Ongoing.</td>
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<td></td>
<td></td>
<td>7/22/2020: Ledge. Pending updated pricing.</td>
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<tr>
<td><strong>Church Easement/Land Swap</strong></td>
<td>001-006</td>
<td>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.</td>
<td></td>
<td>In Progress</td>
<td>No</td>
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<td></td>
<td></td>
<td>6/3/2020: Received temporary easement draft. Has been sent to church for review. Boundry line adjustment</td>
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</tbody>
</table>
## Old Business

<table>
<thead>
<tr>
<th>Item</th>
<th>Meeting Item Description</th>
<th>Resp</th>
<th>Status</th>
<th>Due Date</th>
<th>Compl'd</th>
<th>Cls'd</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>pending.</td>
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<tr>
<td>6/10/2020:</td>
<td>Paperwork has been sent to attorney. Michael will follow up to see what the status is.</td>
<td></td>
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<tr>
<td>6/17/2020:</td>
<td>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. 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.</td>
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<tr>
<td>6/24/2020:</td>
<td>Temporary documentation has been submitted to both parties. Church and town still need to sign. Ron recommends trustees sign it as well.</td>
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<tr>
<td>7/1/2020:</td>
<td>Copy being sent to Dan Ellis for his signature. After that it will be brough to library for Ann to sign.</td>
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<tr>
<td>7/8/2020:</td>
<td>Temp. easement has been signed by both parties. It is now in the towns hands.</td>
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<tr>
<td>7/15/2020:</td>
<td>Going for final approval next week.</td>
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## Ledge 001-008

<table>
<thead>
<tr>
<th>Item</th>
<th>Meeting Item Description</th>
<th>Resp</th>
<th>Status</th>
<th>Due Date</th>
<th>Compl'd</th>
<th>Cls'd</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/27/2020:</td>
<td>Revised structural drawing is pending. Once mobilized MEC will have Ambrose open up the back bank to see what we are dealing with.</td>
<td></td>
<td>In Progress</td>
<td></td>
<td></td>
<td>No</td>
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<tr>
<td>6/3/2020:</td>
<td>Pending on site review once opened up.</td>
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<tr>
<td>6/10/2020:</td>
<td>Ongoing.</td>
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<tr>
<td>6/24/2020:</td>
<td>More ledge exposed in future parking lot site. Waiting as site gets opened up. Ambrose is lining up a blast survey.</td>
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<tr>
<td>7/1/2020:</td>
<td>There is a lot of ledge over on the Price property where the parkinglot is going. Utility line and structures will most likely require hammering. Ledge is being tracked T&amp;M on site. Third party review of ledge is not required.</td>
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<tr>
<td>7/8/2020:</td>
<td>Ongoing. Ledge is getting close to being complete. A final summary is pending.</td>
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<tr>
<td>7/15/2020:</td>
<td>Cost of ledge removal was about $193k. The budget has $100k allowance. MEC is reviewing. MEC will also check on credit for concrete since wall have been shortened.</td>
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<td>7/22/2020:</td>
<td>Updated pricing pending.</td>
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</table>

## Dishwasher @ Children's Library
<table>
<thead>
<tr>
<th>Item</th>
<th>Meeting Item Description</th>
<th>Resp</th>
<th>Status</th>
<th>Due Date</th>
<th>Compl’d</th>
<th>Cls’d</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-011</td>
<td>5/27/2020: Ron is reviewing.</td>
<td></td>
<td>In Progress</td>
<td></td>
<td>No</td>
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<td></td>
<td>6/3/2020: Erin is saying it is needed. Ron will take a look.</td>
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<td></td>
<td>6/10/2020: Ongoing. This will be an added cost.</td>
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<td></td>
<td>7/1/2020: Betty will send Ron which dishwasher she wants. There will be a 12” gap in the millwork once the 24” dishwasher is put in, may either do filler or a 1’ shelf cabinet. Sketch pending.</td>
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<tr>
<td></td>
<td>7/8/2020: Finish on appliances will be black. LBPA to revise sketch.</td>
<td></td>
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<tr>
<td></td>
<td>7/15/2020: Dishwasher cut sheet being sent to Ron. LBPA sketch pending.</td>
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<tr>
<td></td>
<td>7/22/2020: SK was issued MEC pricing.</td>
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<td></td>
<td>6/17/2020: Ongoing. MEC is getting the samples of the other colors.</td>
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<tr>
<td></td>
<td>6/24/2020: Paver samples are on site.</td>
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<tr>
<td></td>
<td>7/1/2020: Owner is reviewing. Ernie will move them out front.</td>
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<tr>
<td></td>
<td>7/8/2020: Brick samples are being brought to site to look at colors as well.</td>
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<tr>
<td></td>
<td>7/15/2020: Brick samples on site. Erin is reviewing. Ann asked about adding a brass plate to brick wall.</td>
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<tr>
<td></td>
<td>7/22/2020: Process on Engraving to be coordinated. Each size paver neede with quantity of each.</td>
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<tr>
<td>001-017</td>
<td>5/27/2020: Library and MEC need to coordinate on final process for purchase and install of patio pavers. It was determined the &quot;Buy a Brick&quot; will be done for the High street area patio. MEC will work on getting a submittal/sample of the proposed pavers.</td>
<td></td>
<td>In Progress</td>
<td></td>
<td>No</td>
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<td></td>
<td>6/17/2020: Ongoing. MEC is getting the samples of the other colors.</td>
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<td>7/1/2020: Owner is reviewing. Ernie will move them out front.</td>
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<td>7/22/2020: Process on Engraving to be coordinated. Each size paver neede with quantity of each.</td>
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<tr>
<td>001-022</td>
<td>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.</td>
<td></td>
<td>In Progress</td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6/1/2020: Library and MEC need to coordinate on final process for purchase and install of patio pavers. It was determined the &quot;Buy a Brick&quot; will be done for the High street area patio. MEC will work on getting a submittal/sample of the proposed pavers.</td>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>6/24/2020</td>
<td>Ken Jones is the Fire Chief. Ernie will contact.</td>
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<tr>
<td>7/1/2020</td>
<td>Ernie reviewed with Ken Jones and he wants one out front and one out back. There are currently 3 on the plan. One new Main St. entry, historic building entry and one at the entry of the new addition in the back. Ernie will talk with the chief again to see if the one in the historic building can be removed.</td>
</tr>
<tr>
<td>7/8/2020</td>
<td>FA design drawings will be dropped off to FD.</td>
</tr>
<tr>
<td>7/15/2020</td>
<td>FA drawings being submitted to FD.</td>
</tr>
<tr>
<td>7/22/2020</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

### Overall Project Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>6/10/2020</td>
<td>Will be sent out with meeting notes.</td>
</tr>
<tr>
<td>6/17/2020</td>
<td>Schedule sent last week. Michael is reviewing.</td>
</tr>
<tr>
<td>6/24/2020</td>
<td>Review ongoing.</td>
</tr>
<tr>
<td>7/1/2020</td>
<td>No major comments. Will be updated once MEC has a more firm date on the concrete.</td>
</tr>
<tr>
<td>7/8/2020</td>
<td>Update with concrete pending.</td>
</tr>
<tr>
<td>7/15/2020</td>
<td>Ongoing. David is reviewing today now that concrete date is settled. Roughly 3-4 weeks behind.</td>
</tr>
<tr>
<td>7/22/2020</td>
<td>Update pending with demo of house delay. MEC to send update with meeting notes.</td>
</tr>
</tbody>
</table>

### Decision Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>6/10/2020</td>
<td>Betty would like a list of deadlines for when decisions need to be made such as color selections and add alternates.</td>
</tr>
<tr>
<td>6/17/2020</td>
<td>- Finishes Final Selection: 7-31-2020</td>
</tr>
<tr>
<td></td>
<td>- Curved Walkway Scope: 2-29-2021</td>
</tr>
<tr>
<td>6/24/2020</td>
<td>Ongoing. Aiming for these dates.</td>
</tr>
<tr>
<td>7/1/2020</td>
<td>LBPA will give color boards to library 7/15/2020 which has slid from 7/1/2020 as originally intended. The committees are going to try and aim for a selection for the Aug. 11th Trustee meeting for approval. September 8th meeting will be the backup.</td>
</tr>
<tr>
<td>7/8/2020</td>
<td>Ongoing.</td>
</tr>
<tr>
<td>7/15/2020</td>
<td>Color boards being reviewed today.</td>
</tr>
<tr>
<td>7/22/2020</td>
<td>- Colors Pending</td>
</tr>
<tr>
<td></td>
<td>- Schedule of submittal items - pending</td>
</tr>
<tr>
<td>Item</td>
<td>Meeting Item Description</td>
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<tr>
<td></td>
<td><strong>Old Business</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Door Coordination Meeting</strong></td>
</tr>
<tr>
<td>003-002</td>
<td>6/17/2020: Meeting to review door submittal pending.</td>
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<tr>
<td></td>
<td>6/24/2020: Time pending. May be done on Zoom.</td>
</tr>
<tr>
<td></td>
<td>7/1/2020: Door resubmittal sent. Michael will set up meeting to review with library. Should have comments middle of next week.</td>
</tr>
<tr>
<td></td>
<td>7/8/2020: Michael reviewing with library.</td>
</tr>
<tr>
<td></td>
<td>7/15/2020: Michael will send noted to MEC for the end of the week.</td>
</tr>
<tr>
<td></td>
<td>7/22/2020: Door notes to be reviewed between Michael and Ron. Final package to be sent to MEC once finalized.</td>
</tr>
<tr>
<td></td>
<td><strong>Job Trailer</strong></td>
</tr>
<tr>
<td>003-003</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>7/1/2020: Ongoing.</td>
</tr>
<tr>
<td></td>
<td>7/15/2020: Ongoing.</td>
</tr>
<tr>
<td></td>
<td>7/22/2020: Ongoing</td>
</tr>
<tr>
<td></td>
<td><strong>Plumbing Fixtures</strong></td>
</tr>
<tr>
<td>004-002</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>7/1/2020: Ongoing.</td>
</tr>
<tr>
<td></td>
<td>7/15/2020: Ongoing.</td>
</tr>
<tr>
<td></td>
<td>7/22/2020: Toilet options reviewed. LBPA to send product data to MEC for pricing.</td>
</tr>
<tr>
<td></td>
<td><strong>Rear Stone Retaining Wall</strong></td>
</tr>
<tr>
<td>005-002</td>
<td>7/1/2020: Library had the stone wall looked at. It will most likely need repairs after construction. It seems to sit on SAU property. Repair of wall would be handled as a seperate project. Michael will bring Phil Warren in on discussions. He is also working on an existing conditions document. MEC will meet with the two abutters as well.</td>
</tr>
<tr>
<td></td>
<td>7/8/2020: Ongoing. Monitoring ongoing. Wall has not had any issues yet. Michael will hopefully be meeting with Phil tomorrow. Discussions with abutters ongoing.</td>
</tr>
</tbody>
</table>
### Old Business

<table>
<thead>
<tr>
<th>Item</th>
<th>Meeting Item</th>
<th>Description</th>
<th>Resp</th>
<th>Status</th>
<th>Due Date</th>
<th>Compl'd</th>
<th>Cls'd</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/22/2020: Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Flow Test

<table>
<thead>
<tr>
<th>Item</th>
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<th>Resp</th>
<th>Status</th>
<th>Due Date</th>
<th>Compl'd</th>
<th>Cls'd</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/22/2020: (CLOSED)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Cook Property

<table>
<thead>
<tr>
<th>Item</th>
<th>Meeting Item</th>
<th>Description</th>
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<th>Status</th>
<th>Due Date</th>
<th>Compl'd</th>
<th>Cls'd</th>
</tr>
</thead>
<tbody>
<tr>
<td>007-001</td>
<td>7/15/2020: Post survey pending. Michael is working with owner on issues. Owner had realtor assess property and has concerns about property value. Report is pending.</td>
<td></td>
<td>In Progress</td>
<td>No</td>
<td>7/22/2020: Done last Saturday. All was good. Record report pending.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7/22/2020: (CLOSED)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### House Bank Treatment

<table>
<thead>
<tr>
<th>Item</th>
<th>Meeting Item</th>
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<th>Status</th>
<th>Due Date</th>
<th>Compl'd</th>
<th>Cls'd</th>
</tr>
</thead>
<tbody>
<tr>
<td>007-002</td>
<td>7/15/2020: Cook property owner is nervous about current bank. Michael will sketch something up to show them roughly what the final grading will look like. May also look at landscaping options.</td>
<td></td>
<td>In Progress</td>
<td>No</td>
<td>7/22/2020: Ongoing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Milestone Requisitions

<table>
<thead>
<tr>
<th>Item</th>
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<th>Status</th>
<th>Due Date</th>
<th>Compl'd</th>
<th>Cls'd</th>
</tr>
</thead>
<tbody>
<tr>
<td>007-003</td>
<td>7/15/2020: MEC has 3 requisitions outstanding. Michael is working with town to sort out issues.</td>
<td></td>
<td>In Progress</td>
<td>No</td>
<td>7/22/2020: Follow-up done with Town. (3) Checks issued. All paid to date.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Cc: Company Name | Contact Name | Copies | Notes