



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 56

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
7/7/2021	08:30 AM	09:30 AM	7/14/2021	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 - Paul Eldridge
Milestone Engineering & Construction - Ernie Briggs	Meredith Public Library - Ed Touhey
Bruss Project Management - Michael Bruss	Meredith Public Library - Chris Leland
Meredith Public Library - Betty Strader	Meredith Public Library - Ann Butler
Meredith Public Library - Erin Apostolos	
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
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Old Business

Schedule

001-001	7/7/2021: -Moving - Done -Electricitians - On site Tomorrow -Framing - Next Week -Temp Walls - Ongoing -Demo - Starting 7/12 -Punchlist - Ongoing		In Progress			No
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Submittal Log

001-002	4/14/2021:		In Progress			No
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RFI Log

001-003	7/7/2021: -RFI#96 - Existing Registers and Diffusers -RFI#97 - Children's Library and Kitchenette 117A Hot Water Heaters -RFI#98 - Fan Coils -RFI#99 - LULA and Stair Layout in 1980s addition -RFI#100 - 2nd Floor Mechanical in 80s Addition -RFI#101 - Existing Shelving in 100B		In Progress			No
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PCO Log

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Old Business						
001-004	<p>4/21/2021: Temporary Partition being ordered by Erin, MEC will delete. Need to confirm basement lock function first before approving elevator lockout.</p> <p>4/28/2021: Not sent this week. Elevator lockout was approved and we will be switching out lockset into basement at stair door.</p> <p>5/5/2021: Sent. No real changes.</p> <p>5/12/2021: Snow rails added.</p> <p>5/19/2021: PCOs on heaters and a couple of electrical adds sent. Pending.</p> <p>5/26/2021: Heater removal approved. Electrical items deleted.</p> <p>6/2/2021: Ongoing. No update other than deleted items.</p> <p>6/9/2021: Sent. No changes</p> <p>6/16/2021: Not sent today</p> <p>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.</p> <p>6/30/2021: Sent. Roof work item deleted.</p> <p>7/7/2021: Will be sent later today.</p>		In Progress			No
Veterans Walkway						
028-001	<p>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.</p> <p>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.</p> <p>4/21/2021: Discussions with church on handicap connector ongoing. Pricing has started. MEC will just price sign removal for now.</p> <p>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.</p> <p>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</p>		In Progress			No

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Old Business

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.

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: Erin setting date to meet with Veterans on subject.

6/30/2021: Will be reviewed with cost of patio as well. Erin is meeting with veterans Thursday night. Also will be meeting with GMP.

7/7/2021: Erin has met with Veterans and they were positive. Next step is the Greater Meredith Program.

Retaining Wall/Patio

042-002	<p>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.</p> <p>4/7/2021: Lisa is meeting with civil today. The veterans walkway will tie into right where the stairs and ramp meet.</p> <p>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.</p> <p>4/21/2021: Should have new sketch today.</p> <p>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.</p> <p>5/5/2021: Revised sketch pending. MEC is waiting on details for the foundations.</p> <p>5/12/2021: Ongoing.</p> <p>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.</p>		In Progress			No
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	<p>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.</p> <p>6/2/2021: LBPA drawing current design.</p> <p>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.</p> <p>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.</p> <p>6/23/2021: LBPA has sent sketches. MEC working on pricing. Block options reviewed. Options 1, 5 and 3 are favorites in that order.</p> <p>6/30/2021: Lighting options presented. Looking at bollard options. MEC will need some fixtures to price. May look at a combo of a wall mounted unit and bollards.</p> <p>7/7/2021: Pricing being sent today. Lighting still being reviewed. May be able to get away with (1) pole light and (1) building mounted light.</p>					
Hot Water Heater in Children's Library						
054-001	<p>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.</p> <p>6/30/2021: Settings have been raised. Will also add new aerator. Will most likely need to be changed out to larger units.</p> <p>7/7/2021: Ongoing. Aerator will be put back on to restrict flow and see how much it improves. We most likely will need to replace both heaters.</p>		In Progress			No
Outlet Review in Existing						
055-001	<p>6/30/2021: Meeting needs to be set up to review outlet locations in the existing building. MEC will send out suggestions on time.</p> <p>7/7/2021: Will be done this Friday at 9:30.</p>		In Progress			No
LP Tanks						
055-002	<p>6/30/2021: MEC brought up that the owner needs to get in touch with an LP vendor for for the tanks that will supply fireplaces. Michael will figure out who town uses and touch base.</p> <p>7/7/2021: Michael has started working on this. He is going to reach out to a couple of propane companies to</p>		In Progress			No

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get pricing.

Window Films

055-003	6/30/2021: MEC has been in contact with Sousa signs on a window film. Will have on site meeting to review options and what the library would like.		In Progress			No
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7/7/2021: Bob from Sousa was there today measuring and looking at both Children's room glass and the windows upstairs.

Locks

055-004	6/30/2021: Erin noted the only key she has to open exterior doors is the great grand master. This is one of the onyl keys that opens her office so she doesn't want to give it out. MEC will look into this.		In Progress			No
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7/7/2021: After investigation it appears not all the key types were delivered. Lang is working on getting the rest of the keys made up.

Cc:	Company Name	Contact Name	Copies	Notes
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