



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 6

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
7/1/2020	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

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
 Meredith Public Library - Ann Butler

Non-Attendees

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

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

Schedule

001-001	7/8/2020: -Grubbing - Done -Temp. Door @ Stairwell - Cutting tomorrow -Parkinglot Boxout - Ongoing -Utilities - Ongoing -Blast Survey - Done -Ledge - Hammering/Drilling - Ongoing -Plywood on Ramp - Ongoing -Bank Erosion Control - Ongoing -Sewer - 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. 7/1/2020: Ongoing. Looking for Geofoam return		In Progress			No
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Old Business						
	submittal.					
	7/8/2020: Ongoing.					
RFI Log						
001-003	5/27/2020: No Update.		In Progress			No
	6/3/2020: Will be sent out prior to next meeting.					
	6/10/2020: No open RFIs					
	6/17/2020: No open RFIs					
	6/24/2020: 1 RFI open.					
	7/1/2020: RFI#23 Open.					
	7/8/2020: Ongoing.					
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.					
	7/1/2020: Updated this morning. MEC will send each submittal.					
	7/8/2020: Ongoing. PCO#1 approved.					
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.		Closed			Yes
	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.					
	7/1/2020: Tuesday the 7th. Contractors will have to wear masks to enter the building.					
	7/8/2020: Open. (CLOSED).					
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		In Progress			No

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Old Business

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.

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. 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: Temporary documentation has been submitted to both parties. Church and town still need to sign. Ron recommends trustees sign it as well.

7/1/2020: Copy being sent to Dan Ellis for his signature. After that it will be brought to library for Ann to sign.

7/8/2020: Temp. easement has been signed by both parties. It is now in the towns hands.

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.		In Progress			No
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6/3/2020: Ongoing.

6/10/2020: Ongoing. Will be layout out on site.

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.

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 email to everyone with an update. Ambrose will reflect change in as-built.

7/1/2020: Dan Ellis/Ambrose noted this was a no cost change.

7/8/2020: Ongoing.

Ledge

001-008	5/27/2020: Revised structural drawing is pending. Once mobilized MEC will have Ambrose open up the back		In Progress			No
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Old Business

bank to see what we are dealing with.

6/3/2020: Pending on site review once opened up.

6/10/2020: Ongoing.

6/17/2020: Ongoing.

6/24/2020: More ledge exposed in future parking lot site. Waiting as site gets opened up. Ambrose is lining up a blast survey.

7/1/2020: 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&M on site. Third party review of ledge is not required.

7/8/2020: Ongoing. Ledge is getting close to being complete. A final summary is pending.

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.

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.

7/8/2020: Finish on appliances will be black. LBPA to revise sketch.

"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.

6/24/2020: Paver samples are on site.

7/1/2020: Owner is reviewing. Ernie will move them out front.

7/8/2020: Brick samples are being brought to site to look at colors as well.

Remote Annunciator

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Old Business						
001-022	<p>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.</p> <p>6/3/2020: Ongoing. Pending FA shop drawings.</p> <p>6/10/2020: Shop drawings pending.</p> <p>6/17/2020: Ongoing. Shop drawings submitted. Ernie will talk to Fire Chief.</p> <p>6/24/2020: Ken Jones is the Fire Chief. Ernie will contact.</p> <p>7/1/2020: 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.</p> <p>7/8/2020: FA design drawings will be dropped off to FD.</p>		In Progress			No
Overall Project Schedule						
001-027	<p>6/3/2020: MEC will update project schedule for next meeting.</p> <p>6/10/2020: Will be sent out with meeting notes.</p> <p>6/17/2020: Schedule sent last week. Michael is reviewing.</p> <p>6/24/2020: Review ongoing.</p> <p>7/1/2020: No major comments. Will be updated once MEC has a more firm date on the concrete.</p> <p>7/8/2020: Update with concrete pending.</p>		In Progress			No
PCO#1 Granite Curb						
002-001	<p>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.</p> <p>6/17/2020: Ongoing. MEC is getting a better breakdown.</p> <p>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.</p> <p>7/1/2020: PCO will be resent.</p> <p>7/8/2020: Approved. (CLOSED).</p>		Closed			Yes

Decision Deadlines

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Old Business						
002-002	<p>6/10/2020: Betty would like a list of deadlines for when decisions need to be made such as color selections and add alternates.</p> <p>6/17/2020: -Finishes Final Selection: 7-31-2020 -Curved Walkway Scope: 2-29-2021</p> <p>6/24/2020: Ongoing. Aiming for these dates.</p> <p>7/1/2020: 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.</p> <p>7/8/2020: Ongoing.</p>		In Progress			No
Door Coordination Meeting						
003-002	<p>6/17/2020: Meeting to review door submittal pending.</p> <p>6/24/2020: Time pending. May be done on Zoom.</p> <p>7/1/2020: Door resubmittal sent. Michael will set up meeting to review with library. Should have comments middle of next week.</p> <p>7/8/2020: Michael reviewing with library.</p>		In Progress			No
Job Trailer						
003-003	<p>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.</p> <p>6/24/2020: Ongoing.</p> <p>7/1/2020: Ongoing.</p> <p>7/8/2020: Ongoing.</p>		In Progress			No
Plumbing Fixtures						
004-002	<p>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.</p> <p>7/1/2020: Ongoing.</p> <p>7/8/2020: Toilet selection pending.</p>		In Progress			No
Temp. Ramp						
004-003	<p>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.</p> <p>7/1/2020: Added plywood should be done tomorrow.</p> <p>7/8/2020: Done. (CLOSED).</p>		Closed			Yes
Old Drain Pipe						

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Old Business						
005-001	7/1/2020: A 12" drain line on the library property has been discovered. It is believed to be abandoned. 7/8/2020: (CLOSED).		Closed			Yes
Rear Stone Retaining Wall						
005-002	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 separate 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. 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.		In Progress			No
Cook Property Survey						
005-003	7/1/2020: Maine Drilling and Blasting has been doing the blast survey. They are not being allowed entry into the Cook property house to document existing conditions. Ann will talk to owner after meeting to see if we can get in. 7/8/2020: Done. (CLOSED).		Closed			Yes

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New Business						
Flow Test						
006-001	7/8/2020: Ernie is coordinating a flow test with Carter Sprinkler. Scheduled for Friday.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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