



**ENGINEERING & CONSTRUCTION**  
**1 Horseshoe Pond Lane**  
**Concord, New Hampshire**

# 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 62**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
8/18/2021	08:30 AM	09:30 AM	8/25/2021	08:30 AM	Brian Gehris	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 - Brian Gehris	Milestone Engineering & Construction - David Baer
Bruss Project Management - Michael Bruss	Milestone Engineering & Construction - Ernie Briggs
Meredith Public Library - Betty Strader	Meredith Public Library - Ed Touhey
Meredith Public Library - Erin Apostolos	Meredith Public Library - Chris Leland
Meredith Public Library - Jonathan James	Meredith Public Library - Ann Butler
Meredith Public Library - Paul Eldridge	Lavallee Brensinger - Eric Leblanc
Lavallee Brensinger - Chris Drobat	
Milestone Engineering & Construction - Scott Gardner	

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**Old Business**

**Schedule**

<b>001-001</b>	8/18/2021:	-Electrical rough- ongoing -Mechanical rough- ongoing -HVAC- hang ductwork -Sprinkler-ongoing -Framing- Ongoing- structural LVL's ongoing -Drywall -Plaster patch - sitting rooms -Hardwood floors - -Updated schedule sent to team		In Progress			No
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**Submittal Log**

<b>001-002</b>	8/4/2021:	Retaining Block- review samples on site Tech. Data- Pending		In Progress			No
	8/11/2021:	-Retaining Block- review samples- approved- released.					
	8/18/2021:	None					

**RFI Log**

<b>001-003</b>	8/11/2021:	-RFI#97- Children's Library and Kitchenette 117A hot water heater- outstanding- ongoing		In Progress			No
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### Old Business

-RFI#102- Existing steel structure in 1980's Addition-closed  
-RFI#103- Recessed can lights in Genealogy-outstanding- ongoing. LBPA to review- Pending SK/ASL- LBPA working with electrical engineer. Alt. fixture being selected.  
-RFI#105- Routing through attic; confirmed - closed

8/18/2021:  
-Received RFI #103  
-No new

### PCO Log

001-004	6/30/2021: Sent. Roof work item deleted.	In Progress	No
	7/7/2021: Will be sent later today.		
	7/14/2021: Sent. Pricing ACT		
	7/21/2021: General conditions added.		
	7/28/2021: -Updated PCO#55. Submitted for outlet changes. -PCO#50 credit- Napkin disposal- Approved		
	8/4/2021: No update.		
	8/11/2021: No update		
	8/18/2021: Rendering tree lighting - being processed. Wood stack MEP rework; SKA-47 issued. MEC reviewing		

### Veterans Walkway

028-001	4/7/2021: Meeting today at 2pm in the library. Norman has made grading work but the walkway coming from the granite steps may need to be raised to meet veterans walkway correctly. Ongoing.	In Progress	No
	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.		
	4/21/2021: Discussions with church on handicap connector ongoing. Pricing has started. MEC will just price sign removal for now.		
	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.		
	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		

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<b>Old Business</b>							
		engraving. Erin sent Michael an email regarding LCHIPs 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.					
		7/14/2021: Jim from fundraising is contacting GMP design for meeting.					
		7/21/2021: Meeting happened yesterday. Jim from the fund has been working on talking to the church about buying some of their property to add a sidewalk. Ed mentioned he thought someone who is not from the library needs to be the face of the project with the town.					
		7/28/2021: John Greenwood - Dan Ellis meeeting with Code Enforcement was yesterday. Betty attended. Back walkway was discussed. Veteran's walkway to be reviewed. Building department to determine what will be required ASAP. Ongong					
		8/4/2021: Red walkway may be deleted. Town is reviewing.					
		8/11/2021: Town commented that the "Red" Pathway is not required. Library trustees agreed to delete Red walkway. LBPA to double check ADA requirements.					
		8/17/2021: Trustee meeting Thursday night to vote with Red walkway					
<b>Hot Water Heater in Children's Library</b>							
054-001		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.		In Progress			No
		6/30/2021: Settings have been raised. Will also add new aerator. Will most likely need to be changed out to larger units.					

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### Old Business

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.

7/14/2021: Ongoing.

7/21/2021: Ernie put a 1.5gpm aerator on the sink and had hot water for 2 minutes and 15 seconds. Lavallee presented some water heater options. The 20 gallon units were more desirable for both locations as they would provide close to 20 minutes of water at 100 degrees and 16 minutes at 140.

7/28/2021: Space and equipment size being coordinated. Children's room bathroom unit stopped working. 20 gal does not fit. LBPA to advise.

8/4/2021: On-going. Direction coming from LBPA.

8/11/2021: Pending RFI #97 response from LBPA

8/18/2021: Ongoing. MEC & P&S coordinating size and fit

### LP Tanks

<b>055-002</b>	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.	In Progress	No
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7/7/2021: Michael has started working on this. He is going to reach out to a couple of propane companies to get pricing.

7/14/2021: Ongoing.

7/21/2021: Ongoing.

7/28/2021: Ongoing

8/4/2021: On-going. Tank size required for P&S.

8/11/2021: Waiting on fireplace

8/18/2021: Gas loads assumed off of submittal. Visit with vendor ongoing

### Window Films

<b>055-003</b>	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.

7/14/2021: Working on design and pricing. Library to send pattern for geneology area.

7/21/2021: Estimate recieved. Just under \$4,200. Ongoing. Chris is going to see if there are any standard films that could be good alternates to the custom films.

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<b>Old Business</b>							
		7/28/2021: LBPA reviewing.					
		8/4/2021: On-going. Emails flowing. Custom film was priced out. Standard options being investigated.					
		8/11/2021: Discussed with trustees. Final design and funding pending.					
		8/18/2021: Additional vendors being investigated. LBPA getting more product information.					
<b>Locks</b>							
<b>055-004</b>		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
		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.					
		7/14/2021: Almost have the rest of the keys. Just missing one type.					
		7/21/2021: (3) new cyclinders for the exterior doors are on the way, This will put the exterior doors on the A key which should solve the issue.					
		7/28/2021: Ongoing					
		8/4/2021: Due in this week. Pending response.					
		8/11/2021: Ongoing. Waiting on Lang					
		8/18/2021: New cyclinder pending					
<b>Geneology Lighting</b>							
<b>057-002</b>		7/14/2021: RFI#103. There is concern about the recessed cans at the sloped ceilings in geneology. Once in place they will shine at an angle. Options being reviewed.		In Progress			No
		7/21/2021: Chris would like to test the light at different angles next time he is on site to see the effects.					
		7/28/2021: Ongoing					
		8/4/2021: On-going. Re-use what was ordered. Coordinate with simple fixtures on slope. Eyeball type.					
		8/11/2021: Updated/discussed.					
		8/18/2021: Pricing pending					
<b>Tree Outside</b>							
<b>058-001</b>		7/21/2021: Erin mentioned that the existing tree by the shed on the cook property was ready to fall. This tree has been undermined. She did call the power company but since it won't hit the power lines they aren't going to deal with it.		Closed			Yes
		7/28/2021: Emails looped around. Tree to be left as is.					

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		This is not on library property					
		8/4/2021: Michael to review today.					
		8/11/2021: Ongoing					
		8/18/2021: (CLOSED)					
<b>Stacks on 2nd Floor</b>							
058-002	7/21/2021:	Lighting and sprinklers are being affected by the height of the historic stacks. May need to either add/readjust layout or cut down stacks to provide 18" of clearance between ceiling and top.		In Progress			No
	7/28/2021:	LBPA to review - ongoing					
	8/4/2021:	Review on-going. Wood stacks need to be cut down by 12". Existing stacks are too tall. Layout needs to shift by (1) row. LBPA to issue new layout.					
	8/11/2021:	Ongoing. LBPA to advise on direction on revised layout. Sprinkler/lighting and HVAC to be adjusted. Stacks will need to be cut down.					
	8/18/2021:	SKA-47 issued. MEC reviewing with sub. Light levels on West end need to be reviewed. Potential reuse of can lights from Genealogy being reviewed.					
<b>Bathroom Lights</b>							
058-003	7/21/2021:	Erin noted she has recieved several complaints about the bathroom lighting. The way the currently work is you need to manually turn them on and they shut off automatically. Chris is investigating		Closed			Yes
	7/28/2021:	LBPA to review					
	8/4/2021:	On/Off reprograming to be completed. MEC to coordinate with Daniels Electric.					
	8/11/2021:	Ongoing. Review with DEC.					
	8/18/2021:	Reprogrammed (CLOSED)					
<b>Bathroom Accessories</b>							
058-004	7/21/2021:	Betty noted the library supplied a couple of toilet accessory items that were under Milestone's contract. These were soap dispensers, and sanitary napkin dispensers. MEC will investigate and make necessary adjustments.		Closed			Yes
	7/28/2021:	Napkin dispenser received/on PCO log. Soap dispenser pending					
	8/4/2021:	On-going. Soap dispenser.					
	8/11/2021:	Pending- Soap dispensers - checking on return with Bobrick & Lang					
	8/18/2021:	(CLOSED)					
<b>Mango-Security Alarm System</b>							

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<b>Old Business</b>							
060-004	8/4/2021:	Erin and Michael to review security package to see what is included.		In Progress			No
	8/11/2021:	No allowance included. New quote pending.					
	8/18/2021:	Ongoing - Micheal to follow up					
<b>Latchkey</b>							
061-001	8/11/2021:	Betty noted possibility of hanging a donated latchkey in building. Structural concerns with weight and location. Michael to visit and review.		Closed			Yes
	8/18/2021:	Paul measured 11' long and 50" tall. Weight is unknown. Committee noted to put on hold. (CLOSED)					
<b>Walk -off Mat</b>							
061-002	8/11/2021:	Erin asked about pending area of walk-off mat and add wood floor refinishing off lobby.		In Progress			No
	8/18/2021:	Wood					

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>New Business</b>							
<b>Fireplace Units</b>							
062-001	8/18/2021:	Options for alternate unit discussed. Surround to be minimized. Submittal pending		In Progress			No
<b>Patio Retaining Wall Blocks</b>							
062-002	8/18/2021:	Lead time concerns discussed. Committee noted to stay with victorian and push forward		In Progress			No
<b>Furniture Delivery/Storage Box</b>							
062-003	8/18/2021:	Erin noted 1st furniture delivery is coming at end of August. Michael to look at with Erin and decide on storage options.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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