

MILESTONE III

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 63

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
8/25/2021	08:30 AM	09:30 AM	9/1/2021	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

Milestone Engineering & Construction - Brian Gehris
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
Lavallee Brensinger - Chris Drobat
Lavallee Brensinger - Eric Leblanc
Milestone Engineering & Construction - Scott Gardner

Non-Attendees

Milestone Engineering & Construction - David Baer
Milestone Engineering & Construction - Ernie Briggs
Meredith Public Library - Ed Touhey
Meredith Public Library - Chris Leland
Meredith Public Library - Ann Butler

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

Schedule

001-001	8/25/2021:	-Electrical rough- ongoing -Mechanical rough- ongoing -HVAC- hang ductwork -Sprinkler-ongoing -Framing- Ongoing- structural LVL's - done -Plaster patch - ongoing in historic -Hardwood floors - due 8/30/2021 -LVL's done -Plaster patch -Hang curved soffit - ongoing		In Progress			No
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Submittal Log

001-002	8/25/2021:	None		In Progress			No
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RFI Log

001-003	8/25/2021:	-RFIs 107 & 108 Submitted		In Progress			No
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PCO Log

001-004	6/30/2021:	Sent. Roof work item deleted.		In Progress			No
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Old Business							
		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					
		8/25/2021: Updated					
Veterans Walkway							
028-001		8/4/2021: Red walkway may be deleted. Town is reviewing.		Closed			Yes
		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					
		8/25/2021: No new updated. (CLOSED)					
Hot Water Heater in Children's Library							
054-001		8/4/2021: On-going. Direction coming from LBPA.		In Progress			No
		8/11/2021: Pending RFI #97 response from LBPA					
		8/18/2021: Ongoing. MEC & P&S coordinating size and fit					
		8/25/2021: Ongoing - conference call to be set up					
LP Tanks							
055-002		8/4/2021: On-going. Tank size required for P&S.		In Progress			No
		8/11/2021: Waiting on fireplace					
		8/18/2021: Gas loads assumed off of submittal. Visit with vendor ongoing					
		8/25/2021: Site visit done. Stafford reviewed 2nd locatioln. Coordination ongoing (2) 220 gallon tanks					
Window Films							
055-003		8/4/2021: On-going. Emails flowing. Custom film was priced out. Standard options being investigated.		In Progress			No
		8/11/2021: Discussed with trustees. Final design and funding pending.					
		8/18/2021: Additional vendors being investigated. LBPA					

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Old Business							
		getting more product information.					
		8/25/2021: 2nd quote reviewed. Ongoing with approval					
Locks							
055-004	8/4/2021:	Due in this week. Pending response.		In Progress			No
	8/11/2021:	Ongoing. Waiting on Lang					
	8/18/2021:	New cyclinder pending					
	8/25/2021:	Ongoing					
Geneology Lighting							
057-002	8/4/2021:	On-going. Re-use what was ordered. Coordinate with simple fixtures on slope. Eyeball type.		In Progress			No
	8/11/2021:	Updated/discussed.					
	8/18/2021:	Pricing pending					
	8/25/2021:	Lighting priced - ongoing					
Stacks on 2nd Floor							
058-002	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.		In Progress			No
	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.					
	8/25/2021:	Reviewed. Onsite meeting to discuss					
Mango-Security Alarm System							
060-004	8/4/2021:	Erin and Michael to review security package to see what is included.		Closed			Yes
	8/11/2021:	No allowance included. New quote pending.					
	8/18/2021:	Ongoing - Micheal to follow up					
	8/25/2021:	Being connected. (CLOSED)					
Walk -off Mat							
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 to be refinished					
	8/25/2021:	Install credit pending					
Fireplace Units							
062-001	8/18/2021:	Options for alternate unit discussed. Surround to be minimized.		In Progress			No
	8/25/2021:	Meeting on Friday to discuss					

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Old Business**Patio Retaining Wall Blocks**

062-002	8/18/2021:	Lead time concerns discussed. Committee noted to stay with victorian and push forward		In Progress			No
	8/25/2021:	Ongoing - Mid Sept. delivery pending					

Furniture Delivery/Storage Box

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.		Closed			Yes
	8/25/2021:	(CLOSED)					

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New Business**Duct Chase at Genealogy/Sprinkler Conflict**

063-001	8/25/2021:	Reviewed on video at meeting. LBPA noted to adjust chase with duct and build small box out to cover sprinkler and horizontal branch line. MEC to coordinate in field (CLOSED)		Closed			Yes
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Cc:	Company Name	Contact Name	Copies	Notes
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