



ENGINEERING & CONSTRUCTION, INC.

PO Box 2279, Concord, NH 03302-2279
 Phone: (603) 226-3877 | Fax: (603) 226-3361

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 13

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
8/26/2020	08:30 AM	09:30 AM	9/2/2020	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	Non-Attendees
Milestone Engineering & Construction - Austyn Shea	Milestone Engineering & Construction - David Baer
Milestone Engineering & Construction - Brian Gehris	Lavallee Brensinger - Lisa Pecora
Milestone Engineering & Construction - Ernie Briggs	Meredith Public Library - Erin Apostolos
Lavallee Brensinger - Ron Lamarre	Meredith Public Library - Ann Butler
Bruss Project Management - Michael Bruss	
Meredith Public Library - Betty Strader	
Meredith Public Library - Jonathan James	
Meredith Public Library - Paul Eldridge	
Meredith Public Library - Ed Touhey	
Meredith Public Library - Chris Leland	

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
------	--------------------------	------	--------	----------	---------	-------

Old Business

Schedule

001-001	8/26/2020: -Parking lot Boxout - Ongoing -Utilities - Ongoing -Sewer - Ongoing -Foundations - Ongoing -Water & sewer cap in street today - At Building -General Site work - Ongoing -Elevator Pit Excavation - Ongoing -3-Phase Power - Work Order Requested for Pole -Underpinning - Should Be Complete Tomorrow -Rough Grade of Parkinglot - Pending -Drainage Along Church - Ongoing -Parkinglot - Power Conduits - Done -Pavement - Possibly in September		In Progress			No
----------------	--	--	-------------	--	--	----

Submittal Log

001-002	5/27/2020: No Update.		In Progress			No
	6/3/2020: Will be sent out prior to next meeting.					
	6/10/2020: Sent this morning.					
	6/17/2020: Sent this morning.					

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
------	--------------------------	------	--------	----------	---------	-------

Old Business

6/24/2020: Sent. Ongoing.

7/1/2020: Ongoing. Looking for Geofam return submittal.

7/8/2020: Ongoing.

7/15/2020: Sent this morning. D/F/H Submittal pending. Dynamic door ok to send back.

7/22/2020: New updated list to be sent for review.

7/29/2020: Ongoing.

8/5/2020: Ongoing.

Hot Items
-ERV Submittal
-D/F/H Submittal
-Lighting Submittal
-Toilet Fixture Submittal

8/12/2020: Same 4 hot items open. Submittal log sent.

8/19/2020: Ongoing.

8/26/2020: Sent this morning. Formal brick selection, storefront finish selection, toilet fixtures, and window samples pending plus a couple of other loose items on submittal log.

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.					
	7/15/2020: RFI#28 is open regardign light pole base reveal. 4' buried and 3' reveal.					
	7/22/2020: RFI number 28, 29 & 30 are open.					
	7/29/2020: Ongoing.					
	8/5/2020: RFI#31 Pending. Michael is reviewing with Ambrose.					
	8/12/2020: RFI#31 Open. Michael did review with Dan and is ok with fix. Response pending.					
	8/19/2020: Ongoing.					
	8/26/2020: RFI 35-38 open.					

PCO Log

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
Old Business						
001-004	<p>5/27/2020: No Update.</p> <p>6/3/2020: No update. Working on ASI#1 Pricing.</p> <p>6/10/2020: Update sent. Pricing for the curbing and ASI#1 are on the log.</p> <p>6/17/2020: Updated Log sent. Pricing for ASI#2 was discussed. Erin will talk to Trustees.</p> <p>6/24/2020: No major change. ASI#2 will be removed.</p> <p>7/1/2020: Updated this morning. MEC will send each submittal.</p> <p>7/8/2020: Ongoing. PCO#1 approved.</p> <p>7/15/2020: Ongoing.</p> <p>7/22/2020: Ledge. Pending updated pricing.</p> <p>7/29/2020: New cost for ledge is in. Balance is on log. PCO log will be changed to show values of items not accepted.</p> <p>8/5/2020: Sent yesterday.</p> <p>8/12/2020: No new items this week.</p> <p>8/19/2020: Drainage pipe has been added.</p> <p>8/26/2020: Sent this morning. RFI#35-38 Open.</p>		In Progress			No
Church Easement/Land Swap						
001-006	<p>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.</p> <p>6/3/2020: Received temporary easement draft. Has been sent to church for review. Boundry line adjustment pending.</p> <p>6/10/2020: Paperwork has been sent to attorney. Michael will follow up to see what the status is.</p> <p>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.</p> <p>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.</p> <p>7/1/2020: Copy being sent to Dan Ellis for his signature.</p>		Closed			Yes

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business'
and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
------	--------------------------	------	--------	----------	---------	-------

Old Business

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.

7/15/2020: Going for final approval next week.

7/22/2020: Temp. easement passed select board on Monday. Permanent adjustment pending. Town approval. Needs to get on planning board agenda

7/29/2020: Ongoing. Michael is tracking.

8/5/2020: Once foundation is in, it will be surveyed and final adjustment will be made.

8/12/2020: Ongoing. Survey pending.

8/19/2020: Ongoing.

8/26/2020: On Hold

Ledge

001-008

5/27/2020: Revised structural drawing is pending. Once mobilized MEC will have Ambrose open up the back bank to see what we are dealing with. In Progress No

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.

7/15/2020: 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.

7/22/2020: Updated pricing pending.

7/29/2020: Final cost for the ledge to date sent. Balance over our ledge contingency has been entered into PCO log and is being worked out. Ledge costs were based on costs per cy which MEC locked Ambrose into during award and how ledge was tracked. Michael would like to see more detail. Roughly \$106,000 of the ledge cost was in the parkinglot which did not have borings as the town was buying the property. A ledge allowance for this area could not be accurately figured. MEC is tracking down additional break downs.

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business'
and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
------	--------------------------	------	--------	----------	---------	-------

Old Business

8/5/2020: Ongoing. Tracking was based on quantity of ledge per contract documents using the unit price provided by Ambrose during bidding. Funding source being discussed. Trustees are working up a plan to go back to the town to discuss.

8/12/2020: Ongoing. Trustee meeting was last night.

8/19/2020: Ledge CO reviewed. Trustees to present to town. Michael will attend meeting.

8/26/2020: Meeting today with Phil at 2pm. Select board will most likely need to approve.

"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.

7/15/2020: Brick samples on site. Erin is reviewing. Ann asked about adding a brass plate to brick wall.

7/22/2020: Process on Engraving to be coordinated. Each size paver needs with quantity of each.

7/29/2020: Erin has another paver option she is looking at. There is still discussions on whether or not to use the same paver everywhere or use the new paver in the back and the submitted paver in the front. Alternate pavers are Belgard Catalina Grana - Sable Blend. Erin has an engraver in Concord that will do the engraving. Logistics of engraving will be worked out. Erin will send info to MEC.

8/5/2020: Alternate paver pricing pending. Moving of pavers to Concord for engraving and back may be done by people on the board or Ernie to reduce costs.

8/12/2020: MEC working with Ambrose to get paver layout.

8/19/2020: Rand is working on layout.

8/26/2020: Layout still pending.

Remote Annunciator

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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> <p>7/15/2020: FA drawings being submitted to FD.</p> <p>7/22/2020: Ongoing</p> <p>7/29/2020: Ongoing.</p> <p>8/5/2020: Ongoing. Waiting on stamped drawings.</p> <p>8/12/2020: Ongoing.</p> <p>8/19/2020: Ongoing. Fire Chief to review drawings.</p> <p>8/26/2020: Stamped drawings pending.</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> <p>7/15/2020: Ongoing. David is reviewing today now that concrete date is settled. Roughly 3-4 weeks behind.</p> <p>7/22/2020: Update- pending with demo of house delay. MEC to send update with meeting notes.</p> <p>7/29/2020: Sent last week.</p> <p>8/5/2020: Ongoing.</p>		In Progress			No

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business'
and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
Old Business						
	8/12/2020: No major changes.					
	8/19/2020: MEC updated yesterday. Will send out.					
	8/26/2020: Sent last week.					
Decision Deadlines						
002-002	6/10/2020: Betty would like a list of deadlines for when decisions need to be made such as color selections and add alternates.		In Progress			No
	6/17/2020: -Finishes Final Selection: 7-31-2020 -Curved Walkway Scope: 2-29-2021					
	6/24/2020: Ongoing. Aiming for these dates.					
	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.					
	7/8/2020: Ongoing.					
	7/15/2020: Color boards being reviewed today.					
	7/22/2020: -Colors Pending -Schedule of submittal items - pending					
	7/29/2020: Ongoing.					
	8/5/2020: Submittal schedule sent. Color selections pending.					
	8/12/2020: Colors selected. LBPA to send out.					
	8/19/2020: Color selections - Still pending. Flotex - on hold to review color again. Concern with cleaning at children's room. Walk off mats pending.					
	8/26/2020: Pending Erins input on the flotex and entry mat.					
Door Coordination Meeting						
003-002	6/17/2020: Meeting to review door submittal pending.		In Progress			No
	6/24/2020: Time pending. May be done on Zoom.					
	7/1/2020: Door resubmittal sent. Michael will set up meeting to review with library. Should have comments middle of next week.					
	7/8/2020: Michael reviewing with library.					
	7/15/2020: Michael will send noted to MEC for the end of the week.					
	7/22/2020: -Door notes to be reviewed between Michael and Ron. Final package to be sent to MEC once finalized.					

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
------	--------------------------	------	--------	----------	---------	-------

Old Business

7/29/2020: Ron will be reviewing post meeting with library.

8/5/2020: Submittal pending, door operators being worked out. Should have Wednesday next week.

8/12/2020: Being processed. Need to eliminate 2 auto door operators. Ongoing. MEC will try and track down a finish hardware selector card.

8/19/2020: Updates on hardware schedule coming. Cost update to be reviewed. Hardware and wood door veneer - selected. All to come through LBPA.

8/26/2020: Return submittal recieved. Door veneer and hardware finish still needs to be sorted out.

Plumbing Fixtures

004-002	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.		In Progress			No
	7/1/2020: Ongoing.					
	7/8/2020: Toilet selection pending.					
	7/15/2020: Ongoing.					
	7/22/2020: Toilet options reviewed. LBPA to send product data to MEC for pricing.					
	7/29/2020: Toilet product to be sent.					
	8/5/2020: Pending from Yeaton.					
	8/12/2020: Ongoing					
	8/19/2020: Ongoing.					
	8/26/2020: Ongoing.					

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 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.		In Progress			No
	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.					
	7/15/2020: Ongoing. Being monitored.					
	7/22/2020: Ongoing					
	7/29/2020: Ongoing. No changes.					
	8/5/2020: Ongoing.					

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business'
and 'New Business'

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
Old Business							
		8/12/2020: Ongoing.					
		8/19/2020: No change.					
		8/26/2020: No Update.					
Cook Property							
007-001	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.		In Progress			No
	7/22/2020:	Done last Saturday. All was good. Record report pending.					
	7/29/2020:	Michael will be meeting with owner today. Report pending. No new updates.					
	8/5/2020:	Gas company had concerns on filling tank. MEC is adding a pad so tank can be relocated. Appraisal report received and will be sent to team.					
	8/12/2020:	Concrete pad is done. Paul reviewed letter. Nothing new.					
	8/19/2020:	No new news.					
	8/26/2020:	Ongoing.					
House Bank Treatment							
007-002	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.		In Progress			No
	7/22/2020:	Ongoing					
	7/29/2020:	Ongoing. Michael is working on it. On hold.					
	8/5/2020:	No new items.					
	8/12/2020:	Ongoing.					
	8/19/2020:	Ongoing.					
	8/26/2020:	Ongoing. Backfill soon to 4' to stabilize					
Milestone Requisitions							
007-003	7/15/2020:	MEC has 3 requisitions outstanding. Michael is working with town to sort out issues.		Closed			Yes
	7/22/2020:	Follow-up done with Town. (3) Checks issued. All paid to date.					
	7/29/2020:	July req. being sent.					
	8/5/2020:	July req. going out for review. Final copy will need to be sent out on the 13th and be notarized.					
	8/12/2020:	Ongoing. Ledge allowance will be billed for.					
	8/19/2020:	Reviewed and submitted. Town in process.					
	8/26/2020:	(CLOSED).					

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
Old Business						
Door at Elevator						
010-001	8/5/2020: There was some concern over layout at the elevator door going into existing library. Should have 52" clear from existing structural post and should only need 44". 8/12/2020: Dimensions sent to LBPA. Sketch pending. 8/19/2020: SK to be issued. 8/26/2020: Ongoing. Ernie will drill a few holes into foundation where it will be cut to get thickness so LBPA can accurately sketch it to match the conditions.		In Progress			Yes
Lighting Meeting						
010-002	8/5/2020: Lighting meeting will be this Friday at 10am. 8/12/2020: Meeting happening today. Ongoing. 8/19/2020: Meeting done. 2 choices. Pending finish samples. LBPA to review general lighting. 8/26/2020: Submittal return pending. May be another meeting.		In Progress			No
Parking Lot Base						
012-001	8/19/2020: Jonathan noted base could move to end of parking lot as requested by town. Book drop to relocate over near drop off parking space. Bollards will be deleted. Committee voted and approved. Michael to document change. 8/26/2020: Relocated. (CLOSED).		Closed			Yes
Emergency Exit - Door Swing Change						
012-002	8/19/2020: Ernie requested SK to document door swing change. 8/26/2020: SK Issued. (CLOSED).		Closed			Yes
Fireplace Product Review						
012-003	8/19/2020: Bobby reviewed options and products. Library team discussed questions on brick interior colors. Vintage brick in Quality's office. "Black" was approved. 8/26/2020: Meeting done. (CLOSED).		Closed			Yes

Cc:	Company Name	Contact Name	Copies	Notes
-----	--------------	--------------	--------	-------