



**ENGINEERING & CONSTRUCTION
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 60

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
8/4/2021	08:30 AM	09:30 AM	8/11/2021	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
Milestone Engineering & Construction - Ernie Briggs	Meredith Public Library - Chris Leland
Bruss Project Management - Michael Bruss	Meredith Public Library - Ann Butler
Meredith Public Library - Betty Strader	Lavallee Brensinger - Eric Leblanc
Meredith Public Library - Erin Apostolos	
Meredith Public Library - Jonathan James	
Meredith Public Library - Paul Eldridge	
Meredith Public Library - Ed Touhey	
Lavallee Brensinger - Chris Drobat	

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

Schedule

001-001	8/4/2021: -Electrical rough-ongoing -Mechanical rough-started -Demo- 95% complete -HVAC- hang ductwork -Sprinkler- rough started -Framing- ongoing -Structural fix- ongoing		In Progress			No
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Submittal Log

001-002	8/4/2021: Retaining Block- review samples on site Tech. Data- Pending		In Progress			No
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RFI Log

001-003	8/4/2021: -RFI #97- Children's Library and Kitchenette 117A Hot water Heater- Outstanding- Ongoing. Being reviewed on site. -RF#98- Fan Coils (CLOSED) -RF#102- Existing Steel structure in 1980's Addition- -RF#103- Recessed can lights in Genealogy- outstanding- ongoing. LBPA to review.		In Progress			No
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Old Business							
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.					
Veterans Walkway							
028-001	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.		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 preffered memorial is engraved granite. MEC will price the granite blocks with no 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					

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Old Business

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 meeting 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.

Retaining Wall/Patio

042-002	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.	In Progress	No
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4/7/2021: Lisa is meeting with civil today. The veterans walkway will tie into right where the stairs and ramp meet.

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.

4/21/2021: Should have new sketch today.

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.

5/5/2021: Revised sketch pending. MEC is waiting on details for the foundations.

5/12/2021: Ongoing.

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.

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Old Business

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.

6/2/2021: LBPA drawing current design.

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.

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.

6/23/2021: LBPA has sent sketches. MEC working on pricing. Block options reviewed. Options 1, 5 and 3 are favorites in that order.

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.

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.

7/14/2021: MEC is pursuing the single pole mount and building mount. Betty is concerned about how the lighting and fixture choice play into veteran's walkway.

7/21/2021: May be able to connect new pole light to existing. Although with possibly adding an outlet the best route may be out through the existing basement window so it can be its own circuit.

7/28/2021: Revised - Price updated. (2) block samples on site for approval. Color to be selected. - Milestone looking for approval ASAP

8/4/2021: Samples pending.

Hot Water Heater in Children's Library

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.		
	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.		

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		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.					
LP Tanks							
055-002	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
	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.					
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
	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.					
	7/28/2021:	LBPA reviewing.					
	8/4/2021:	On-going. Emails flowing. Custom film was priced out. Standard options being investigated.					
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
	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.					

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		7/14/2021: Almost have the rest of the keys. Just missing one type.					
		7/21/2021: (3) new cylinders 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.					
Geneology Lighting							
057-002		7/14/2021: RF#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.					
Tree Outside							
058-001		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.		In Progress			No
		7/28/2021: Emails looped around. Tree to be left as is. This is not on library property					
		8/4/2021: Michael to review today.					
Stacks on 2nd Floor							
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.					
Bathroom Lights							
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		In Progress			No
		7/28/2021: LBPA to review					
		8/4/2021: On/Off reprograming to be completed. MEC to coordinate with Daniels Electric.					

Bathroom Accessories

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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. 7/28/2021: Napkin dispenser received/on PCO log. Soap dispenser pending 8/4/2021: On-going. Soap dispenser.		In Progress			No
Columns at High Street Entrance							
058-005		7/21/2021: Erin noted the committee and a lot of patrons do not like the look of the columns. Ernie sent a website that has captials and bases for columns to look at. 7/28/2021: Ongoing 8/4/2021: LBPA reviewed. Options being reviewed.		In Progress			No
Parking Lot "Library Parking Only"							
059-001		7/28/2021: Signs needed. Bible school at church is on for two weeks and taking up the parking lot. (9) spaces were agreed to with Town. Town to provide signs. Location and mounting options to be confirmed. 8/4/2021: Signs are up. Working well. (CLOSED)		Closed			No
New Library Sign							
059-002		7/28/2021: Mock-up sent out by Erin. Looking for comments back from committee. Layout to be confirmed. 8/4/2021: Location and options to relocate are pending. Library team to review.		In Progress			No
Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
New Business							
Celebration Event							
060-001		8/4/2021: Planning set for early October Overall schedule to be reviewed and advise back. MEC to confirm project completion date.		In Progress			No
Added Engraved Pavers							
060-002		8/4/2021: Erin noted some additional pavers were requested but are not cost effective due to small orders. No move pavers will be sold. (CLOSED)		CLOSED			No
Fire Alarm Warning/Notifications							
060-003		8/4/2021: Erin noted notifications coming through as warnings. Ernie to review with Daniels.		In Progress			No
Mango-Security Alarm System							
060-004		8/4/2021: Erin and Michael to review security package to see what is included.		In Progress			No