



**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 64

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
9/1/2021	08:30 AM	09:30 AM	9/8/2021	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	
Meredith Public Library - Erin Apostolos	
Meredith Public Library - Jonathan James	
Meredith Public Library - Paul Eldridge	
Meredith Public Library - Ed Touhey	
Lavallee Brensinger - Chris Drobat	
Lavallee Brensinger - Eric Leblanc	

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

Schedule

001-001	9/1/2021:	-Electrical rough- ongoing -Mechanical rough-ongoing- line sets -HVAC-hang ductwork- ongoing -Sprinkler-ongoing -Plaster patch-ongoing in historic -Hardwood floors- coming today to start -Hang curved soffit-framed/hung -Framing at stair/LULA-done -Steel rail pending -Granite steps-pending		In Progress			No
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Submittal Log

001-002	9/1/2021:	None		In Progress			No
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RFI Log

001-003	9/1/2021:	-RFIs 107 & 108 outstanding- LBPA coordinating		In Progress			No
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PCO Log

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Old Business							
001-004		6/30/2021: Sent. Roof work item deleted. 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 9/1/2021: Updated log pending. Items reviewed in general discussion with topics.		In Progress			No
Hot Water Heater in Children's Library							
054-001		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 8/25/2021: Ongoing - conference call to be set up 9/1/2021: Updated pricing pending. Chase down 220V units. Kitchen and children areas to be instantaneous units.		In Progress			No
LP Tanks							
055-002		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 8/25/2021: Site visit done. Stafford reviewed 2nd locatioln. Coordination ongoing (2) 220 gallon tanks. 9/1/2021: Ongoing. Quotes coming in. (3 options)		In Progress			No
Window Films							
055-003		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. 8/25/2021: 2nd quote reviewed. Ongoing with approval		In Progress			No

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Old Business							
		9/1/2021: Sousa Signs reviewing and quoting. Ongoing.					
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					
	9/1/2021:	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					
	9/1/2021:	Tied into overall review with ceilings and mechanical unit layout.					
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					
	9/1/2021:	Pricing ongoing					
Walk -off Mat							
061-002	8/11/2021:	Erin asked about pending area of walk-off mat and add wood floor refinishing off lobby.		Closed			No
	8/18/2021:	Wood to be refinished					
	8/25/2021:	Install credit pending					
	9/1/2021:	\$100/Install provided. (CLOSED)					
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					
	9/1/2021:	Revisions provided. Library committee to review today.					

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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					
		9/1/2021: Ongoing. Pending Ambrose start date					

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New Business**2nd Floor Lobby Stack Layout**

064-001		9/1/2021: Library asked LBPA to review on site. Concerns with light levels in area.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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