



**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 68**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
9/29/2021	08:30 AM	09:30 AM	10/6/2021	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  
 Milestone Engineering & Construction - Ernie Briggs  
 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  
 Meredith Public Library - Ed Touhey  
 Lavallee Brensinger - Eric Leblanc

**Non-Attendees**

Milestone Engineering & Construction - David Baer  
 Meredith Public Library - Chris Leland  
 Meredith Public Library - Ann Butler  
 Lavallee Brensinger - Chris Drobat

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

**Schedule**

<b>001-001</b>	9/29/2021-	-Electrical rough- ongoing -Mechanical rough -HVAC- hang ductwork- ongoing -Sprinkler- ongoing -Plaster patch- ongoing in historic -Steel rail pending -Granite Steps- Pending/Tasker Coordinating- ongoing w/ schedule -Site patio work- ongoing -GSG- glass track- installed. Glass pending -Drill rig- ledge-done -Paint start- next week start -Site drainage- done -Retaining wall block- moved to 10/6/2021 -Drywall- finish ongoing/Patching -General ceiling- framed		In Progress			No
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**Submittal Log**

<b>001-002</b>	9/29/2021: None			In Progress			No
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**RFI Log**

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<b>Old Business</b>							
001-003	9/29/2021:	None		In Progress			No
<b>PCO Log</b>							
001-004	9/22/2021:	PCO#65- RFI 108 returned for pricing.		In Progress			No
	9/29/2021:	#64 Team room soffits- being done T&M					
<b>Locks</b>							
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 cylinder pending					
	8/25/2021:	Ongoing					
	9/1/2021:	Ongoing					
	9/8/2021:	Ongoing- Chasing Lang					
	9/15/2021:	Ongoing					
	9/22/2021:	On-going. Pending response from Lang.					
	9/29/2021:	Ongoing					
<b>Geneology Lighting</b>							
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.					
	9/8/2021:	LBPA \$55 VED sketch. Lowered ceiling proposed. Swap out a FCU being discussed/ reviewed.					
	9/15/2021:	Ongoing. Pricing. Waiting on spn.					
	9/22/2021:	Updates on FCU location relocated to wall mount on side wall. Approved.					
	9/29/2021:	Final approved. Moving forward. SK-49 R1 issued for coordination.					
<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
	8/25/2021:	Ongoing - Mid Sept. delivery pending					
	9/1/2021:	Ongoing. Pending Ambrose start date					
	9/8/2021:	Ongoing. Delivery pending.					
	9/15/2021:	On-going. Mid to late Sept.					

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<b>Old Business</b>							
		9/22/2021: Due next week					
		9/29/2021: Moved to 10/6 with block.					
<b>Front Granite Stair Rails</b>							
065-002	9/8/2021:	Library committee asked about credit rail budget and allow local artist furnish and install rails.		In Progress			No
	9/15/2021:	Credit presented of \$3,850.00 for original handrail.					
	9/22/2021:	On-going					
	9/29/2021:	SK's sent to S.L Chasse for review. /\$					
<b>Ledge at Patio / Ramp Area</b>							
065-003	9/8/2021:	Ledge is in way of patio and drainage. Options on elevation to be adjusted and pipe size to help with elevation. Being reviewed on site.		Closed			No
	9/15/2021:	Hammer and drill rig being					
	9/22/2021:	Work done. Costs to be updated on POC log once finalized from Ambrose					
	9/29/2021:	(CLOSED)					
<b>Site Stair Rail Configuration</b>							
066-001	9/15/2021:	CSK-12 to be updated to finalize.		In Progress			No
	9/22/2021:	Updated sketch. SKA-4 issued. To be updated with stair rails.					
	9/29/2021:	Sent to S.L Chasse					
<b>New Door 104</b>							
066-002	9/15/2021:	Replacement 3-0 x 6-8 solid wood door wanted w/ ½ lite glass. LBPA to review.		Closed			No
	9/22/2021:	(1) Existing door found. No window in existing. To be reviewed.					
	9/29/2021:	Reuse of door approved. MEC to coordinate (CLOSED)					
<b>Honor Roll Relocation</b>							
066-003	9/15/2021:	Trustees approved to old foundation location. MEC to coordinate.		In Progress			No
	9/22/2021:	Temp relocated. Final reset pending.					
	9/29/2021:	On-going					
<b>Existing Shelving Layout at Teen Room</b>							
066-004	9/15/2021:	Erin requested layout to confirm all work with operations and MEP's.		In Progress			No
	9/22/2021:	Eric to review with Erin after meeting.					
	9/29/2021:	Layout being finalized. LBPA to send out.					

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<b>Old Business</b>							
<b>Wood Trim at glass Track</b>							
067-001		9/22/2021: Ernie noted details with trim dimensions to work with soffit and eliminate small trim behind floor channel. All approved.		Closed			No
		9/29/2021: (CLOSED)					
<b>Adding Shrubs/Dead Tree at Neighbor House</b>							
067-002		9/22/2021: Michal/Erin discussed. No new scope for project. Work to follow new patio/wall construction.		Closed			No
		9/29/2021: Michael discussed with Neighbor. (CLOSED)					
<b>Hot Water Heater at Maker Space</b>							
067-003		9/22/2021: MEC noted this has the same type of H.W. heater at children's units. P&S asked if this unit should be swapped out prior to install.		In Progress			No
		9/29/2021: P&S to confirm.					

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<b>New Business</b>							
<b>Next Week Meeting</b>							
068-001		9/29/2021: Brian is not available for next week meeting. All decided to determine if meeting is needed on next Thursday.		In Progress			No
<b>Furniture Arriving</b>							
068-002		9/29/2021: Erin noted they are storing until new reno areas are ready.		In Progress			No
<b>Ceiling Paint at Sitting Rooms</b>							
068-003		9/29/2021: Ernie asked to change the ceiling paint finish to "flat". All agreed to this pending Betty reviewing with the "Stencil". Artist that will be working in this area.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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