



**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 65

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
9/8/2021	08:30 AM	09:30 AM	9/15/2021	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 - Chris Drobat
Meredith Public Library - Erin Apostolos	
Meredith Public Library - Jonathan James	
Meredith Public Library - Paul Eldridge	
Meredith Public Library - Ed Touhey	
Lavallee Brensinger - Eric Leblanc	

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

Old Business

Schedule

001-001	9/8/2021:	-Electrical rough-ongoing -Mechanical rough -HVAC- hang ductwork- ongoing -Sprinkler- ongoing -Plaster patch- ongoing in historic -Hardwood floors- ongoing -Hang curved soffit- done -Steel rail pending -Granite steps-pending/ Tasker coordinating -Site patio work		In Progress			No
----------------	-----------	---	--	-------------	--	--	----

Submittal Log

001-002	9/8/2021:	None		In Progress			No
----------------	-----------	------	--	-------------	--	--	----

RFI Log

001-003	9/8/2021:	Returned 107 & 108		In Progress			No
----------------	-----------	--------------------	--	-------------	--	--	----

PCO Log

001-004	6/30/2021:	Sent. Roof work item deleted.		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							
		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.					
		9/8/2021: PCO#63- Approved PCO#64- RFI 108 returned for pricing. Potential ledge					
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					
		9/1/2021: Updated pricing pending. Chase down 220V units. Kitchen and children areas to be instantaneous units.					
		9/8/2021: Priced- approved					
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.					
		9/1/2021: Ongoing. Quotes coming in. (3 options)					
		9/8/2021: Quoting on going. Site location pending. Review					
Window Films							
055-003		8/4/2021: On-going. Emails flowing. Custom film was priced out. Standard options being investigated.		Closed			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							
	8/11/2021:	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					
	9/1/2021:	Sousa Signs reviewing and quoting. Ongoing.					
	9/8/2021:	Library moving forward with Sousa. (CLOSED)					
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					
	9/8/2021:	Ongoing- Chasing Lang					
Genealogy 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.					
	9/8/2021:	LBPA \$55 VED sketch. Lowered ceiling proposed. Swap out a FCU being discussed/ reviewed.					
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					
	9/8/2021:	Ongoing					
Fireplace Units							

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							
062-001		8/18/2021: Options for alternate unit discussed. Surround to be minimized. 8/25/2021: Meeting on Friday to discuss 9/1/2021: Revisions provided. Library committee to review today. 9/8/2021: Finalized and approved. (CLOSED)		Closed			No
Patio Retaining Wall Blocks							
062-002		8/18/2021: Lead time concerns discussed. Committee noted to stay with victorian and push forward 8/25/2021: Ongoing - Mid Sept. delivery pending 9/1/2021: Ongoing. Pending Ambrose start date 9/8/2021: Ongoing. Delivery pending.		In Progress			No
2nd Floor Lobby Stack Layout							
064-001		9/1/2021: Library asked LBPA to review on site. Concerns with light levels in area. 9/8/2021: Site visit yesterday. LBPA to review with MEP subs.		In Progress			No

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
New Business							
Yellow Walkway Approved							
065-001		9/8/2021: MEC to process C.O. / Layout and steel rails to be coordinated.		In Progress			No
Front Granite Stair Rails							
065-002		9/8/2021: Library committee asked about credit rail budget and allow local artist furnish and install rails.		In Progress			No
Ledge at Patio / Ramp Area							
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.		In Progress			No

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