



ENGINEERING & CONSTRUCTION, INC.

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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 15

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
9/9/2020	08:30 AM	09:30 AM	9/16/2020	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 - Chris Leland
Lavallee Brensinger - Ron Lamarre	Meredith Public Library - Ann Butler
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	

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

Schedule

001-001	9/9/2020: -Parking lot Boxout - Ongoing -Utilities - Ongoing -Sewer - Ongoing -Foundations - Ongoing -Elevator Pit Excavation - Ongoing -3-Phase Power - Next Week -Rough Grade of Parkinglot - Ongoing -Drainage Along Church - Ongoing -Pavement - Possibly in September -Elevator Wall and Pad - Pad Placed, Walls Being Built -Backfill - Ongoing -Pole @ Parkinglot - Pending -Fancoil Units in Basement - Ongoing -Electrical in Basement - Being Scheduled		In Progress			No
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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.					

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Old Business

6/17/2020: Sent this morning.

6/24/2020: Sent. Ongoing.

7/1/2020: Ongoing. Looking for Geofoam 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.

9/2/2020: Light fixtures still pending. Exterior color samples needed as well. MEC will send a list to Ron and Michael.

9/9/2020: Ongoing.

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					

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Old Business

and is ok with fix. Response pending.

8/19/2020: Ongoing.

8/26/2020: RFI 35-38 open.

9/2/2020: RFIs 36 and 38 open.

9/9/2020: Ongoing. RFI 36, 38-40 Open.

PCO Log

001-004	5/27/2020: No Update.		In Progress			No
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6/3/2020: No update. Working on ASI#1 Pricing.

6/10/2020: Update sent. Pricing for the curbing and ASI#1 are on the log.

6/17/2020: Updated Log sent. Pricing for ASI#2 was discussed. Erin will talk to Trustees.

6/24/2020: No major change. ASI#2 will be removed.

7/1/2020: Updated this morning. MEC will send each submittal.

7/8/2020: Ongoing. PCO#1 approved.

7/15/2020: Ongoing.

7/22/2020: Ledge. Pending updated pricing.

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.

8/5/2020: Sent yesterday.

8/12/2020: No new items this week.

8/19/2020: Drainage pipe has been added.

8/26/2020: Sent this morning.

9/2/2020: Sent. No changes.

9/9/2020: P.lam color for elevator cab was added. Betty is going to pick a different color to avoid the add.

Church Easement/Land Swap

001-006	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.		On Hold			No
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6/3/2020: Received temporary easement draft. Has been sent to church for review. Boundry line adjustment pending.

6/10/2020: Paperwork has been sent to attorney. Michael will follow up to see what the status is.

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Old Business

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.

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.

7/1/2020: Copy being sent to Dan Ellis for his signature. 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

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------	--------------------------	------	--------	----------	---------	-------

Old Business

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.

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.

9/2/2020: Michael met with Phil last week and sent update on it. He noted it will need to be brought to the next selectboard meeting which is in September.

9/9/2020: On agenda for selectboard meeting for the 21st. Will then go to October meeting for vote. Until this is cleared up it will stay on PCO log. If it gets approved it will become a change order.

"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. 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.		In Progress			No
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Old Business

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.

9/2/2020: Erin will update us next meeting. She is having trouble contacting the engraver.

9/9/2020: Erin is in contact with granite company.

Remote Annunciator

001-022	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.		In Progress			No
	6/3/2020: Ongoing. Pending FA shop drawings.					
	6/10/2020: Shop drawings pending.					
	6/17/2020: Ongoing. Shop drawings submitted. Ernie will talk to Fire Chief.					
	6/24/2020: Ken Jones is the Fire Chief. Ernie will contact.					
	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.					
	7/8/2020: FA design drawings will be dropped off to FD.					
	7/15/2020: FA drawings being submitted to FD.					
	7/22/2020: Ongoing					
	7/29/2020: Ongoing.					
	8/5/2020: Ongoing. Waiting on stamped drawings.					
	8/12/2020: Ongoing.					
	8/19/2020: Ongoing. Fire Chief to review drawings.					

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Old Business						
	8/26/2020: Stamped drawings pending.					
	9/2/2020: Ongoing. Pending RFI#36 response.					
	9/9/2020: Pending.					
Overall Project Schedule						
001-027	6/3/2020: MEC will update project schedule for next meeting.		In Progress			No
	6/10/2020: Will be sent out with meeting notes.					
	6/17/2020: Schedule sent last week. Michael is reviewing.					
	6/24/2020: Review ongoing.					
	7/1/2020: No major comments. Will be updated once MEC has a more firm date on the concrete.					
	7/8/2020: Update with concrete pending.					
	7/15/2020: Ongoing. David is reviewing today now that concrete date is settled. Roughly 3-4 weeks behind.					
	7/22/2020: Update- pending with demo of house delay. MEC to send update with meeting notes.					
	7/29/2020: Sent last week.					
	8/5/2020: Ongoing.					
	8/12/2020: No major changes.					
	8/19/2020: MEC updated yesterday. Will send out.					
	8/26/2020: Sent last week.					
	9/2/2020: Ongoing.					
	9/9/2020: Ongoing.					
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.					

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Old Business

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.

9/2/2020: Meeting to be scheduled to discuss. Looking at different options.

9/9/2020: Flotex being discussed after meeting. Ron sending more samples of entry mat.

Door Coordination Meeting

003-002	6/17/2020: Meeting to review door submittal pending.		In Progress			No
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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.

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.

9/2/2020: Submittal review cost adjustments pending. Waiting on hardware and door veneer.

9/9/2020: Submittals back. Cost adjustments pending.

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Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
Old Business						
Rear Stone Retaining Wall						
005-002	<p>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.</p> <p>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.</p> <p>7/15/2020: Ongoing. Being monitored.</p> <p>7/22/2020: Ongoing</p> <p>7/29/2020: Ongoing. No changes.</p> <p>8/5/2020: Ongoing.</p> <p>8/12/2020: Ongoing.</p> <p>8/19/2020: No change.</p> <p>8/26/2020: No Update.</p> <p>9/2/2020: Ongoing.</p> <p>9/9/2020: Ongoing. Michael mentioned a stone mason out of Canterbury that would be an option if something was decided to be done with the wall.</p>		In Progress			No
Cook Property						
007-001	<p>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.</p> <p>7/22/2020: Done last Saturday. All was good. Record report pending.</p> <p>7/29/2020: Michael will be meeting with owner today. Report pending. No new updates.</p> <p>8/5/2020: Gas company had concerns on filling tank. MEC is adding a pad so tank can be relocated. Appraisal report recieved and will be sent to team.</p> <p>8/12/2020: Concrete pad is done. Paul reviewed letter. Nothing new.</p> <p>8/19/2020: No new news.</p> <p>8/26/2020: Ongoing.</p> <p>9/2/2020: Ongoing.</p> <p>9/9/2020: Ongoing.</p>		In Progress			No
Lighting Meeting						
010-002	<p>8/5/2020: Lighting meeting will be this Friday at 10am.</p> <p>8/12/2020: Meeting happening today. Ongoing.</p>		In Progress			No

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------	--------------------------	------	--------	----------	---------	-------

Old Business

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.

9/2/2020: Ongoing. Will be discussed after this meeting.

9/9/2020: Revisions pending. MEC waiting on sketch.

Elevator Pit

014-001	9/2/2020: Drawings call for 8'8" and the Otis shops call for 9'0". Ernie will talk to Otis and see if it can be adjusted.		In Progress			No
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9/9/2020: Will most likely be 8'10" or so

Cc:	Company Name	Contact Name	Copies	Notes
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