

Wolfeboro Library

Project # 1825

Tel: Fax:

Owner, Architect, Contractor Meeting 2

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
10/25/2018	08:00 AM		11/8/2018	08:00 AM	Austyn Shea	Milestone Engineering & Construction

Purpose	Location	Next Location	General Notes
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Attended By **Non-Attendees**

Milestone Engineering & Construction - Rich Frizzell
Lavallee Brensinger - Eric Leblanc
Wolfeboro Public Library - Candy Thayer
Wolfeboro Public Library - Cindy Scott
Wolfeboro Public Library - Joyce DAVIS
Wolfeboro Public Library - Doug Smith
Wolfeboro Public Library - Kathy Barnard
Town of Wolfeboro - Becky Merrow
Milestone Engineering & Construction - Austyn Shea
Milestone Engineering & Construction - David Baer
Milestone Engineering & Construction - Frank Lemay
Town of Wolfeboro - Scott Pike
Underwood Engineers - David Foster

Milestone Engineering & Construction - Brian Gehris
Town of Wolfeboro - Dave Ford

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

Schedule

001-001	10/25/2018: -Overall schedule: MEC to update master schedule and will send out with meeting minutes -Silt fence and SWPPP measures-Ongoing -Interior layout and scope/phasing being reviewed and coordinated on site by Rich Frizzell-Ongoing -Site lighting - Ongoing -Parking lot being prepped for phase 1 -Addition footings scheduled for the 5th of November		In Progress			No
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Parking/Construction Fence Layout

001-002	10/25/2018: WPL noted concern with amount of parking spaces for library visitors. MEC to work with Cindy to review and coordinate on site as required by construction activities. Site fence will be adjusted for required layout of sitework activities. 10/25/2018: Ongoing. Rich will coordinate with Cindy as needed. (CLOSED)		Closed			Yes
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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						
Site Lighting						
001-003	10/11/2018: MEC noted coordination w/power company and WPL is needed to relocate and remove poles as indicated on drawings. Rich to coordinate on site. 10/25/2018: LBPA to push site lighting submittal for coordination.		In Progress			No
Exisiting Boulder Wall						
001-004	10/11/18: Design notes removal. WPL would like to save and stock pile at the back of the site. MEC to review with site contractor. 10/25/2018: All stockpiled for the Town of Wolfeboro. (CLOSED)		Closed			Yes
Keys/Building Access						
001-005	10/11/2018: WPL will provide Rich Frizzell (Super) with keys to building for access. 10/25/2018: Rich recieved his key. (CLOSED)		Closed			Yes
Exisiting Storage Containers						
001-006	10/11/2018: WPL noted they are working on clearing out and moving containers as they are on the project site and need to be relocated off site. 10/25/2018: Scheduled for next Wednesday. Containers will be moved to other side of public safety lot.		In Progress			No
SYP vs SPF Lumber						
001-007	10/11/2018: Framing adjustments @ window layouts. Being coordinated with alt. Structural SK for record. MEC proceeding in that direction. 10/25/2018: MEC has conformance set and will coordinate proper install on site.		In Progress			No
C.O. #1 and #2						
001-008	10/11/2018: Added scope items for the added window upgrade and additional foam insulation. Options of second contract/funding discussed. WPL and town of Wolfeboro to review and provide direction. 10/25/2018: Discussion on how to proceed with contract/CO. Still pending direction on best way to proceed.		In Progress			No
Cash Flow						
001-009	10/11/2018: Frank put together a cash flow. LBPA requested to recieve a copy. MEC to send. 10/25/2018: Cash flow was sent to LBPA.		In Progress			No
Water Line Installation						
001-010	10/11/2018: Town of Wolfeboro coordinating w/ Integrity sitework. State permits have been submitted to state DOT by Underwood. Traffic plan and details being reviewed/coordinated. Directional boring sub being scheduled.		In Progress			No

Meeting Minutes

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Old Business						
	10/25/2018: Ongoing. Being coordinated for sometime after the 11th of November.					
Inspections						
001-011	10/11/2018: Key inspections to be scheduled ahead with Corey Rider/Code Enforcement. Contest (Inspection Company) is on track to do inspections for concrete/compaction/steel inspections. MEC to coordinate.		In Progress			No
	10/25/2018: Contest has drawings. To be coordinated on site by Rich.					
As-Builts/O&M						
001-012	10/11/2018: Documents to be put together at end of project and submitted to WPL/Town of Wolfeboro.		Closed			Yes
	10/25/2018: (CLOSED)					
Schedule of Values						
001-013	10/11/18: MEC to put schedule of values together and send out to team.		In Progress			No
	10/25/2018: MEC working on to give to LBPA.					
Book Drop						
001-014	10/11/18: New book drop to be discussed between LBPA and WPL and ordered as part of furniture budget.		In Progress			No
	10/25/2018: Book drop being ordered by the library. It is about 2 weeks out. MEC to help unload.					
New Site Conduits						
001-015	10/11/2018: Power/Data conduit required to be reviewed on site with design intent and actual need.		In Progress			No
	10/25/2018: Ongoing.					
Electric Car						
001-016	10/11/2018: Additional conduits may want to be added as WPL noted a future charging station may be coming and conduits may be needed during site work.		In Progress			No
	10/25/2018: Ongoing. Undecided on route.					
PCO Log						
001-017	10/11/2018: MEC to track all project changes with a PCO Log to document the management of the contingency.		In Progress			No
	10/25/2018: Ongoing. MEC will update at meetings.					
Window Upgrade						
001-018	10/11/2018: MEC is proceeding with the Alpen window package upgrade. P.O. being processed. C.O. with WPL pending direction from town on process. Scope of change is approved to proceed. LBPA to send approval letter.		In Progress			No
	10/25/2018: Porch windows to be Marvin Integrity. P.O. for Alpen windows issued.					

Meeting Minutes

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Old Business

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New Business

Hold Opens

002-001	10/25/2018: Discussion had on adding electrified hold open at main door into Library. MEC to price.		In Progress			No
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Library Shut Downs

002-002	10/25/2018: MEC to provide advanced notice of shut downs and will coordinate with Cindy on site.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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	Town of Wolfeboro	Tom Zotti	1	
	Town of Wolfeboro	Corey Ryder	1	