



ENGINEERING & CONSTRUCTION, INC.

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Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Wolfeboro Library

Project # 1825

Tel: Fax:

Owner, Architect, Contractor Meeting 1

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
10/11/2018	08:00 AM		10/18/2018	08:00 AM	Austyn Shea	Milestone Engineering & Construction

Purpose	Location	Next Location	General Notes

Attended By	Non-Attendees
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- Milestone Engineering & Construction - Brian Gehris
- 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
- Town of Wolfeboro - Dave Ford

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

Schedule

001-001	10/11/2018: -Overall schedule: MEC to update master schedule and will send out next week -SWPPP/NOI have been filed and waiting on 14 day start date -Site has been cleared of trees -Temp fence at rear parking and side lot is in place -Silt fence and SWPPP measures to start -Stump removal being coordinated -Interior layout and scope/phasing being reviewed and coordinated on site by Rich Frizzell -Equipment mobilizing - today -Site lighting - disconnect being coordinated		In Progress			No
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Parking/Construction Fence Layout

001-002	10/11/2018: 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.		In Progress			No
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Site Lighting

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New Business							
001-003		10/12/2018: MEC noted coordination w/power company and WPL is needed to relocate and remove poles as indicated on drawings. Rich to coordinate on site.		In Progress			No
Exisiting Boulder Wall							
001-004		10/12/18: Design notes removal. WPL would like to save and stock pile at the back of the site. MEC to review with site contractor.		In Progress			No
Keys/Building Access							
001-005		10/12/2018: WPL will provide Rich Frizzell (Super) with keys to building for access.		In Progress			No
Exisiting Storage Containers							
001-006		10/12/2018: 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.		In Progress			No
SYP vs SPF Lumber							
001-007		10/12/2018: Framing adjustments @ window layouts. Being coordinated with alt. Structural SK for record. MEC proceeding in that direction.					No
C.O. #1 and #2							
001-008		10/12/2018: 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.		In Progress			No
Cash Flow							
001-009		10/12/2018: Frank put together a cash flow. LBPA requested to recieve a copy. MEC to send.					No
Water Line Installation							
001-010		10/12/2018: 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
Inspections							
001-011		10/12/2018: 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
As-Builts/O&M							
001-012		10/12/2018: Documents to be put together at end of project and submitted to WPL/Town of Wolfeboro.		In Progress			No
Schedule of Values							
001-013		10/12/18: MEC to put schedule of values together and send out to team.		In Progress			No
Book Drop							
001-014		10/12/18: New book drop to be discussed between LBPA and WPL and ordered as part of furniture budget.		In Progress			No

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New Business						
New Site Conduits						
001-015	10/12/2018: Power/Data conduit required to be reviewed on site with design intent and actual need.		In Progress			No
Electric Car						
001-016	10/10/2018: 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
PCO Log						
001-017	10/12/2018: MEC to track all project changes with a PCO Log to document the management of the contingency.		In Progress			No
Window Upgrade						
001-018	10/12/2018: 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

Cc:	Company Name	Contact Name	Copies	Notes
	Town of Wolfeboro	Tom Zotti	1	
	Town of Wolfeboro	Corey Ryder	1	