

# Meeting Minutes

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

Newbury Library

Project # 2308

Tel: Fax:

## Owner, Architect, Contractor Meeting 2

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
6/14/2023	01:00 PM	02:00 PM	6/21/2023	01:00 PM	Frank Lemay	Milestone Engineering & Construction

Purpose	Location	Next Location	General Notes
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Weekly Job Meeting

Attended By	Non-Attendees
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Newbury Public Library - Jessica Dennis

Lavallee Brensinger - Brooke DeYoung

Newbury Public Library - Lea McBain

Lavallee Brensinger - Robert Robecsek

Newbury Public Library - Patricia Sherman

Newbury Public Library - Todd Mailly

Milestone Engineering & Construction - Frank Lemay

Milestone Engineering & Construction - Larry Letendre

Newbury Public Library - Jeanne Palleiko

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

#### Schedule

001-001	6/14/2023: - HVAC condensers removal. Will reinstall this week -All topsoil removed, and site upgraded -Rebar will be delivered Thursday the 22nd -Foundation to start then also -The existing underground tank needs to be removed and transferred to a temporary 225 gal. tank		In Progress			No
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#### Side Entrance

001-002	6/7/2023: Milestone is shutting down and relocating the sidewalk at the side entrance in order to cut the retaining wall down. The walkway will be temporarily relocated over the landscape area for emergency egress only. The trash barrels put out every Friday will be relocated as necessary.		In Progress			No
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6/14/2023: The wall will be removed Friday. A temporary walkway will be installed with a rail as necessary.

#### Heat Pumps

001-003	6/7/2023: The heat pumps are being discussed as to the 13-degree low threshold and how to deal with a cold snap that goes lower than 13 degrees. The library board has voted to support the engineer's position. The group discussed options for this. Electric resistance heat coils in each unit may be possible. It would also be a simple as a few gas fired Rinnai type heaters, or portable		In Progress			No
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<b>Old Business</b>						
	temporary heaters. Patricia will ask Rob Robicsek to get a price to add supplemental heat.					
	6/14/2023: LBA is working with Yeaton Associates on options for backup heat.					
<b>Solar Array</b>						
001-004	6/7/2023: There is no money appropriated for a solar array at this time. Patricia will discuss a solar array with the energy committee to look at options.		In Progress			No
	6/14/2023: The decision was made to delete the 200 Amp. disconnect and meter for the solar, and deal with it once a vender is on board. The 200 Amp. breaker and meter socket will be removed for credit.					
<b>Door #19 &amp; 19A</b>						
001-005	6/7/2023: Door #19 will stay as is and receive a new lockset. Door 19A will stay as is with the existing sidelight next to it.		Closed			No
	6/14/2023: (CLOSED)					
<b>Drawings Changes</b>						
001-006	6/7/2023: Patricia described the changes made in the 5-15-2023 drawings to Jessica.		In Progress			No
	6/14/2023: Frank working on the change list.					
<b>Room #26</b>						
001-007	6/7/2023: In Room #26 the new base cabinets and counter should have wall cabinet above. Also, a counter over two owner supplied metal file cabinets to create a desk space. All cabinets need to have locks on doors.		In Progress			No
	6/14/2023: Pending.					
<b>Room #24</b>						
001-008	6/7/2023: The doors and glass to room #24 will be storefront aluminum and glass to match the rest of the entry foyer.		Closed			No
	6/14/2023: (CLOSED)					
<b>Door#26A</b>						
001-009	6/7/2023: The exterior walkway to door #26A will be eliminated. The door will be modified to be operable with a crash bar. The door will not be operable from the outside. This door will only be used in an emergency/ active shooter situation.		Closed			No
	6/14/2023: (CLOSED)					
<b>Post Meeting Discussion</b>						
001-010	6/7/2023: The electrical drawings locate the new electrical service on the corner of the existing building facing Rte 103. This won't work because the alarm systems are in the way behind it in the basement. Irish Electric would like to locate it on the new addition. This will impact the siding and trim. We need to discuss onsite with LBA.		In Progress			No

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**Old Business**

6/14/2023: The decision was made to locate the CT cabinet on the exterior wall of the addition.

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**New Business****IT Internal Telephone**

002-001	6/14/2023:	NPL will come up with what they need for phone and computer outlets		In Progress			No
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**Audio/Video**

002-002	6/14/2023:	Plans show a projection screen and projector, Which Milestone will wire. NPL will look into their needs.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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