

**Meeting Minutes**

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

**Newbury Library**

**Project # 2308**

Tel: Fax:

**Owner, Architect, Contractor Meeting 1**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
6/7/2023	01:00 PM	02:00 PM	6/14/2023	01:00 PM	Frank Lemay	Milestone Engineering & Construction

Purpose	Location	Next Location	General Notes
Weekly Job Meeting			

Attended By	Non-Attendees
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 Maily	
Milestone Engineering & Construction - Frank Lemay	
Milestone Engineering & Construction - Larry Letendre	

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

**New Business**

**Schedule**

001-001	6/7/2023:	Schedule passed out. Frank will email a copy.		In Progress			No
---------	-----------	---	--	-------------	--	--	----

**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
---------	-----------	--	--	-------------	--	--	----

**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 temporary heaters. Patricia will ask Rob Robicsek to get a price to add supplemental heat.		In Progress			No
---------	-----------	--	--	-------------	--	--	----

**Solar Array**

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

**Door #19 & 19A**

## 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
<b>New Business</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.		In Progress			No
<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
<b>Room #26</b>							
001-007		6/7/2023: In Room #26 the new base cabinets and counter should have wall abuts 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
<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.		In Progress			No
<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.		In Progress			No
<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

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