

Meeting Minutes

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

Newbury Library

Project # 2308

Tel: Fax:

Owner, Architect, Contractor Meeting 4

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
6/28/2023	01:00 PM	02:00 PM	7/5/2023	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	
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	6/28/2023:	-Rebar Delivered -Foundation excavation started -Irving visited the site and reviewed the tank removal with Larry. We will wait until Sept. to install the temporary tanks. -Door 26A will be done Friday -Structural Engineer made a site visit on 6/27/2023. He verified amount of old retaining wall that has to be removed under old ramp. Work to be done Friday -Foundations start July 5th -Power connection to be relocated to temporary pole installed by Milestone near 103. Temp disconnect required, Eversource will do work on Friday when Library is closed		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. 6/14/2023: The wall will be removed Friday. A temporary walkway will be installed with a rail as necessary.			In Progress			No
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Old Business							
		6/21/2023: This access is closed off tomorrow. On Monday, Door 26A should be operational.					
		6/28/2023: Door 26A should be operational 6/30/2023.					
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
	6/14/2023:	LBA is working with Yeaton Associates on options for backup heat.					
	6/21/2023:	Yeaton still looking at options.					
	6/28/2023:	Pending.					
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
	6/14/2023:	The decision was made to delete the 200 Amp. disconnect and meter for the solar, and deal with it once a vendor is on board. The 200 Amp. breaker and meter socket will be removed for credit.					
	6/21/2023:	Patricia has been discussing solar with Revision for a solar array. The concept is for 20KW ground mounted array. Cost is 90,000. The annual savings are estimated at \$5,700.					
	6/28/2023:	Pending.					
Drawings Changes							
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.					
	6/21/2023:	Pending.					
	6/28/2023:	Pending.					
Room #26							
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.		Closed			No
	6/14/2023:	Pending.					
	6/21/2023:	This room is listed on the adds/deduct list.					
	6/28/2023:	(CLOSED)					

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Old Business							
Post Meeting Discussion							
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. 6/14/2023: The decision was made to locate the CT cabinet on the exterior wall of the addition. 6/21/2023: Patricia would like the CT cabinet centered under the 2x2 windows and located to the side to allow for future solar array disconnect. 6/28/2023: (CLOSED)		Closed			No
IT Internal Telephone							
002-001		6/14/2023: NPL will come up with what they need for phone and computer outlets. 6/21/2023: Pending. 6/28/2023: Pending.		In Progress			No
Audio/Video							
002-002		6/14/2023: Plans show a projection screen and projector, Which Milestone will wire. NPL will look into their needs. 6/21/2023: Pending 6/28/2023: Pending.		In Progress			No
Siding							
003-001		6/21/2023: Patricia would like to look at cedar siding being changed to vinyl or hardiplank. 6/28/2023: Pending.		In Progress			No

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
New Business							
Old Home Day							
004-001		6/28/2023: Old Home Day is July 8th. Milestone will make sure the site is secured.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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