

Meeting Minutes

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

Newbury Library

Project # 2308

Tel: Fax:

Owner, Architect, Contractor Meeting 5

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
7/5/2023	01:00 PM	02:00 PM	7/12/2023	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	7/5/2023: -Last Friday the concrete wall was cut and the concrete was removed today. We ran into ground water, which slowed this down. -Concrete will start Monday, July 12th. -Temp. power installed -Post delivered today to relocate the building service.		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. 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. 7/5/2023: Door will be operational this Friday.		In Progress			No
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Heat Pumps

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Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
Old Business							
001-003		<p>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.</p> <p>6/14/2023: LBA is working with Yeaton Associates on options for backup heat.</p> <p>6/21/2023: Yeaton still looking at options.</p> <p>6/28/2023: Pending.</p> <p>7/5/2023: Pending.</p>		In Progress			No
Solar Array							
001-004		<p>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.</p> <p>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.</p> <p>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.</p> <p>6/28/2023: Pending.</p> <p>7/5/2023: Pending.</p>		In Progress			No
Drawings Changes							
001-006		<p>6/7/2023: Patricia described the changes made in the 5-15-2023 drawings to Jessica.</p> <p>6/14/2023: Frank working on the change list.</p> <p>6/21/2023: Pending.</p> <p>6/28/2023: Pending.</p> <p>7/5/2023: Frank presented the list of adds and deducts from the changes made to the 5/15/2023 construction total. The net deduct is \$13,383.00. This will be placed on the PCO Log.</p>		In Progress			No
IT Internal Telephone							
002-001		<p>6/14/2023: NPL will come up with what they need for phone and computer outlets.</p> <p>6/21/2023: Pending.</p> <p>6/28/2023: Pending.</p> <p>7/5/2023: Lea has received prices for telephone from the existing. She will pursue other options.</p>		In Progress			No

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Old Business							
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
	6/21/2023:	Pending					
	6/28/2023:	Pending.					
	7/5/2023:	Pending.					
Siding							
003-001	6/21/2023:	Patricia would like to look at cedar siding being changed to vinyl or hardiplank.		In Progress			No
	6/28/2023:	Pending.					
	7/5/2023:	existing Window Trim - Patricia asked for a price to replace the existing window trim. Also, a price to replace trim on the tower with PVC					
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
	7/5/2023:	Milestone will do minimal work on Friday to allow for set up.					

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
New Business							
Temporary AC							
005-001	7/5/2023:	We are having a hard time getting the air conditioning hooked up. Milestone will arrange temporary air conditioners.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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