

Meeting Minutes

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

**Newbury Library**

**Project # 2308**

Tel: Fax:

**Owner, Architect, Contractor Meeting 6**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
7/12/2023	01:00 PM	02:00 PM	7/19/2023	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**

<b>001-001</b>	7/12/2023: -The site was hit with 4" of rain on Sunday night, which flooded the site and has pushed back foundations. -Foundations will start tomorrow or Friday with the first concrete pour Monday July 17th. -Temp power being installed soon -Framing start has been pushed off until August 4th -Milestone will update the schedule and get it to all		In Progress			No
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**Side Entrance**

<b>001-002</b>	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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<b>Old Business</b>							
		7/12/2023: The door is operational for emergency only.					
<b>Heat Pumps</b>							
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.					
	7/5/2023:	Pending.					
	7/12/2023:	Yeaton presented a possible solution to add back up heat in the ductwork. Estimated cost is \$12,000.00 to \$15,000.00 installation price. System would still need to be designed which would increase CA costs.					
<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 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.					
	7/5/2023:	Pending.					
	7/12/2023:	Patricia spoke with the energy committee about the solar array and they provided another source to price.					
<b>Drawings Changes</b>							
001-006	6/7/2023:	Patricia described the changes made in the 5-15-2023 drawings to Jessica.		Closed			No
	6/14/2023:	Frank working on the change list.					
	6/21/2023:	Pending.					
	6/28/2023:	Pending.					
	7/5/2023:	Frank presented the list of adds and deducts from the changes made to the 5/15/2023 construction					

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<b>Old Business</b>							
		total. The net deduct is \$13,383.00. This will be placed on the PCO Log.					
		7/12/2023: (CLOSED)					
<b>IT Internal Telephone</b>							
002-001	6/14/2023:	NPL will come up with what they need for phone and computer outlets.		In Progress			No
	6/21/2023:	Pending.					
	6/28/2023:	Pending.					
	7/5/2023:	Lea has received prices for telephone from the existing. She will pursue other options.					
	7/12/2023:	Leah received another quote and is reviewing it.					
<b>Audio/Video</b>							
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.					
	7/12/2023:	Pending.					
<b>Siding</b>							
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.					
	7/12/2023:	The savings to change to vinyl siding is (\$42,033.00) . The library would like to proceed. Milestone will get product samples. Larry will investigate the existing trim for materials and conditions. Existing trim may be PVC. Larry will investigate further.					
<b>Old Home Day</b>							
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.					
	7/12/2023:	Everything went well.					
<b>Temporary AC</b>							
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
	7/12/2023:	Temporary AC has been provided.					

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<b>New Business</b>							

**Finishes Meeting**

006-001		7/12/2023: The finishes meeting took place yesterday. The committee liked the Forbo Flotex flooring. LBA is sending more color samples. Final selections pending.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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