

Meeting Minutes

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

Newbury Library

Project # 2308

Tel: Fax:

Owner, Architect, Contractor Meeting 7

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
7/19/2023	01:00 PM	02:00 PM	7/26/2023	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	Newbury Public Library - Todd Maily
Newbury Public Library - Lea McBain	Lavallee Brensinger - Brooke DeYoung
Newbury Public Library - Patricia Sherman	Lavallee Brensinger - Robert Robecsek
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	7/19/2023:	-Footings were poured Monday -Walls and piers to be poured Monday July 24th -Temp power and relocated power Friday July 28 (This will require a power shut down for Library for 4-5 hours. Lea will Monitor any devices that would be sensitive to a shut down.) -Updated schedule distributed -Framing to start August 14th -The project is three weeks behind because of weather		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
	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.						

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		7/12/2023: The door is operational for emergency only.					
		7/19/2023: Pending. Scheduled for Friday July 21st.					
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.					
		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.					
		7/19/2023: Milestone will investigate if the existing gas fired heating system and tank can be left in place for back up heat.					
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.					
		7/5/2023: Pending.					
		7/12/2023: Patricia spoke with the energy committee about the solar array and they provided another source to price.					
		7/19/2023: Pending.					
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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		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.					
		7/19/2023: Pending.					
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.					
		7/12/2023: Pending.					
		7/19/2023: Pending. Jessica will get the name of the vender for tye.					
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.					
		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.					
		7/19/2023: Milestone presented a CertainTeed vinyl siding sample board to select the color and profile. Color- Colonial White. Profile- Triple 3". Larry confirmed that the existing trim on the Library is PVC except for the curved section over the curved window and the stick work on the tower. We may be able to get a PVC replacement for the curve and the stick work on the tower. Still need to asses the flat stock on the tower to see if it has any water/rot damage.					
Old Home Day							
004-001	6/28/2023:	Old Home Day is July 8th. Milestone will make sure the site is secured.		Closed			No
		7/5/2023: Milestone will do minimal work on Friday to allow for set up.					
		7/12/2023: Everything went well.					
		7/19/2023: (CLOSED)					

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Old 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. 7/12/2023: Temporary AC has been provided. 7/19/2023: Milestone working on getting the existing AC system up and running. Existing AC compressor reinstalled.		In Progress			No
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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. 7/19/2023: Pending. Received a letter from Forbo stating that plank and tile would be priced the same as sheet stock.		In Progress			No
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New Business

Floor Outlets

007-001		7/19/2023: Patricia will give Milestone a sketch of where they want floor outlets.		In Progress			No
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Exterior Cornice Work

007-002		7/19/2023: Specifications call for a fiberglass cornice on the eaves and rakes of the building. Milestone has investigated kynar painted metal. The fiberglass is \$60,000. Milestone feels we can do it for \$30,000. Frank will advise LBPA on change of material.		In Progress			No
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Front Steps

007-003		7/19/2023: NVL would like to reset the front steps to craft 7" risers. The walkway will need to be removed, raised and graded to ramp up to the steps to eliminate the puddle, and meet ADA. NPL/. not in original GMP but needs to meet code.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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