

Meeting Minutes

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

Newbury Library

Project # 2308

Tel: Fax:

Owner, Architect, Contractor Meeting 10

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
8/9/2023	01:00 PM	02:00 PM	8/16/2023	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 - Robert Robicsek
Newbury Public Library - Patricia Sherman	
Milestone Engineering & Construction - Frank Lemay	
Milestone Engineering & Construction - Larry Letendre	
Lavallee Brensinger - Brooke DeYoung	
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	8/9/2023:	-Rough plumbing being installed today -Grade beams poured this morning -Compaction tests complete -Electrical underground Friday -Concrete slab scheduled for Tuesday 8/15 -Framing contractor starts Wednesday 8/16		In Progress			No
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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.						

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		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.					
		7/26/2023: Pending.					
		8/2/2023: NPL- needs to make a decision on the supplemental heat. Milestone investigating area above. The area is very tight and the new equipment won't fit. Patricia will notify LBA to proceed with the supplemental heat design.					
		8/9/2023: Patricia has requested a proposal from Bob to have Yeaton do the design of the back up heat. Brooke will check status.					
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.					
	7/26/2023:	Pending.					
	8/2/2023:	Pending					
	8/9/2023:	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
	6/21/2023:	Pending.					
	6/28/2023:	Pending.					
	7/5/2023:	Lea has received prices for telephone from the					

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		existing. She will pursue other options.					
		7/12/2023: Leah received another quote and is reviewing it.					
		7/19/2023: Pending.					
		7/26/2023: Pending.					
		8/2/2023: Pending. Leah is working on options.					
		8/9/2023: Leah met with Arcom yesterday. They recommended VoIP. NPL hesitant because of poor cell service if internet goes down in an emergency					
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 vendor for tye.					
		7/26/2023: Pending.					
		8/2/2023: Pending.					
		8/9/2023: Pending.					
Siding							
003-001		6/21/2023: Patricia would like to look at cedar siding being changed to vinyl or hardiplank.		Closed			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.					
		7/26/2023: Milestone has submitted their vinyl siding					

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		rainscreen to LBPA.					
		8/2/2023: LBA approved product for vinyl and rainscreen.					
		8/9/2023: (CLOSED)					
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
	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.					
	7/26/2023:	In progress.					
	8/2/2023:	Pending.					
	8/9/2023:	Existing compressors removed to allow compaction and slabs. NPL will utilize the portable units for remainder of summer.					
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
	7/19/2023:	Pending. Received a letter from Forbo stating that plank and tile would be priced the same as sheet stock.					
	7/26/2023:	Pending.					
	8/2/2023:	Decision by next week.					
	8/9/2023:	Patricia presented a draft color schedule. Waiting on selections for the vinyl base and walk off mat. and stair treads.					
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
	7/26/2023:	Milestone showed samples of proposed painted aluminum cornice. Milestone will submit as a substitution.					
	8/2/2023:	Milestone has submitted to the architect.					
	8/9/2023:	Frank brought Atas color samples. The white is too dark. Frank will ask the supplier for a better sample to match the color and white siding.					
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		In Progress			No

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Old Business

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.

7/26/2023: Pending.

8/2/2023: Pending. NPL would like to look at modifying the H.C. ramp also. Existing Asphalt ramp to front door is deteriorating, May not be ADA

8/9/2023: Brooke and Frank looked at the ramp. The grade isn't bad. The top needs repairs and the sides need loam and seed backup so to eliminate the drop off.

Plumbing Fixures

008-001	7/26/2023: The water cooler will be upgraded with a filter. Cost \$150.50. Water closet discussed. The specified units with a disinfection function is acceptable. The children's bathroom will get a standard height toilet. Patricia would like to know how the instantaneous water heater works.			In Progress			No
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8/2/2023: Plumber thinks the expansion tank for the water is not needed, Frank to send RFI to Yeaton.

8/9/2023: The water cooler is being moved to the side 10 room on the wall against the staff 11 room.

Existing Utilities

008-002	7/26/2023: Larry asked if the existing cable line needs to be maintained (not in use). Milestone will roll the line up.			In Progress			No
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8/2/2023: Pending.

8/9/2023: Pending.

Fire Alarm System

008-003	7/26/2023: The exterior panel is shown to be in front of a window. It will be moved to the wall. Irish Electric needs to submit the design of the Fire Alarm to the Newbury Fire Department.			Closed			No
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8/2/2023: FA plans are into the building and fire department.

8/9/2023: (CLOSED)

Extra Conduit

009-002	8/2/2023: NPL would like an additional conduit from the utility pole to the building for future use.			In Progress			No
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8/9/2023: Pending.

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New Business

Light Fixtures

010-001	8/9/2023: Patricia asked Brooke to send along light fixture cuts.			In Progress			No
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Floor Plans							
010-002		8/9/2023: Brooke will send Milestone a clean copy of the dimensions floor plan without the flooring and stacks shown to allow ease of reading dimensions.		In Progress			No
Existing Propane Tank							
010-003		8/9/2023: Jessica asked about the existing propane tank. Frank says library will need to use existing heating system this fall. So propane is needed. Tank can be excavated by Milestone and pulled by Irving at a later date. A above ground tank would then be delivered as needed.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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