

Meeting Minutes

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

Newbury Library

Project # 2308

Tel: Fax:

Owner, Architect, Contractor Meeting 11

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
8/23/2023	01:00 PM	02:00 PM	8/30/2023	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 - Robert Robicsek
Newbury Public Library - Lea McBain	
Newbury Public Library - Patricia Sherman	
Newbury Public Library - Todd Maily	
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	8/23/2023:	-Slab poured Saturday -Framing started Monday -Versa-Lok wall starts tomorrow -Power to be relocated Sept. 6th -Trusses scheduled for Sept. 6th delivery		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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Old Business

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.

8/23/2023: ERV rejected. Frank to investigate reason. Heat pumps approved. Proposal to design the backup heat has yet to be provided by Yeaton.

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
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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.

8/23/2023: Mary Fuller of the energy committee recommended Josh Kohler. They will submit a proposal of SPS Solar.

IT Internal Telephone

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Old Business							
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. 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. 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. 8/23/2023: Leah has on more meeting next week talking to Key Communication and Arcom.		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. 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. 8/23/2023: Pending.		In Progress			No
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. 7/26/2023: In progress. 8/2/2023: Pending.		Closed			No

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Old Business							
		8/9/2023: Existing compressors removed to allow compaction and slabs. NPL will utilize the portable units for remainder of summer.					
		8/23/2023: (CLOSED)					
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.					
	8/23/2023:	The selection on carpet is a \$635.00 add. The stair tread is a premium color with flecks. It is a basement stair. The library wants a solid color. Paint colors still needed. Wall tile- Daltile. Color- Wheat Classic, Matt Biscuit K775, Biscuit K175. Brooke will provide a sketch of the pattern.					
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 advised 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.					
	8/23/2023:	Color selected.					
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
	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					

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Old Business							
	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.					
	8/23/2023:	Pending.					
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
	8/2/2023:	Plumber thinks the expansion tank for the water is not needed, Frank to 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.					
	8/23/2023:	RFI to Yeaton on the expansion tank. Yeaton wants to keep it.					
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
	8/2/2023:	Pending.					
	8/9/2023:	Pending.					
	8/23/2023:	Electric to be relocated on Sept. 6th.					
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
	8/9/2023:	Pending.					
	8/23/2023:	Pending.					
Light Fixtures							
010-001	8/9/2023:	Patricia asked Brooke to send along light fixture cuts.		In Progress			No
	8/23/2023:	Fixture for the tower room,, room #24 needs to have uplighting.					
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
	8/23/2023:	Pending.					
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		In Progress			No

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Old Business							
		needed.					
		8/23/2023: Pending.					

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New Business							
Toilet Accessories							
011-001	8/23/2023:	Equal baby changing station to Koala. Requested robe hooks in each bathroom. New grab bars at each bathroom.		In Progress			No
Signage							
011-002	8/23/2023:	Milestone owns any code signs. HC Toilet, Elec. Room. Library may want to purchase diner sign. Milestone has a \$4,570.00 allowance for signs.		In Progress			No
Tackboard							
011-003	8/23/2023:	Eliminated the exterior tack-boards. one tack-board in the children's room.		In Progress			No
Water is Basement							
011-004	8/23/2023:	Water was found on the basement floor. We think it came through the window that was scheduled to be sealed off. Larry is getting things cleared up and will get a negative air unit to ventilate the area.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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