

Meeting Minutes

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

Newbury Library

Project # 2308

Tel: Fax:

Owner, Architect, Contractor Meeting 19

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
10/18/2023	01:00 PM	02:00 PM	10/25/2023	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 Robicsek
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	10/18/2023:	- Roofing is substantially complete - Windows on site and being installed - Vinyl siding on the existing building - Site work to start Monday to complete. Septic tank force main, underground electric added retainage wall, and grading. - Electrical rough to start by Nov. 1st - Front walkway to start November 6th.		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.			Closed			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.

8/30/2023: Proposal from Yeaton via LBA for the design received. NPL will authorize LBPA to proceed. Cost is \$5,400 plus LBPA fee of 10%. Inquiring into Yeaton on the ERV. Previous email from Yeaton indicated it was ok. Response pending.

9/6/2023: Design is pending. ERV approval is pending.

9/13/2023: Pending. (Yeaton indicating they will work on it next week)

9/20/2023: Pending.

9/27/2023: Design plans received yesterday. Subcontractors are pricing the design.

10/4/2023": Received. Electrical price \$1,300.00. Mechanical price pending.

10/11/2023: The \$1,300.00 cost is incorrect. It's \$13,800. The cost for the mechanical is \$17,000, which amounts to \$33,240 including Milestone's 5% fee. The work is approved.

10/18/2023: (CLOSED)

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 existing. She will pursue other options.		

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Old Business

7/12/2023: Lea 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: Lea 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.

8/30/2023: Leah met with New England Communication and Culver Technologies. Leah needs to get a proposal in to make a discussion. Probably two weeks to do so.

9/6/2023: Pending.

9/13/2023: Leah has an invoice from Capital Alarm for the next year of service. The new system can tie into this call center, so NPL can continue with service. There has been a disruption with the radio trasmitter in the basement for the fire alarm. Milestone will have Irish investigate. Milestone will request a breakdown of the extra conduit cost. Lea had one more IT company to meet with.

9/20/2023: Arcom selected for the telephone. Milestone to review what Irish owns for IT wiring.

9/27/2023: Pending

10/4/2023: Added cost for revision is \$1,680.00

10/11/2023: The \$1,680 is approved.

10/18/2023: (CLOSED)

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
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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.

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Old Business

8/30/2023: Video screen will be mounted on the wall between room 12 and 10. Height and location to be coordinated. Once an IT/Video / Communications vendor is selected.

9/6/2023: Pending.

9/13/2023: Pending.

9/20/2023: CCI Technologies selected for IT and AV. Milestone to confirm what Irish owns for IT.

9/27/2023: Patricia has provided Milestone a drawing with all IT/communication changes and description. Milestone to review and submit drawings it needed.

* Correction CCI schedule for IT and Culver Technologies elected for Audio.

10/4/2023: Pending.

10/11/2023: The library would like to prewire for future cameras at exit doors. Jessica will see if it can be done by TASCOS Systems.

10/18/2023: Video screen ordered. It needs to be stored on site.

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.			Closed			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.						
	8/30/2023: Norament 172 Fawn selected as color for the stair treads.						
	9/6/2023: (CLOSED)						
	9/13/2023: (REOPENED) Paint colors are still pending.						
	9/20/2023: Pending.						
	9/27/2023: Pending						

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Old Business

10/4/2023: Patrica looking for the large color sample from Ryan at LBA

10/11/2023: Brooke brought the larger samples to Patricia. Patricia will select sample color is for sample panels.

10/18/2023: Pending.

Front Steps

007-003		7/19/2023: NPL 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.		Closed			No
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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.

8/23/2023: Pending.

8/30/2023: Quote pending. The existing rails at front entry are 7' apart. Does this meet code? Frank to request an answer from Brooke.

9/6/2023:

-The cost to install two new steps is \$1,100.00

-The cost to replace the walkway is \$3,640.00

-Subtotal: \$4,740.00

-Fee of 5%: \$237.00

-TOTAL: \$4,977.00

9/13/2023: Brook got back to us on the requirement for handrails at the main entry stair. They are required if the rails are more than 60" apart. Milestone will add middle rails. Milestone will also investigate the existing rails to see if they are sound enough to be reuse. The plantings next to the walkway will be removed and barkmulch will be spread to allow for future plantings.

9/20/2023: Decision made to reuse existing rails and paint. Install new center railing. two new 8' granite steps. new Walkway to match existing.

9/27/2023: Price is pending,

10/4/2023: The cost is \$8,642 for new steps, sidewalk barkmulch, painting of existing railings and new center railings. This is approve.

10/11/2023: The \$8,642.00 is approved.

10/18/2023: (CLOSED)

Existing Propane Tank

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Old Business							
010-003		<p>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.</p> <p>8/23/2023: Pending.</p> <p>8/30/2023: Pending.</p> <p>9/6/2023: Pending.</p> <p>9/13/2023: Pending.</p> <p>9/20/2023: Pending.</p> <p>9/27/2023: Existing tank is being used for heating until the new tank is set.</p> <p>10/4/2023: Work is pending,</p> <p>10/11/2023: Pending.</p> <p>10/18/2023: (CLOSED)</p>		Closed			No
Signage							
011-002		<p>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.</p> <p>8/30/2023: Pending.</p> <p>9/6/2023: Pending.</p> <p>9/13/2023: Pending.</p> <p>9/20/2023: Pending.</p> <p>9/27/2023: Pending.</p> <p>10/4/2023: Pending.</p> <p>10/11/2023: Pending.</p> <p>10/18/2023: Pending.</p>		In Progress			No
Water is Basement							
011-004		<p>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.</p> <p>8/30/2023: The previously blocked windows from the last expansion are leaking. It is coming up because the slab is poured out the run off is restricted. Larry is monitoring it, cleaning up, and working up measures to correct it.</p> <p>9/6/2023: No issues this week.</p> <p>9/13/2023: Water has appeared again in the basement. Milestone to investigate cause.</p> <p>9/20/2023: Still getting a little water in the basement. Larry to monitor.</p>		In Progress			No

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Old Business							
		9/27/2023: No rain this week.					
		10/4/2023: Basement and library are dry.					
		10/11/2023: No leaks, under control.					
		10/18/2023: The roof is water tight. There should be no further issues.					
Custom Tops							
012-002		8/30/2023: Detail D3 on A7.1 is labeled counter edge detail- PVC edge. However, the note states "hardwood edge". The owner wants the hardwood edge.					No
		9/6/2023: Patricia making up the shopdrawings for counters with laminate and wood.					
		9/13/2023: Pending. Patricia and Frank met with Keith Roberts from W.S. Dennison to review NPL changes. Keith will modify and re-issue shop drawings.					
		9/20/2023: Pending.					
		9/27/2023: Pending.					
		10/4/2023: Pending.					
		10/11/2023: The millwork adjustment is a credit of \$6,868.00					
		10/18/2023: Shop drawings pending. Patricia will send out the library helving millwork tops for pricing.					
Exterior Walkway to Childrens Playground							
014-001		9/13/2023: The wall gets a two line steel railing on top of it. The grading needs to be resolved to see if the wall needs to be extended.		Closed			No
		9/20/2023: The attendees met outside on the site. They would like to extend the wall to create a level area, install a culvert to raise the walkway. Frank to investigate and price.					
		9/27/2023: Regrading and extension of retaining wall to create a level area. Ballpark cost is \$10,000.00. Patricia would like to make the walkway HC accessible.					
		10/4/2023: Ongoing.					
		10/11/2023: Ongoing.					
		10/18/2023: Work on this area to start next Monday.					
Rain infiltration into the Existing Library							
014-003		9/13/2023: The Sunday night rain storm leaked into the existing library. Milestone is sealing the roof and slab areas to prevent leaking. ServPro will extract all moisture from the carpet and dry them out. They will also use a moisture meeter to check any moisture in the walls. Milestone is responsible for the costs.		In Progress			No

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Old Business

9/20/2023: SERVPRO has extracted all water in the carpet and tested for moisture. They will make a final visit on Friday.

9/27/2023: SERVPRO finished up on Friday

10/4/2023: Primex will send the invoice to Milestone to submit to our insurance carrier.

10/11/2023: Hanover Insurance contacted Lea and will be taking care of ServPro Invoice.

10/18/2023: The roof is water tight.

Existing Building Renovations Schedule

014-004	9/13/2023: Library is looking for information from Milestone as to when and for how long they will need access to existing spaces, Library Trustees and Staffs is also determining criteria for need to close to accommodate construction.	In Progress	No
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9/20/2023: Milestone wants to finish the addition to allow the library to move in and vacate the existing library. Milestone would like to renovate the bathrooms one at a time before hand so they are available after the move.

9/24/2023: Patrica would like to see the meeting room finished early.

10/4/2023: Pending.

10/11/2023: Pending.

10/18/2023: Pending.

Attic Area Over Children's Room

015-004	9/20/2023: Milestone to investigate the area above the children's area to see the best way to insulate the area.	In Progress	No
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9/27/2023: Pending.

10/4/2023: (CLOSED)

10/11/2023: (REOPENED) Pending

10/18/2023: Pending.

Doors to Program Room

016-002	9/27/2023: With the program room being used off hours, Milestone questioned the architect if door 15a and 15 need automatic operations. The exterior door 15A door needs one. Door 15 is optional. Also questions was the need for rim exit devices on the door 15, and the new door added to the exterior in room 12. Brooke confirmed that they are needed.	Closed	No
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10/4/2023: An automatic closer will be added to door #15A. Door #15 does not need one.

10/11/2023: The automatic closer for door 15A is \$4,872.00. This was approved.

10/18/2023: (CLOSED)

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Old Business							
HC Parking							
017-001		10/4/2023: Patricia will investigate if we need a HC parking spot at the new ramp. 10/11/2023: Patricia thinks we should add another HC Parking Space at the new side entrance at Door #15A. 10/18/2023: The added HC parking space is approved.		In Progress			No
Trustees Tour							
018-001		10/11/2023: The trustees would like to do a tour. Patricia will organize one for November. 10/18/2023: Confirmed. Tuesday, November 14th at 4:00PM. We will hold the weekly job meeting at 3:00 PM that same day instead of Wednesday.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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