

Meeting Minutes

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

Newbury Library

Project # 2308

Tel: Fax:

Owner, Architect, Contractor Meeting 13

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
9/6/2023	01:00 PM	02:00 PM	9/13/2023	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	9/6/2023:	-Trusses arrived and are being installed. -Two shear walls on the existing building complete. One more to do Friday -The power and communication on the building has been temporarily relocated -Steve Belanger from Foley Buhl Roberts made a site visit. Report to follow.		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.					

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Old Business

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.

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.

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.

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Old Business							
	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.					
	8/30/2023:	Pending.					
	9/6/2023:	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 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.					
	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.					
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.					

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Old Business							
		8/9/2023: Pending.					
		8/23/2023: Pending.					
		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.					
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:	Noramant 172 Fawn selected as color for the stair treads.					
	9/6/2023:	(CLOSED)					
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					
	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.					

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Old Business							
		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					
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.					
	8/30/2023:	Still on schedule for Sept. 6th at 8:30. Larry will remind NPL to turn off computers etc. on Sept. 5th.					
	9/6/2023:	Relocated today.					
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.					
	8/30/2023:	Added cost is \$2,625.00					
	9/6/2023:	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.					
	8/30/2023:	Patricia would like to change the D&F fixtures in tower. Patricia will send chagne to Frank. Patricia wants to change D fixtures to indirect fixture to match those in the addition. Fixture needs to be changed to an up/down fixture to light the windows in the tower.					
	9/6/2023:	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 needed.		In Progress			No
	8/23/2023:	Pending.					
	8/30/2023:	Pending.					

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		9/6/2023: Pending.					
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.		Closed			No
	8/30/2023:	Bradley unit submitted and approved.					
	9/6/2023:	(CLOSED)					
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
	8/30/2023:	Pending.					
	9/6/2023:	Pending.					
Tackboard							
011-003	8/23/2023:	Eliminated the exterior tack-boards. one tack-board in the children's room.		In Progress			No
	8/30/2023:	NLP would like a tack board in Room 26, Childrens outside the bathroom between the door and the cabinet.					
	9/6/2023:	Being revised. Patricia to provide sketch. Pending.					
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
	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.					
	9/6/2023:	No issues this week.					
Wall Between Rooms 10 & 20							
012-001	8/30/2023:	Patricia would like to reconfigure this wall. Intent was to leave windows, but beams go right through one. Patricia will get a sketch issued.					No
	9/6/2023:	Patricia to provide sketch. Vision board not needed. The door to the staff room and staff room/ kitchen needs a privacy lock so the room can be made for lactation.					
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.					

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Old Business							
Kitchen							
012-003		8/30/2023: NPL would like a door on the opening from the kitchen to the Program Room 12. Discussion was on light weight aluminum roll up shutter 9/6/2023: The opening will be left as is.		In Progress			No
Computer Station							
012-004		8/30/2023: The computer station requires power from the floor. The slab will need to be cut. NPL to send cuts on the computer station so work can be coordinated. 9/6/2023: NPL plans to reuse their existing computer station. MC to coordinate electrical and IT to unit.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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