

Meeting Minutes

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

Newbury Library

Project # 2308

Tel: Fax:

Owner, Architect, Contractor Meeting 15

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
9/20/2023	01:00 PM	02:00 PM	9/27/2023	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	
Newbury Public Library - Patricia Sherman	
Milestone Engineering & Construction - Frank Lemay	
Milestone Engineering & Construction - Larry Letendre	
Lavallee Brensinger - Brooke DeYoung	
Lavallee Brensinger - Robert Robicsek	
Newbury Public Library - Jeanne Palleiko	

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
------	---------	------------------	------	--------	----------	---------	-------

Old Business

Schedule

001-001	9/20/2023	-Wood frame complete -Wather barrier install ongoing -Hunter panels on roof tomorrow -Membrane roof to start next week -Roof drain install next Monday		In Progress			No
----------------	-----------	--	--	-------------	--	--	----

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.						

Meeting Minutes

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

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
------	---------	------------------	------	--------	----------	---------	-------

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.

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.

Meeting Minutes

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

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
Old Business							
		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.					
		8/30/2023: Pending.					
		9/6/2023: Pending.					
		9/13/2023: Pending					
		9/20/2023: 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:	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.					

Meeting Minutes

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

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
Old Business							
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.					
		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.					
		9/13/2023: Pending.					
		9/20/2023: Center Technologies selected for IT and AV. Milestone to confirm what Irish owns for IT.					
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)					

Meeting Minutes

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

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
------	---------	------------------	------	--------	----------	---------	-------

Old Business

9/13/2023: (REOPENED) Paint colors are still pending.

9/20/2023: Pending.

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.

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.

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

9/13/2023: NPL questioned the cost. Milestone will obtain backup from Irish.

9/20/2023: Frnak reviewed the cost for the conduit with

Meeting Minutes

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

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
Old Business							
		Irish and got the price down to \$2,296.68. NPL would like to go ahead.					
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.					
	9/13/2023:	Frank and Patricia me with Mike Hayes of Irish electric to discuss light fixtures and made the following changes. -Change 18 "D" fixtures to "A" surface mount -Change 1 "D" to a "C" at basement stair -Delete 1 "D" at the basement stair -Add 2 "H" fixtures on the east exterior wall -Add "Uplighting" to the "6" fixtures in room 24					
	9/20/2023:	Pricing from Irish is 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.					
	9/6/2023:	Pending.					
	9/13/2023:	Pending.					
	9/20/2023:	Pending.					
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.					
	9/13/2023:	Pending.					
	9/20/2023:	Pending.					
Tackboard							

Meeting Minutes

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

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
Old Business							
011-003		8/23/2023: Eliminated the exterior tack-boards. one tack-board in the children's room. 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. 9/13/2023: Sketch provided. Magnetic White board 5' x 5'. 9/20/2023: (CLOSED)		Closed			No
Water in 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. 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. 9/13/2023: Water has appeared again in the basement. Milestone to investigate cause. 9/20/2023: Still getting a little water in the basement. Larry to monitor.		In Progress			No
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. 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. 9/13/2023: Patricia provided the sketch, Milestone will distribute. 9/20/2023: The wall is framed and in place.					No
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. 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.					No

Meeting Minutes

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

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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. 9/13/2023: Decision made not to isntall anything. 9/20/2023: (CLOSED)		Closed			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. 9/13/2023: Pending. 9/20/2023: The reception desk floor outlets can be used to feed the relocated computer system.		In Progress			No
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. 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.		In Progress			No
Door 12A							
014-002		9/13/2023: This door needs to be alarmed for when the library is closed. Frank investigating how this can be accomplished. We will have a battery operated alarm for door # 26. in Children's activity center, this alarm operates during open hours. 9/20/2023: Decision made to add a door to the east wall of the program room. Milestone to price up.		In Progress			No
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. 9/20/2023: SERVPRO has extracted all water in the carpet and tested for moisture. They will make a final visit on Friday.		In Progress			No
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		In Progress			No

Meeting Minutes

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

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
------	---------	------------------	------	--------	----------	---------	-------

Old Business

accommodate construction.

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.

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
------	---------	------------------	------	--------	----------	---------	-------

New Business

Front Door to Library

015-001	9/20/2023:	The door closer needs adjustment. Larry will look at it to see if he can fix it. If not, the library may need to call a control vender to fix it.		In Progress			No
---------	------------	---	--	-------------	--	--	----

Meeting Room

015-002	9/20/2023:	Meeting Room is shut down. Larry will try to get it back open for next Wednesday.		In Progress			No
---------	------------	---	--	-------------	--	--	----

Circulation Area

015-003	9/20/2023:	Patricia would like to make the wing wall for the fire extinguisher a 42" highwall. Milestone will review and see what can be done.		In Progress			No
---------	------------	---	--	-------------	--	--	----

Attci Area Over childrens Room

015-004	9/20/2023:	Milestone to investiage the area above the childres area to see the best way tot insulate the area.		In Progress			No
---------	------------	---	--	-------------	--	--	----

Cc:	Company Name	Contact Name	Copies	Notes
-----	--------------	--------------	--------	-------