

Meeting Minutes

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

Newbury Library

Project # 2308

Tel: Fax:

Owner, Architect, Contractor Meeting 21

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
11/1/2023	01:00 PM	02:00 PM	11/8/2023	01:00 PM	Frank Lemay	Milestone Engineering & Construction

Purpose	Location	Next Location	General Notes
Weekly Job Meeting			

Attended By	Non-Attendees
Newbury Public Library - Lea McBain	Newbury Public Library - Patricia Sherman
Milestone Engineering & Construction - Frank Lemay	Newbury Public Library - Todd Maily
Milestone Engineering & Construction - Larry Letendre	Lavallee Brensinger - Brooke DeYoung
Newbury Public Library - Jeanne Palleiko	Lavallee Brensinger - Robert Robicsek
Town of Newbury - Diane Ricciardelli	
Town of Newbury - Jessica Dennis	

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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Old Business

Schedule

001-001	11/1/2023: - Sitework- Septic tank installed. Revised retaining wall has been installed. Location approved by the committee. - Force main has been installed - Electric rough wiring has started - The underground utilities to the pole will be done Monday. - HVAC rough to start next week. - Chase from basement through the children's room has started. - Drywall to start on November 15th.		In Progress			No
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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.		Closed			No
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Old Business

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: 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.

10/25/2023: (CLOSED)

11/1/2023: (REOPENED) TV arriving today. Lea will have Dave Heckel touch base with Larry to located any blocking needed.

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.	Pending	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.		

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Old Business

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

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.

10/25/2023: Pending.

11/1/2023: Patricia issued a list of paint samples she wants provided on drywall. Milestone has forwarded to Noonan Painting to get them. Finish of walls to be eggshell. Finish on trim to be semigloss.

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.	Closed	No
	8/23/2023: Pending.		
	8/30/2023: Pending.		
	9/6/2023: Pending.		
	9/13/2023: Pending.		
	9/20/2023: Pending.		
	9/27/2023: Existing tank is being used for heating until the new tank is set.		
	10/4/2023: Work is pending,		
	10/18/2023: (CLOSED)		
	10/25/2023: (REOPENED) The existing tanks do not have to be removed to get the sewer installed, so they can be left in until not needed. However, we were going to remove them for the supplier, saving the town \$500. Larry will talk to Advanced to see if they can rework them later.		
	11/1/2023: Milestone will cover the \$500 cost of the existing gas tank rework in the spring out of the construction budget.		

Signage

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Old Business							
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. 8/30/2023: Pending. 9/6/2023: Pending. 9/13/2023: Pending. 9/20/2023: Pending. 9/27/2023: Pending. 10/4/2023: Pending. 10/11/2023: Pending. 10/18/2023: Pending. 10/25/2023: Code signage will be need for occupying. This consist of bathroom, electrical room, and mechanical rooms. 11/1/2023: Pending.		In Progress			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. 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. 10/25/2023: Lea expressed concern with plain tops on the library shelves as they chip. She prefers wood. Milestone still awaiting the revised shopdrawings. 11/1/2023: Dennison Cabinets quoted the shelving tops. Patricia will review and get back to me on a cost.					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		Closed			No

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Old Business							
		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.					
	10/25/2023:	The proposed location of the extended wall is covered with a pile of earth. We will look at this next week.					
	11/1/2023:	The wall extension and grading has been completed and is approved. Milestone added a culvert extension to the parking lot drain on the common driveway eliminating the need to have the wood bridge. Drainage in the side lot on the south side will surface drain to the end of the retaining wall and into the wetlands.					
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
	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.					
	10/25/2023:	Milestone needs to build a utility chase in the children's room. Milestone needs to work around library scheduled and do the work when the children's room is vacant. Milestone will shut down one bathroom for renovating so that both bathrooms are renovated when the phase 1 addition is occupied.					
	11/1/2023:	Ongoing					
Attic Area Over Children's 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
	9/27/2023:	Pending.					
	10/4/2023:	(CLOSED)					

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		10/11/2023: (REOPENED)		Pending			
		10/18/2023:		Pending.			
		10/25/2023:		Pending.			
		11/1/2023:		Pending			
HC Parking							
017-001		10/4/2023: Patricia will investigate if we need a HC parking spot at the new ramp.		In Progress			No
		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.					
		10/25/2023: Milestone will stripe a space and get a HC parking sign.					
		11/1/2023: Milestone ordered a HC parking sign and post.					
Trustees Tour							
018-001		10/11/2023: The trustees would like to do a tour. Patricia will organize one for November.		In Progress			No
		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.					
		10/25/2023: The meeting is confirmed for November 14th @ 4:00PM. Job meeting that week will be November 14th at 3:00PM					
		11/1/2023: Ongoing.					
Roof Transition							
020-001		10/25/2023: A number of residence have questioned the roof transition from the Children's room roof to the children's room roof addition. Milestone explained that it has step flashing that goes up and under the existing roof shingles on the existing roof and a counter flashing and drip edge still need to be installed.		Closed			No
		11/1/2023: (CLOSED)					
IT Rack							
020-002		10/25/2023: CCI would like Milestone to install the IT rack on a plywood panel in the basement when it arrives.		In Progress			No
		11/1/2023: Ongoing.					
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New Business							
Circulation Aarea							
021-001		11/1/2023: A wing wall at the back center was missed by the framer. Milestone will make sure it gets constructed.		In Progress			No

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New Business

Door Opening from Lobby to Stock Room

021-002		11/1/2023: Patricia would like the door opening from the lobby to the stocks rooms widening. Milestone will look to see what structural work is required.		In Progress			No
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Phone System

021-003		11/1/2023: Lea requested a date to install the phone system. The system can be done in late December before the library changes over.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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