

**Meeting Minutes**

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

**Newbury Library**

**Project # 2308**

Tel: Fax:

**Owner, Architect, Contractor Meeting 23**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
11/14/2023	01:00 PM	02:00 PM	11/29/2023	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 - Todd Maily
Newbury Public Library - Patricia Sherman	Lavallee Brensinger - Brooke DeYoung
Milestone Engineering & Construction - Frank Lemay	Lavallee Brensinger - Robert Robicsek
Milestone Engineering & Construction - Larry Letendre	Town of Newbury - Diane Ricciardelli
Newbury Public Library - Jeanne Palleiko	
Town of Newbury - Jessica Dennis	

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

**Schedule**

<b>001-001</b>	11/14/2023: - Siding and trim ongoing - CDB mechanical is on site doing HVAC - Electrical and plumbing rough is complete - Tasker on site tomorrow to install new walkway - Walkway paving is complete - Sheetrock starts this week		In Progress			No
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**Audio/Video**

<b>002-002</b>	6/14/2023: Plans show a projection screen and projector, Which Milestone will wire. NPL will look into their needs.		Closed			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.					

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### Old Business

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.

11/8/2023: TV arrived and is stored behind the sofa. No blocking needed for meeting.

11/14/2023: (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.	Pending	No
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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: Patricia 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.

11/8/2023: Milestone delivered four paint samples.

11/14/2023: Pending.

### Signage

<b>011-002</b>	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
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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.

11/8/2023: Patricia would like to replace the existing exterior wall sign.

11/14/2023: Patricia will visit Advantage Sign to discuss signage.

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<b>Old Business</b>							
<b>Custom Tops</b>							
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.  11/8/2023: Pending.  11/14/2023: The tops will be field measured in the field.					No
<b>Exterior Walkway to Childrens Playground</b>							
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.  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		In Progress			No

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### Old Business

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.

11/8/2023: The work is substantially complete. Tasker has not shown up for the walkway. Larry will contact them.

11/14/2023: Milestone pursuing cost to extend the railing the full length of the wall and change to a ballustered rail.

### Existing Building Renovations Schedule

<b>014-004</b>	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.

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

11/8/2023: Ongoing.

11/14/2023: Library closing on December 2nd to allow framing of the opening from the circulation desk to the existing library.

### Attic Area Over Children's Room

<b>015-004</b>	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.

10/25/2023: Pending.

11/1/2023: Pending.

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<b>Old Business</b>							
		11/8/2023: Pending.					
		11/14/2023: Library and Frank inspected the area, it is very tight. Once we get the existing HVAC units and ductwork removed, we will see what can be done.					
<b>HC Parking</b>							
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.					
	11/8/2023:	Sign Ordered.					
	11/14/2023:	Pending.					
<b>Trustees Tour</b>							
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.					
	11/8/2023:	Confirmed.					
	11/14/2023:	Happening today at 4:00PM					
<b>Roof Transition</b>							
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)					
	11/8/2023:	(REOPENED) Roof transition is completed.					
	11/14/2023:	(CLOSED)					
<b>IT Rack</b>							
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

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<b>Old Business</b>							
		11/1/2023: Ongoing.					
		11/8/2023: Pending.					
		11/14/2023: IT vender coming tomorrow.					
<b>Circulation Aarea</b>							
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
	11/8/2023:	Pending.					
	11/14/2023:	Wing wall being installed today. Length is 26"					
<b>Door Opening from Lobby to Stack Room</b>							
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
	11/8/2023:	Pending.					
	11/14/2023:	Opening is framed.					
<b>Phone System</b>							
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
	11/8/2023:	Pending.					
	11/14/2023:	Pending					
<b>Exterior Wall Insulation</b>							
022-001	11/8/2023:	There is no insulation shown in the exterior wall stud cavity. Milestone questioned if needed. Brooke will check to see if it is required.					No
	11/14/2023:	Brook confirmed that there is no insulation in the stud cavity.					
<b>Temporary Heat</b>							
022-002	11/8/2023:	Larry is setting up the temporary heat. The unit will have a recirculation of interior air to control moisture.					No
	11/14/2023:	Installed and running.					
<b>Exterior Wall Packs</b>							
022-003	11/8/2023:	The exterior wall packs do not fit between the columns. Discussed putting them on the trim above. Decision needs to be made.		In Progress			No
	11/14/2023:	Pending.					
<b>Electrical Entrance</b>							
022-004	11/8/2023:	The exterior electrical CT cabinet required a shed roof over it to protect the cabinet per Eversource. Larry intends to construct it out of PVC.		In Progress			No
	11/14/2023:	The shed roof over the IT cabinet will be					

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### Old Business

shingled.

### Sitework on Route 103

022-005		11/8/2023: A section of sitework was removed to install the underground electric conduits. The sidewalks need to be installed 90 days before snow melt is applied. The patch will be done in spring 2024.		Closed			No
		11/14/2023: (CLOSED)					

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### New Business

### Wall Between Stacks 10 and Program 12

023-001		11/14/2023: There is a piece of electrical baseboard called for on the wall between stacks 10 and Program 12. This wall is scheduled to receive bookshelves against it. Frank will send an RFI to Brook to see if it can be eliminated.		In Progress			No
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### Next Week

023-002		11/14/2023: No meeting next week. Next meeting Wednesday November 29th at 1:00PM.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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