

Meeting Minutes

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

Newbury Library

Project # 2308

Tel: Fax:

Owner, Architect, Contractor Meeting 24

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
11/29/2023	01:00 PM	02:00 PM	12/6/2023	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 Mailly
Newbury Public Library - Patricia Sherman	Lavallee Brensinger - Robert Robicsek
Milestone Engineering & Construction - Frank Lemay	Newbury Public Library - Jeanne Palleiko
Milestone Engineering & Construction - Larry Letendre	Town of Newbury - Diane Ricciardelli
Lavallee Brensinger - Brooke DeYoung	
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	11/29/2023: -Advanced Excavating is done until spring. -Front walkway is done until spring -More sand at joints is needed. -Electrical rough is 99% complete -Siding and trim is 90% complete -Drywall started today -Painting to start in a few weeks -Plumbing rough is complete		In Progress			No
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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. 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		Pending			No
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Old Business

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

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.

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

11/14/2023: Pending.

11/29/2023: Milestone waiting on paint colors.

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
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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.

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Old Business							
		11/8/2023: Patricia would like to replace the existing exterior wall sign.					
		11/14/2023: Patricia will visit Advantage Sign to discuss signage.					
		11/29/2023: Pending.					
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.					
		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.					
		11/29/2023: Pending.					
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.		In Progress			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.					

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Old Business

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.

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.

11/29/2023: Cost approved. The railing will be done in the spring.

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		
	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.		
	11/29/2023: Circulation desk opening to be done on Friday.		

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Old Business							
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
	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.					
	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.					
	11/29/2023:	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.					
	11/8/2023:	Sign Ordered.					
	11/14/2023:	Pending.					
	11/29/2023:	Pending.					
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.					
	11/8/2023:	Confirmed.					
	11/14/2023:	Happening today at 4:00PM					

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Old Business							
		11/29/2023: Trustee went well. Jeane would like some donors to walk through the space and will schedule with Larry.					
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. 11/1/2023: Ongoing. 11/8/2023: Pending. 11/14/2023: IT vender coming tomorrow. 11/29/2023: Pending.		In Progress			No
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. 11/8/2023: Pending. 11/14/2023: Wing wall being installed today. Length is 26" 11/29/2023: (CLOSED)		Closed			No
Door Opening from Lobby to Stack 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. 11/8/2023: Pending. 11/14/2023: Opening is framed. 11/29/2023: (CLOSED)		Closed			No
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. 11/8/2023: Pending. 11/14/2023: Pending 11/29/2023: Pending.		In Progress			No
Exterior Wall Insulation							
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. 11/14/2023: Brook confirmed that there is no insulation in the stud cavity. 11/29/2023: (CLOSED)		Closed			No
Temporary Heat							

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Old Business							
022-002		11/8/2023: Larry is setting up the temporary heat. The unit will have a recirculation of interior air to control moisture. 11/14/2023: Installed and running. 11/29/2023: (CLOSED)		Closed			No
Exterior Wall Packs							
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. 11/14/2023: Pending. 11/29/2023: (CLOSED)		Closed			No
Electrical Entrance							
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. 11/14/2023: The shed roof over the IT cabinet will be shingled. 11/29/2023: The shed roof is complete.		In Progress			No
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. 11/29/2023: Pending.		In Progress			No
Next Week							
023-002		11/14/2023: No meeting next week. Next meeting Wednesday November 29th at 1:00PM. 11/29/2023: (CLOSED)		Closed			No

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
New Business							
Millwork Shop Drawings							
024-001		11/29/2023: Brook reviewed the latest shop drawings with Patricia and made a few minor changes. Brooke will note them in the returned submittal.		In Progress			No
Fire Chief Comment							
024-002		11/29/2023: Larry and the chief met to review the fire stopping. Milestone will make sure the gable of the 1961 building adjust the children's expansion is insulated with fire rated insulation.		In Progress			No
Library Shelving/ Chairs							

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New Business							
024-003		11/29/2023: Milestone needs to provide a fixed date when the shelves are done for install. Chairs are ordered. Due in February.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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