

**Meeting Minutes**

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

**Newbury Library**

**Project # 2308**

Tel: Fax:

**Owner, Architect, Contractor Meeting 25**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
12/6/2023	01:00 PM	02:00 PM	12/13/2023	01:00 PM	Frank Lemay	Milestone Engineering & Construction

Purpose	Location	Next Location	General Notes
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Weekly Job Meeting

Attended By	Non-Attendees
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- |   |                                       |
|---|---------------------------------------|
| Newbury Public Library - Lea McBain                   | Newbury Public Library - Todd Mailly  |
| 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 - Jessica Dennis      |
| Newbury Public Library - Jeanne Palleiko              |                                       |
| Town of Newbury - Diane Ricciardelli                  |                                       |

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

**Schedule**

<b>001-001</b>	12/6/2023:			In Progress			No
	-Electrical, HVAC ongoing						
	-Prime painting starts 12/13						
	-Ceiling grid starts 12/18						
	-Door, window and base trim starting 12/21						
	-Carpet starts 1/8/24						

**Finishes Meeting**

<b>006-001</b>	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: 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.

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

12/6/2023: Patricia delivered the part schedule and plan that notes where colors go and the accent stripe in the Children's Room. Frank will distribute

### 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.

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<b>Old Business</b>							
		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.					
		12/6/2023: Pending.					
<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.		Closed			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.					
		12/6/2023: (CLOSED)					
<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.		Closed			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.					

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### Old Business

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.

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.

12/6/2023: (CLOSED)

### 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
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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

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### Old Business

framing of the opening from the circulation desk to the existing library.

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

12/6/2023: Pending.

### 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.

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.

12/6/2023: Pending

### HC Parking

<b>017-001</b>	10/4/2023:	Patricia will investigate if we need a HC parking spot at the new ramp.		In Progress			No
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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.

12/6/2023: The sign will be installed in the spring.

### Trustees Tour

<b>018-001</b>	10/11/2023:	The trustees would like to do a tour. Patricia will organize one for November.		In Progress			No
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10/18/2023: Confirmed. Tuesday, November 14th at 4:00PM. We will hold the weekly job meeting at 3:00 PM

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<b>Old Business</b>							
		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					
		11/29/2023: Trustee went well. Jeane would like some donors to walk through the space and will schedule with Larry.					
		12/6/2023: Jeanne would like to bring a donor through on December 23rd at 10:00AM					
<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
		11/1/2023: Ongoing.					
		11/8/2023: Pending.					
		11/14/2023: IT vendor coming tomorrow.					
		11/29/2023: Pending.					
		12/6/2023: Pending.					
<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					
		11/29/2023: Pending.					
		12/6/2023: Waiting on Eversource to power new panel and once done the phone vendor can hook up phone. Lea has called Consolidated for times.					
<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 shingled.					
		11/29/2023: The shed roof is complete.					
		12/6/2023:Waiting on Eversource.					
<b>Wall Between Stacks 10 and Program 12</b>							

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<b>Old Business</b>							
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.  12/6/2023: Brook sent a sketch for an alternate to cut one of the boards out. The eight foot strip does not fit. We will ask if 4' is ok.		In Progress			No
<b>Millwork Shop Drawings</b>							
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.  12/6/2023: Shop drawing received and approved, sent to Dennison Cabinets.		In Progress			No
<b>Fire Chief Comment</b>							
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.  12/6/2023: (CLOSED)		Closed			No
<b>Library Shelving/ Chairs</b>							
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.  12/6/2023: Patricia still waiting on the ship dates.		In Progress			No

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>New Business</b>							
<b>Landscaping and Irrigation</b>							
025-001		12/6/2023: Patricia requested that Tasker do a landscape plan. She would also like a proposal for loam and irrigation.					No
<b>Light Shades</b>							
025-002		12/6/2023: Patricia would like some ideas to put light shades on the exterior windows on the south elevation and possible put a solar array on there.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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