

Meeting Minutes

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

Newbury Library

Project # 2308

Tel: Fax:

Owner, Architect, Contractor Meeting 28

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
1/3/2024	01:00 PM	02:00 PM	1/10/2024	01:00 PM	Frank Lemay	Milestone Engineering & Construction

Purpose	Location	Next Location	General Notes
Weekly Job Meeting			

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

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

Schedule

001-001	1/3/2024: -Mechanical work ongoing. -Electrical installing light fixtures and devices -Ceiling grid is installed -First bathroom renovation started, anticipate for two weeks. -Door installation moved to Monday January 8th. -Trim work to start within 2 weeks		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 basement stair. The library wants a solid color. Paint		Pending			No
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Old Business

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.

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

12/13/2023: Painting starts Monday . 12/13 on site today to review colors. Flooring to start 1/8/2023.

12/20/2023: Prime and first coat complete walls. Patricia issued a revised carpet plan for borders.

1/3/2024: The colors in the existing building may change as they may look dark in the rooms.

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.

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Old Business

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.

11/29/2023: Pending.

12/6/2023: Pending.

12/13/2023: Pending.

12/20/2023: Pending.

1/3/2024: (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
	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: Patricia 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.		

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		11/29/2023: Circulation desk opening to be done on Friday.					
		12/6/2023: Pending.					
		12/13/2023: Both rooms will be done in January. Larry is brining in a storage container for HVAC equipment. He would like to place it on the grass next to the shed in the town parking lot.					
		12/20/2023: Patrons bathroom will be the first. Larry will schedule the new storefront vestibule for a Friday in January.					
		1/3/2024: Patron bathroom renovations have started. Milestone will break through the passage opening at the top of the ramp Friday, Jan. 11th.					
Trustees Tour							
018-001	10/11/2023:	The trustees would like to do a tour. Patricia will organize one for November.		Closed			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					
	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.					
	12/13/2023:	Pending.					
	12/20/2023:	Confirmed for Saturday.					
	1/3/2024:	the meeting with the donor took place December 23rd. (CLOSED)					
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
	11/8/2023:	Pending.					
	11/14/2023:	Pending					
	11/29/2023:	Pending.					
	12/6/2023:	Waiting on Eversource to power new panel					

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Old Business							
		and once done the phone vendor can hook up phone. Lea has called Consolidated four times.					
		12/13/2023: Consolidated Communications will be on site next week.					
		12/20/2023: Consolidated was on site yesterday. The two new circuits are ready.					
		1/3/2024: Ongoing.					
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.		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.					
		12/13/2023: Pending.					
		12/20/2023: Still waiting on Eversorce. Mondays storm probably delayed them.					
		1/3/2024: Pending.					
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
		11/29/2023: Pending.					
		12/6/2023: Brook sent a sketch for an alternate to cut one of the electric base boards out. The eight foot strip does not fit. We will ask if 4' is ok.					
		12/13/2023: Pending. On walk thru we asked if we could use 2 4' strips, one on the stacks south wall by the directors office and one on the west wall.					
		12/20/2023: Milestone will check if two four foot long pieces work.					
		1/3/2024: Pending.					
Library Shelving/ Chairs							
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
		12/6/2023: Patricia still waiting on the ship dates.					
		12/13/2023: Still waiting for a date.					
		1/3/2024: Pending.					

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Landscaping and Irrigation							
025-001		12/6/2023: Patricia requested that Tasker do a landscape plan. She would also like a proposal for loam and irrigation. 12/13/2023: Pending. 12/20/2023: Pending. 1/3/2024: Frank will contact Tasker.		In Progress			No
Light Shades							
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. 12/13/2023: Milestone and LBA to investigate a product for a light shelf on the outside at the south elevator. 12/20/2023: Pending. 1/3/2024: Brooke will look at and do a sketch.		In Progress			No
Hanrails							
027-001		12/20/2023: The retaining wall railing will be galvanized. The ramp railings and entry door railing will be Primex and painted. 1/3/2024: (CLOSED)		Closed			No

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New Business							
Children's Room Cubbies							
028-001		Existing cubbies at the Children's Room to move to the ramp area expansion. However, they do not fit well. Patricia will sketch up a new set that works better for the committee to review.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes
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