

Meeting Minutes

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

Newbury Library

Project # 2308

Tel: Fax:

Owner, Architect, Contractor Meeting 26

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
12/13/2023	01:00 PM	02:00 PM	12/20/2023	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	Town of Newbury - Diane Ricciardelli
Milestone Engineering & Construction - Frank Lemay	
Milestone Engineering & Construction - Larry Letendre	
Lavallee Brensinger - Brooke DeYoung	
Lavallee Brensinger - Robert Robicsek	
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

001-001	12/13/2023:	-HVAC ongoing -Electrical rough complete -Plumbing rough complete -Drywall finished -Painter starts Monday		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.			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						

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		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.					
		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.					
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
		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.					

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Old Business

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.

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: 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.

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

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Old Business							
		town parking lot.					
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.		Closed			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.					
	12/6/2023:	Pending					
	12/13/2023:	(CLOSED)					
HC Parking							
017-001	10/4/2023:	Patricia will investigate if we need a HC parking spot at the new ramp.		Closed			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.					
	12/6/2023:	The sign will be installed in the spring.					
	12/13/2023:	(CLOSED)					
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.					


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	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.					
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.		Closed			No
	11/1/2023:	Ongoing.					
	11/8/2023:	Pending.					
	11/14/2023:	IT vender coming tomorrow.					
	11/29/2023:	Pending.					
	12/6/2023:	Pending.					
	12/13/2023:	Installed (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 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.					
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.					

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Old Business							
		12/6/2023: Waiting on Eversource.					
		12/13/2023: 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. 					
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.		Closed			No
	12/6/2023:	Shop drawing received and approved, sent to Dennison Cabinets.					
	12/13/2023:	(CLOSED)					
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:	Pending					
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.		In Progress			No
	12/13/2023:	Pending.					
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.		In Progress			No
	12/13/2023:	Milestone and LBA to investigate a product for a light shelf on the outside at the south elevator.					

Cc:	Company Name	Contact Name	Copies	Notes
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