

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

Newbury Library

Project # 2308

Tel: Fax:

Owner, Architect, Contractor Meeting 27

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
12/20/2023	01:00 PM	02:00 PM	1/3/2024	01:00 PM	Frank Lemay	Milestone Engineering & Construction

Purpose	Location	Next Location	General Notes
Weekly Job Meeting			

Attended By	Non-Attendees
Newbury Public Library - Lea McBain	Lavallee Brensinger - Brooke DeYoung
Newbury Public Library - Patricia Sherman	Lavallee Brensinger - Robert Robicsek
Newbury Public Library - Todd Maily	Town of Newbury - Diane Ricciardelli
Milestone Engineering & Construction - Frank Lemay	
Milestone Engineering & Construction - Larry Letendre	
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	12/20/2023:	-Prime and first coat painting of walls complete -HVAC installation ongoing -Ceiling grid scheduled for December 26th -Door installation start January 2nd -Carpet scheduled for January 15th -Storage ground box on site. -Scheduling first bathroom for January		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						

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Old Business

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.

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.

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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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.

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

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12/6/2023: Pending.

12/13/2023: Both rooms will be done in January. Larry is bringing 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.

Trustees Tour

018-001	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 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.

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
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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.

12/20/2023: Consolidated was on site yesterday. The two new circuits are ready.

Electrical Entrance

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Old Business							
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. 12/6/2023: Waiting on Eversource. 12/13/2023: Pending. 12/20/2023: Still waiting on Eversource. Mondays storm probably delayed them.		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. 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.		In Progress			No
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. 12/6/2023: Patricia still waiting on the ship dates. 12/13/2023: Still waiting for a date.		In Progress			No
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.		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.		In Progress			No

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New Business

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.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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