

**Meeting Minutes**

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

**Newbury Library**

**Project # 2308**

Tel: Fax:

**Owner, Architect, Contractor Meeting 33**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
2/7/2024	01:00 PM	02:00 PM	2/14/2024	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	Newbury Public Library - Todd Maily
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 - Diane Ricciardelli
Newbury Public Library - Jeanne Palleiko	Newbury Public Library - Emma Brown
Town of Newbury - Jessica Dennis	
Milestone Engineering & Construction - Geoff Lemay	

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

**Schedule**

<b>001-001</b>	2/7/2024:	-Electrical, mechanical, and trim are ongoing -Permanent power yesterday. Working on sab panel -Rails installed -Paint addition 2/19 & carpet 2/26 Circulation desk demo didnt go well. Work on it Monday -RTU's end of this week or early next. 2 week for install -We will look at holding off on carpet in the program room		In Progress			No
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**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.						

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<b>Old Business</b>							
		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.					
		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 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.					
		1/10/2024: Pending.					
		1/17/2023: The band around the existing circulation desk area will be painted blue.					
		1/24/2024: Ongoing.					
		1/31/2024: Ongoing.					
		2/7/2024: Ongoing.					

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<b>Old Business</b>							
<b>Existing Building Renovations Schedule</b>							
014-004		<p>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.</p> <p>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.</p> <p>9/24/2023: Patrica would like to see the meeting room finished early.</p> <p>10/4/2023: Pending.</p> <p>10/11/2023: Pending.</p> <p>10/18/2023: Pending.</p> <p>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.</p> <p>11/1/2023: Ongoing</p> <p>11/8/2023: Ongoing.</p> <p>11/14/2023: Library closing on December 2nd to allow framing of the opening from the circulation desk to the existing library.</p> <p>11/29/2023: Circulation desk opening to be done on Friday.</p> <p>12/6/2023: Pending.</p> <p>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.</p> <p>12/20/2023: Patrons bathroom will be the first. Larry will schedule the new storefront vestibule for a Friday in January.</p> <p>1/3/2024: Patron bathroom renovations have started. Milestone will break through the passage opening at the top of the ramp Friday, Jan. 11th.</p> <p>1/10/2024: Passage from ramp to children's will be done Friday. Patron bathroom ready in a week and a half.</p> <p>1/17/2023: Tile didn't happen last Friday, will be done this Friday. Milestone will be doing the closet across from the second bathroom at the same time we are doing the bathroom. The hallway will be sealed off. Milestone will assist in storing the cleaning materials for the janitors.</p>		In Progress			No

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<b>Old Business</b>							
		1/24/2024: Bathroom tile complete. Need to install grab bars. Turnover in about one week.					
		1/31/2024: The bathroom is open and operational. Touch ups are needed and bathroom accessories coming this week.					
		2/7/2024: We are working on putting things back together. In 2 weeks we will look to block off the hall as there is quite a bit of demo to do.					
<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 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.					
		1/10/2024: Ongoing.					
		1/17/2023: Ongoing.					
		1/24/2024: Ongoing.					
		1/31/2024: Irish will be here Friday to do all punch downs.					
		2/7/2024: Everything has been punched down and hooked up.					
<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.		Closed			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.					

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### Old Business

1/3/2024: Pending.

1/10/2024: Pending.

1/17/2024: Eversource scheduled for Feb. 6th to energize the new electrical service.

1/24/2024: Still scheduled for Feb. 6th.

1/31/2024: Still on for Tuesday.

2/7/2024L (CLOSED)

### Library Shelving/ Chairs

<b>024-003</b>	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
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12/6/2023: Patricia still waiting on the ship dates.

12/13/2023: Still waiting for a date.

1/3/2024: Pending.

1/10/2024: Pending.

1/17/2024: NPL meeting with the vendors.

1/24/2024: We will receive the library shelving mid February and stage it in the program room. Install probably around March 1st.

1/31/2024: We are waiting on the mid February delivery.

2/7/2024: Still on for mid February delivery.

### Landscaping and Irrigation

<b>025-001</b>	12/6/2023: Patricia requested that Tasker do a landscape plan. She would also like a proposal for loam and irrigation.	In Progress	No
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12/13/2023: Pending.

12/20/2023: Pending.

1/3/2024: Frank will contact Tasker.

1/10/2024: Put Tasker on hold. George Pelletier offered to design and build it at cost. Patricia discussing with the board.

1/17/2024: Patricia is working out a date with the trustees to meet with Pelleteir.

1/24/2024: Scheduled to meet tomorrow.

1/31/2024: Pellettieri will do the work for cost. Waiting on a proposal.

2/7/2024: Pending proposal .

### Light Shades

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<b>Old Business</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.  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.  1/10/2024: Pending.  1/17/2023: Frank will contact Guy Gierra and have him contact Patricia.  1/24/2024: Patricia gave Frank the locations she wants shades. Frank forwarded the shades to Brooke.  1/31/2024: Brooke presented a sketch of a job built PVC option, but we will look into installing a film instead.  2/7/2024: Geoff will get someone out to look at this.		In Progress				No
<b>Children's Room Cubbies</b>								
028-001		1/3/2024: 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.  1/10/2024: Cost approved. Milestone to proceed.  1/17/2023: Change order issued.  1/24/2024: Wall is under construction. Cubbie shop drawing pending.  1/31/2024: Pending shop drawings.  2/7/2024: Approved and moving forward.		In Progress			No	
<b>Signage</b>								
030-001		1/17/2023: Frank will get the name of the vendor that did the donor sign and LSPA.  1/24/2024: Pending.  1/31/2024: Pending.  2/7/2024: Pending. Sign guy coming by tomorrow.		In Progress			No	
<b>Porch Light Fixtures</b>								
030-002		1/17/2023: Brooke will look at the two porch lights to suggest a fixture to replace them. They are not called out to be replaced on the plans.  1/24/2024: Awaiting fixture selection from LBA.  1/31/2024: Pending.  2/7/2024: There are 3 fixtures shown on the drawings and these fixtures have been approved.		In Progress			No	

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#### Old Business

##### Punch List

032-001		1/31/2024: We will look to do a punch list of new space in early March before shelving is installed, and the existing work will be punched out about a month later at the beginning of April.  2/7/2024: Pending.		In Progress			No
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#### New Business

##### Computer Area Demo

033-001		2/7/2024: In the upcoming week, we will need to move the computers and bookshelves to facilitate the process of cutting a hole in the wall within this area.		In Progress			No
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Cc:	Company Name	Contact Name	Copies	Notes
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