

Meeting Minutes

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

Newbury Library

Project # 2308

Tel: Fax:

Owner, Architect, Contractor Meeting 36

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
3/6/2024	01:00 PM	02:00 PM	3/20/2024	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	Milestone Engineering & Construction - Frank Lemay
Milestone Engineering & Construction - Larry Letendre	Lavallee Brensinger - Robert Robicsek
Lavallee Brensinger - Brooke DeYoung	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

001-001	3/6/2024:	-Electrical ongoing- Phase 1 Complete -Phase 1 paint- Complete -Mechanical ongoing- Need duct heaters -Trim complete -Flooring- Friday delivery and Monday start -Circ. desk relocated. Counter-top template tomorrow -Cubbies ongoing- Cap done -Storefront airlock is in. Ceiling framing to be installed		In Progress			No
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Finishes Meeting

006-001	1/3/2024: The colors in the existing building may change as they may look dark in the rooms.			Pending			No
	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.						
	2/14/2024: The trim color was changed to white.						

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Old Business

2/21/2024: The color is White Ice.

3/6/2024: Blue stripe will be stillwater #1650. Front door will be painted blue. Patricia presented new flooring layout to Larry.

Existing Building Renovations Schedule

014-004	1/3/2024: Patron bathroom renovations have started. Milestone will break through the passage opening at the top of the ramp Friday, Jan. 11th.	In Progress	No
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1/10/2024: Passage from ramp to children's will be done Friday. Patron bathroom ready in a week and a half.

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.

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.

2/14/2024: We will finish the circulation desk and move into this area next week.

2/21/2024: Circulation desk is ongoing, but bathrooms have been pushed out a week.

3/6/2024: Circulation desk is moved and we will finish the ceiling in the airlock. Bathroom pushed back.

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
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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.

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		2/14/2024: Shelving will be delivered on 23rd. Lea will check on the chairs.					
		2/21/2024: Chairs will be delivered March 6th.					
		3/6/2024: Chairs and shelving are 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.					
		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 .					
		2/14/2024: We received the proposal. Looking for a start date and duration.					
		2/21/2024: Schematic work will start once retainer is received. Contract to be signed and retainer sent.					
		3/6/2024: Deposit was received and work has started.					
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.					
		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.					

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		2/7/2024: Geoff will get someone out to look at this.					
		2/14/2024: Pending.					
		2/21/2024: Received 2 proposals. GSG was \$4,030, while NHSolar Control was \$1,880. Waiting on samples from NHSC to compare.					
		3/6/2024: Geoff presented film samples and Patricia to review. Patricia sent window dimensions to the blind guy.					
Children's Room Cubbies							
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.		In Progress			No
		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.					
		2/14/2024: In production.					
		2/21/2024: Cubbies are still in production.					
		3/6/2024: Cubbies in production. Hopefully we will see them next week.					
Signage							
030-001		1/17/2023: Frank will get the name of the vendor that did the donor sign and LSPA.		In Progress			No
		1/24/2024: Pending.					
		1/31/2024: Pending.					
		2/7/2024: Pending. Sign guy coming by tomorrow.					
		2/14/2024: Met with Ron and he is working on a proposal.					
		2/21/2024: Two (2) proposals/ mock-ups were sent. We will look at moving the location of hours sign next to the door and shrinking the print.					
		3/6/2024: A different material has been requested. Sign will mount on siding and we will trim around it.					
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.		Closed			No
		2/7/2024: Pending.					

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Old Business							
		2/14/2024: Pending					
		2/21/2024: Pending.					
		3/6/2024: Pending.					
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
	2/14/2024:	This work has been completed for now, but additional work to come.					
	2/21/2024:	There is still more work to do. Larry will coordinate this.					
	3/6/2024:	Work complete.					
Floor Boxes							
034-001	2/14/2024:	Electrical drawings are calling, for floor boxes. Larry will lay these out and we will get them sawcut.		In Progress			No
	2/21/2024:	Pending.					
	3/6/2024:	Pending.					

Cc:	Company Name	Contact Name	Copies	Notes
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