MILESTONE CONSTRUCTION, LLC

Meeting Minutes

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

Newbury Library **Project # 2308**
Tel: Fax:

Owner, Architect, Contractor Meeting 46

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
7/24/2024	01:00 PM	02:00 PM	7/31/2024	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 Mailly
Newbury Public Library - Patricia Sherman	Lavallee Brensinger - Robert Robicsek
Milestone Engineering & Construction - Frank Lemay	Newbury Public Library - Jeanne Palleiko
Milestone Engineering & Construction - Larry Letendre	Newbury Public Library - Emma Brown
Lavallee Brensinger - Brooke DeYoung	Milestone Engineering & Construction - Geoff Lemay
Town of Newbury - Jessica Dennis	Newbury Public Library - Paul Sullivan

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
Old Business						
Schedule						
001-001	7/24/2024: -2A still needs baseboard , cabinet door and misc. trim. Should be done next week. -2B Tower room needs carpet (next Wednesday) and ceiling fixture. Trim out the line sets next week. -2C Change water warmer to water heater in bathrooms.		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. 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.		In Progress			No

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Old Business						
	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. 3/20/2024: Patricia will schedule shelving delivery for the 27th and install will start on the 29th. 4/3/2024: Shelving has been delivered and set up. We are holding off on chair delivery. 4/17/2024: Chair delivery May 14th or 15th. 5/1/2024: Pending. 5/15/2024: Lea has pushed the chairs out because they wanted to install tables at the same time. They will now come the end of August. 5/29/2024: Pending. 6/12/2024: Chairs due on August 28th. Library shelving week of June 24th. 6/26/2024: Library shelving contractor arrived today, a day early. They will be back tomorrow. 7/10/2024: Some shelving units need to be changed. Still need replacement tops for the main stacks area. 7/24/2024: Pending.					
Landscaping and Irrigation						
025-001	12/6/20203: 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. 1/10/2024: Put Tasker on hold. George Pelletrieri 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		In Progress			No

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Old Business						
	received. Contract to be signed and retainer sent. 3/6/2024: Deposit was received and work has started. 3/20/2024: Scan complete. Design meeting pending. 4/3/2024: Meeting April 11th at noon at the Library. 4/17/2024: 3 schemes were presented and they will combine the best of each scheme into a final design. 5/1/2024: Milestone will loam and seed. 5/15/2024: Pending. 5/29/2024: Pelletierri has submitted a plan. Pricing is pending. 6/12/2024: In process. 6/26/2024: Probably happening in the fall. Areas of seed did not take. It will be re-seeded. 7/10/2024: Pending. 7/24/2024: Pending.					
Light Shades						
025-002	6/12/6/2023: 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. 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. Patrica sent window dimensions to the blind guy. 3/20/2024: Film scheduled for April 26th, but we will try to get it moved up. Patricia has received price for the blinds.		In Progress			No

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Old Business						
	4/3/2024: Film will be installed on 4/12 and Patricia will advise on the blinds. 4/17/2024: Shades are due at the end of April. 5/1/2024: Geoff will check with Guy. 5/15/2024: Pending. 5/29/2024: Ordered. Waiting on delivery. 6/12/2024: Pending. 6/26/2024: Some need adjustments, so the contractor will be back. 7/10/2024: Still need the shades for the exterior door and side lights in the program room. 7/24/2024: Pending.					
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. 2/14/2024: Pending 2/21/2024: Pending. 3/6/2024: Pending. 3/20/2024: Brooke will do punch list on the walls today and the rest in 2 weeks. 4/3/2024: We will do 1 final punch list at the end of the job, around mid June. 4/17/2024: Pending. 5/1/2024: Pending. 5/15/2024: Pending. 5/29/2024: Pending. 6/12/2024: Punchlist end of June/ early July. 6/26/2024: Scheduled for July 10th with the job meeting. 7/10/2024: Punch list rescheduled when the dumb waiter is operational. 7/24/2024: Pending.		Pending			No
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

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Old Business						
	2/21/2024: Pending. 3/6/2024: Pending. 3/20/2024: Pending. 4/3/2024: Pending. 4/17/2024: Pending. 5/1/2024: Larry is coordinating this work and it should happen soon. 5/15/2024: No floor boxes. We will trench electrical over to desk and mount (3) quad receptacles. 5/29/2024: Trench cut, conduits need to be installed. 6/12/2024: Work complete, floor patches - need wiring. There are existing floor units that were under shelving that need removal. Anything in open floor needs removal. Those under shelving can stay. 6/26/2024: Milestone will look at capping off and covering with carpet. 7/10/2024: Pending. 7/24/2024: Boxes filled on Friday. Carpet patch next Wednesday.					
Keying						
039-001	4/17/2024: The doors currently have construction cores and will need to be keyed. We will check to see if Lang has included this. 5/1/2024: Geoff will talk to Ryan Siggings at Lang Door. 5/15/2024: Adams Lock and Safe does the keying. Access control still needs to be done. 5/29/2024: Pending. 6/12/2024: Pending. 6/26/2024: Lang Door will complete once hardware is complete. 7/10/2024: Two doors missing hardware as what was sent doesn't work. Lang to supply. 7/24/2024: Still missing hardware for the doors. Still need keying.		In Progress			No
Propane Tank						
042-001	5/29/2024: Milestone to have Advanced excavate the propane tank for removal when they come to complete the site loam and seed. 6/12/2024: Milestone will schedule. 6/26/2024: Scheduled for this Friday.		Closed			No

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Old Business						
	7/10/2024: Propane tank has been removed. 7/24/2024: (CLOSED)					
Lighting						
042-002	5/29/2024: The lights are too bright. They have only one permenate setting for temperature (brightness).The cost to add dimmer switches is about $18,000.00. Motion sensors cause room to be dark, and residents think the rooms are closed. Leah requested switching. Milestone to look at solutions with Patricia. 6/12/2024: Hallway and bathrooms don't need dimmers. Teen room, quiet reading, lobby need dimmers. Tower room has switch, needs dimming switch. 6/26/2024: Milestone has authorized Irish to proceed. 7/10/2024: Pending the installation of the duct heaters in the HVAC. Irish will do wiring for both at the same time. 7/24/2024: Pending.		In Progress			No
Children's Area						
043-001	6/12/2024: Window between spaces will be trimmed out. The chase next to the dumbwaiter has been modified. The face of the chase will have a removable panel for access. The exterior door and interior trim needs to change. 6/26/2024: Area will be ready for millwork July 3rd. 7/10/2024: Two tall cabinets and desk are in. The counter tops are still pending. Install shelving and trim next week. 7/24/2024: Cabinet end, counter tops, complete cabinet doors and panels later this week.		In Progress			No
Security System						
044-001	6/26/2024: Tasco has given Lea a date August 12-14th to install security. This is too late. Lea will call and see if she can get it moved up. 7/10/2024: Tasco still scheduled for August 12-14 for key fobs. Will come earlier if they get a cancellation. 7/24/2024: Still scheduled for August 12-14th.		In Progress			No
Dumbwaiter						
044-002	6/26/2024: Should be complete the week of July 15th. 7/10/2024: Revised to July 26th. 7/24/2024: Pending.		In Progress			No
Mechanical Inspection						
045-001	7/10/2024: Mechanical inspection will be held off until the HVAC can be completed. 7/24/2024: Pending.		In Progress			No

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Old Business						
Fencing						
045-002	7/10/2024: Milestone is pricing the fence for the side yard. 7/24/2024: Approved installation 8-10 week, hopefully sooner.		In Progress			No

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
New Business						
Parking Lot						
046-001	7/24/2024: Parking out front needs to be restriped.		In Progress			No

Cc:	Company Name	Contact Name	Copies	Notes