



Turnstone Corporation
 479 Nashua Street
 Milford, New Hampshire 03055
 P: (603) 249-9300

Project: 23-003 Newbury Police Department Renovation
 952 New Hampshire Route 103
 Newbury, New Hampshire 03255

Newbury PD - Construction Coordination Meeting Minutes: Meeting #1

Meeting Date May 3, 2023 **Meeting Time** 10:30 AM - 11:30 AM Eastern Time (US & Canada)

Meeting Location

Overview

Notes

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Brad Wheeler	Newbury PD		bwheeler@newburypd.org	Present
Peter Tennant	Tennant Goucher Architects PA	P: (603) 669-5855	tennantgoucher@gmail.com	Present
Pam Bryk	Town of Newbury		pam@newburynh.org	Present
Polly Lowe	Town of Newbury		lowep@tds.net	Present
Dennis Pavlicek	Town of Newbury		dennis@newburynh.org	Present
Scott Wheeler	Town of Newbury		scott@newburynh.org	Present
Patrick Curran	Turnstone Corporation	P: (603) 249-9300	pcurran@turnstonecorp.com	Absent
Tony DaCosta	Turnstone Corporation	P: (603) 249-9300	tdacosta@turnstonecorp.com	Present
Matt Darby	Turnstone Corporation	P: (603) 249-9300	mdarby@turnstonecorp.com	Present

Schedule

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Construction Schedule / 3-Week Look Ahead				Open
		Description Discussion regarding schedule items.				
		Official Documented Meeting Minutes 05/03/23 - 3-Week Look Ahead reviewed.				

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Submittals				Open
		Description Discussion of Pending / Open Submittals				

RFI's

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFI's				Open
Description						
Discussion of Pending / Open RFI's						

New Business - 05/03/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Propane Tank Location				Open
Description						
Appears that there isn't enough room to place the above ground propane tanks at the edge of pavement. If there is, pipe bollards would be installed in the existing pavement. Alternate option to use precast concrete barriers in lieu of pipe bollards. Turnstone will review with site contractor and Irving (Propane Supplier).						
Official Documented Meeting Minutes						
05/03/23 - Appears that there isn't enough room to place the above ground propane tanks at the edge of pavement. If there is, pipe bollards would be installed in the existing pavement. Alternate option to use precast concrete barriers in lieu of pipe bollards. Turnstone will review with site contractor and Irving (Propane Supplier).						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Cupola Design/Construction				Closed
Description						
It was discussed and agreed by the team that we are to proceed with the construction of the Cupola as designed on the construction documents. Item is closed						
Official Documented Meeting Minutes						
05/03/23 - It was discussed and agreed by the team that we are to proceed with the construction of the Cupola as designed on the construction documents. Item is closed						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Substitute Light Fixtures (VE Item)				Open
Description						
VE Package was proposed and reviewed with the team. The Owner is comfortable with the alternate fixtures. Peter T mentioned the submittal is back from engineering and will send along to Turnstone. Appears two fixtures (Type A and Type B) were noted that have to be dimmable per the contract documents. Turnstone will follow up with the electrical contractor once the submittal is received.						
Official Documented Meeting Minutes						
05/03/23 - VE Package was proposed and reviewed with the team. The Owner is comfortable with the alternate fixtures. Peter T mentioned the submittal is back from engineering and will send along to Turnstone. Appears two fixtures (Type A and Type B) were noted that have to be dimmable per the contract documents. Turnstone will follow up with the electrical contractor once the submittal is received.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	1	Plumbing Fixtures Meeting				Open
Description						
Meeting took place before the construction meeting with Chief Wheeler, Turnstone, Peter Tennant, and Plumbing contractor to discuss fixtures in the Holding Rooms. It was agreed that the fixtures will be ligature resistant and will be serviceable from the Holding Room side. Furthermore, due to cost savings on the project it was agreed at the construction meeting that we will provide fixtures to Holding Room #02 which were previously deleted as part of Value Engineering. These changes will be reflected in the plumbing submittals.						

Official Documented Meeting Minutes

05/03/23 - Meeting took place before the construction meeting with Chief Wheeler, Turnstone, Peter Tennant, and Plumbing contractor to discuss fixtures in the Holding Rooms. It was agreed that the fixtures will be ligature resistant and will be serviceable from the Holding Room side. Furthermore, due to cost savings on the project it was agreed at the construction meeting that we will provide fixtures to Holding Room #02 which were previously deleted as part of Value Engineering. These changes will be reflected in the plumbing submittals.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.5	1	Exterior Windows Change				Open
<p>Description Due to a long lead time on the specified windows, Turnstone has proposed going with Andersen Windows which have a better lead time. Peter T stated that Andersen is a good manufacturer but will review the information submitted.</p>						
<p>Official Documented Meeting Minutes 05/03/23 - Due to a long lead time on the specified windows, Turnstone has proposed going with Andersen Windows which have a better lead time. Peter T stated that Andersen is a good manufacturer but will review the information submitted.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.6	1	New Electrical Service Change				Open
<p>Description It was clarified in the meeting that we changed the new electrical service to a single meter socket and did not go with the double meter socket per design. This change was due to extremely long lead times (52+ weeks)</p>						
<p>Official Documented Meeting Minutes 05/03/23 - It was clarified in the meeting that we changed the new electrical service to a single meter socket and did not go with the double meter socket per design. This change was due to extremely long lead times (52+ weeks)</p>						

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting. Please contact Turnstone Corporation if there are any discrepancies or questions with the content of these minutes.