



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 #10

Meeting Date Aug 16, 2023 **Meeting Time** 10:30 AM - 11:30 AM Eastern Time (US & Canada)

Meeting Location Newbury Veterans Hall 944 New Hampshire Rte
 103, Newbury, NH 03255

Overview

Notes

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Brad Wheeler	Newbury PD		bwheeler@newburypd.org	Absent
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	Absent
Scott Wheeler	Town of Newbury		scott@newburynh.org	Absent
Patrick Curran	Turnstone Corporation	P: (603) 249-9300	pcurran@turnstonecorp.com	Present
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 08/16/23 - 3 Week Look ahead discussed						

Submittals

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

Official Documented Meeting Minutes

08/16/23 -

- Shutters: Shutter samples were provided at the site meeting for client selection.
- Fire Extinguishers and Cabinets: Submittal returned. Fire Department to determine locations and quantities
- Attic Access Doors: Submittals returned. Turnstone to confirm quantities.

RFI's

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status																											
3.1	1	RFI's				Open																											
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<p>Official Documented Meeting Minutes 08/16/23</p> <table border="1"> <thead> <tr> <th>#</th> <th>Subject</th> <th>Assignment</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Ball In Court</td> </tr> <tr> <td>11</td> <td>Plan Showing Equipment Circuits and Amperage</td> <td>Peter Tennant (Tennant Goucher Architects PA)</td> </tr> <tr> <td>12</td> <td>Condensing Unit / Breaker Conflict</td> <td>Peter Tennant (Tennant Goucher Architects PA)</td> </tr> <tr> <td>13</td> <td>Remove Baseboard Heat at Booking. Adjust Heating System as Necessary.</td> <td>Peter Tennant (Tennant Goucher Architects PA)</td> </tr> <tr> <td>14</td> <td>EF-1 Relocation</td> <td>Peter Tennant (Tennant Goucher Architects PA)</td> </tr> <tr> <td>15</td> <td>EF-2 and EF-3</td> <td>Peter Tennant (Tennant Goucher Architects PA)</td> </tr> <tr> <td>16</td> <td>Louver Sizes</td> <td>Peter Tennant (Tennant Goucher Architects PA)</td> </tr> <tr> <td>17</td> <td>Interlocking Fans with Garage Doors</td> <td>Peter Tennant (Tennant Goucher Architects PA)</td> </tr> </tbody> </table>							#	Subject	Assignment			Ball In Court	11	Plan Showing Equipment Circuits and Amperage	Peter Tennant (Tennant Goucher Architects PA)	12	Condensing Unit / Breaker Conflict	Peter Tennant (Tennant Goucher Architects PA)	13	Remove Baseboard Heat at Booking. Adjust Heating System as Necessary.	Peter Tennant (Tennant Goucher Architects PA)	14	EF-1 Relocation	Peter Tennant (Tennant Goucher Architects PA)	15	EF-2 and EF-3	Peter Tennant (Tennant Goucher Architects PA)	16	Louver Sizes	Peter Tennant (Tennant Goucher Architects PA)	17	Interlocking Fans with Garage Doors	Peter Tennant (Tennant Goucher Architects PA)
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Old Business - 06/21/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	5	Used Office Furniture				Open
<p>Description Turnstone has a client that may have office furniture that could be sold at a low cost or even donated. Turnstone will reach out to them for additional information and if furniture is available, will Provide photos and set up site visit walk thru with Pam.</p>						
<p>Official Documented Meeting Minutes 08/16/23 - Turnstone provided photos of the furniture. Town of Newbury likes the way the furniture looks and believes it would fit in the space well. Pam and TC are working on coordinating the furniture. Per Tony's conversation with TC, there are cubicles available as well if needed.</p>						

Old Business - 07/12/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.2	7	Town/PD Additional Needs				Open
<p>Description Town of Newbury and Newbury PD to review additional needs that they may have, which may be able to be met as part of the ongoing project.</p>						
<p>Official Documented Meeting Minutes 08/16/23 - Town of Newbury and Newbury PD to review additional needs that they may have, which may be able to be met as part of the ongoing project.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.4	7	Roofing / Dumpster				Closed
Description The roofer is scheduled to start next week and asked Turnstone to order Dumpster for roof debris						
Official Documented Meeting Minutes 08/16/23 - Turnstone has provided the invoice to the town.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.5	7	Lighting in the Attic Space				Open
Description Per discussion with the electrician, lighting in the attic space may be required. Regardless of requirements, the lighting may be a worthwhile add for the persons responsible for testing the fire detection equipment. Turnstone to follow up with Titan Electric.						
Official Documented Meeting Minutes 08/16/23 - The additional lighting in the attic space has been approved. Turnstone to finalize the costs.						

Old Business - 07/26/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	8	Mechanical Access for Maintenance of Unit Above Evidence Room				Open
Description The design documents show a mechanical unit being installed above the evidence room. An access door will be installed to allow access to the mechanical unit for maintenance.						
Official Documented Meeting Minutes 08/16/23 - Turnstone has provided RFI. Peter to respond to RFI. Turnstone to review with the Mechanical contractor.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	8	Drywall at Sally Port Ceiling				Closed
Description The project documents call for 3 layers of drywall to be installed at the Sally Port ceiling. The drywaller is concerned about the weight of the drywall being installed on the existing framing. Peter to review fire rating details and review weight with FBRA.						
Official Documented Meeting Minutes 08/16/23 - Changes have been approved. Turnstone is moving forward with this scope. Item is closed.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.3	8	Toilet Accessories Changes				Open
Description Discussion regarding the toilet accessories to be installed as part of the project. The town has determined that they will provide some of the accessories from stock that they already have on hand.						
Official Documented Meeting Minutes 08/16/23 - Turnstone is waiting on TZS to provide revised pricing based on the returned submittal.						

Old Business - 08/02/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.1	9	Samples				Open
<p>Description Peter has requested finish samples for Shutters, Flooring, Painting, Ceiling, and Millwork. Turnstone to follow up.</p>						
<p>Official Documented Meeting Minutes 08/16/23 - Turnstone has provided samples for:</p> <ul style="list-style-type: none"> • Flooring <ul style="list-style-type: none"> ◦ Walk Off Mat ◦ Carpet Tile ◦ Ceramic Tile ◦ Vinyl Base • ACT Ceilings • Millwork <ul style="list-style-type: none"> ◦ Cabinets ◦ Corian ◦ Laminate • Shutters • Paint 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.2	9	2hr Access Panel Required at Sally Port				Open
<p>Description Per Peter's direction, the access panel at the Sally Port will need to be a 2hr rated panel.</p>						
<p>Official Documented Meeting Minutes 08/16/23 - Turnstone discussed the locations for access panels and required ratings for each location.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.3	9	Fire Extinguishers and Cabinets				Open
<p>Description Turnstone has provided the submittal for Fire Extinguishers and Extinguisher Cabinets. Peter to review the submittal.</p>						
<p>Official Documented Meeting Minutes 08/16/23 - Turnstone to reach out to Fire Chief to walk the building with Matt and determine the locations for extinguishers and cabinet/bracket requirements.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.4	9	Heating / AC at Holding/Booking				Open
<p>Description Turnstone discussed the need to move some elements of the climate control system.</p>						
<p>Official Documented Meeting Minutes 08/16/23 - Peter is waiting on mechanical engineer to return from vacation.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.5	9	Removal of Wall and Relocation of Window in the Existing Police Station (Occupied Side of Building)				Open
Description Turnstone to coordinate the removal of the wall and the relocation of the window in the occupied portion of the building with the Chief.						
Official Documented Meeting Minutes 08/16/23 - Turnstone suggests patching the carpet at this location as the project gets closer to completion.						

New Business - 08/16/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.1	10	Relocation of Attic Hatches				Open
Description Turnstone requests relocating the attic hatch above the evidence room. Baltic hatches will be used in non rated spaces. Rated hatches will be needed in the sally port and evidence if required. The attic hatch at the front entrance is to be installed above the drop ceiling, because it is above the drop ceiling a lock will not be required.						
Official Documented Meeting Minutes 08/16/23 -Turnstone requests relocating the attic hatch above the evidence room. Battic hatches will be used in non rated spaces. Rated hatches will be needed in the sally port and evidence if required. The attic hatch at the front entrance is to be installed above the drop ceiling and will therefore not require a lock.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.2	10	Trim Color				Closed
Description Trim color selected as Rockwood Shutter Green						
Official Documented Meeting Minutes 08/16/23 - Trim color selected as Rockwood Shutter Green. Item is closed.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.3	10	Shutter Selection				Closed
Description Shutter color selected as Midnight Green						
Official Documented Meeting Minutes 08/16/23 - Shutter color selected as Midnight Green. Item is closed.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.4	10	Relocation of EF-1				Open
Description Concerns about installing the EF-1 unit above the evidence room due to limited space in the attic.						
Official Documented Meeting Minutes 08/16/23 - Concerns about installing the EF-1 unit above the evidence room due to limited space in the attic.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.5	10	Status of Project Funds				Open
Description Peter has requested a detailed report of the status of the project funds to be reviewed at the next meeting.						
Official Documented Meeting Minutes 08/16/23 - Peter has requested a detailed report of the status of the project funds to be reviewed at the next meeting.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.6	10	Telephone Panel				Open
Description There is a box in Records that controls the PD phone system. Per Matt Darby, the wires in the box are unorganized and hard to handle. The electricians and Matt are concerned about accidentally damaging the phone system. Town of Newbury will reach out to their phone provider to see if they can come in to fix the system.						
Official Documented Meeting Minutes 08/16/23 - There is a telecommunications box in Records that controls the PD phone system. Per Matt Darby, the wires in the box are unorganized and hard to handle/decipher. The electricians and Matt are concerned about accidentally damaging the phone system. Town of Newbury will reach out to their phone provider to see if they can come in to fix the system.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.7	10	Water Bubblers				Open
Description The Town of Newbury brought up concerns about the water bubbler and the quality of the water at the project location. Turnstone advises that the town have the water tested to determine if a filter system will be needed.						
Official Documented Meeting Minutes 08/16/23 - The Town of Newbury brought up concerns about the water bubbler and the quality of the water at the project location. Turnstone advises that the town have the water tested to determine if a filter system will be needed.						

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.