



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 #12

Meeting Date Aug 30, 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	Present
Peter Tennant	Tennant Goucher Architects PA	P: (603) 669-5855	tennantgoucher@gmail.com	Absent
Pam Bryk	Town of Newbury		pam@newburynh.org	Present
Polly Lowe	Town of Newbury		lowep@tds.net	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 08/30/23 - 3-Week Lookahead Reviewed						

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 08/30/23 - Review of Sample submittals is ongoing. Corian finish to be provided.						

RFI's

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFI's				Open
Description Discussion of Pending / Open RFI's						
Official Documented Meeting Minutes 08/30/23 -						
<ul style="list-style-type: none"> • Baseboard Heat at Booking • Interlocking Fans with Garage Doors 						

Old Business - 06/21/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	5	Used Office Furniture				Open
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.						
Official Documented Meeting Minutes 08/30/23 - 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. Peter has asked if Turnstone can provide dimensions for the cubicles						

Old Business - 07/12/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.2	7	Town/PD Additional Needs				Open
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.						
Official Documented Meeting Minutes 08/30/23 - Reviewing options						
<ul style="list-style-type: none"> • small renovation work at existing PD side of building where wall is being removed. • Add split system AC units to replace the existing through wall units on the south east side of the building. See new business 						

Old Business - 07/26/23

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 08/30/23 -Turnstone is working with TZS to finalize the costs for the deducts of the material. Turnstone to confirm that TZS will install the owner furnished fixtures.						

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 08/30/23 -</p> <ul style="list-style-type: none"> • Flooring <ul style="list-style-type: none"> ◦ Walk Off Mat - Midnight Blue 35154 ◦ Carpet Tile - FDN13 "Brush" ◦ Ceramic/Stone Tile <ul style="list-style-type: none"> ▪ Walls and Floor DalTile "Slate Attache" Meta Dark Gray SA07 ▪ Accent Stripe DalTile "Articulo" Column Grey AR09 ◦ Vinyl Base - Johnsonite 40 "Black B" • ACT Ceilings - White • Millwork <ul style="list-style-type: none"> ◦ Cabinets - "Espresso" ◦ Corian - TBD ◦ Laminate - 3518-46 Flint Crystal • Shutters - Midnight Green • Paint - Client selected Peter's Option #4 						

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 08/30/23 - Turnstone will reach out to Peter to confirm that he will work with the mechanical engineer to provide direction.</p>						

Old Business - 08/16/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.1	10	Relocation of Attic Hatches				Open
<p>Description 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, because it is above the drop ceiling a lock will not be required.</p>						
<p>Official Documented Meeting Minutes 08/30/23 - Existing hatch to be left in the Sargent's office. No Battic hatch will be provided at Evidence.</p>						

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 08/30/23 - Turnstone to work on creating cost report for discussion.						

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 08/30/23 - Per Chief Wheeler, the company that he thought would be able to resolve the issue is not responsible for the panel. Chief Wheeler has reached out to consolidated to open a work order ticket for the work at this location. Consolidated has stated it will be 3-5 days before they will be able to schedule the work.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.7	10	Water Bubbler				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 08/30/23 - Town of Newbury has reached out to the testing agency to determine what will be needed to provide filters for the building.						

New Bussines 08/23/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.1	11	Interlocking HVAC Fans with Garage Doors				Open
Description Turnstone has submitted an RFI for interlocking the garage doors with the HVAC system. Peter to work with WV Engineering to review and respond.						
Official Documented Meeting Minutes 08/30/23 - Turnstone is working with Artisan Garage Door to determine what motors they are providing, and what changes may need to be made to allow for integration with the HVAC system.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.2	11	Air Conditioning at Existing PD Side of Building				Open
Description As part of the PD's needs list, it has been requested to provide the costs for replacing the existing through wall air conditioning units with mini splits.						

Official Documented Meeting Minutes

08/30/23 - Turnstone has reached out to CDB Mechanical to provide pricing for adding split systems at the existing police side of the building.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.3	11	Weathervane Eagle Orientation				Open
<p>Description</p> <p>The weathervane has been installed. Due to wind direction it appears the eagle will most likely face the back of the building (West). The Town would like the eagle to face towards the front of the building (East) and permanently secured in place.</p>						
<p>Official Documented Meeting Minutes</p> <p>08/30/23 - Turnstone will reach out to Weathervanes of Maine to determine if they can provide a lock system to stop the weathervane from turning. Town of Newbury to confirm the intent to lock the weathervane before Turnstone makes any modifications.</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.