



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 #15

Meeting Date Sep 20, 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	Present
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	Present
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 09/20/23 - 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 09/20/23 - Signage 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						
Official Documented Meeting Minutes 09/20/23 - No pending RFI's at this time.						

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 09/20/23 - Pam has reached out to TC. Getinge is working on some internal moves, and will be able to get back to Pam in the next month or so. Turnstone will follow up with TC to get a status update.						

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 09/20/23 - <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 • Cameras • Access Control • Limited Demo for Weight Room 						

Old Business - 08/02/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.4	9	Heating / AC at Holding/Booking				Closed
Description Turnstone discussed the need to move some elements of the climate control system.						
Official Documented Meeting Minutes 09/20/23 - Per Tony's discussion with CDB Mechanical, the changes to the heating system in Holding/Booking will not create any additional costs to the project. Item is closed.						

Old Business - 08/16/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.5	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 09/20/23 - Tony to review and provide updates.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.7	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 09/20/23 - Turnstone has received a water test report. Items of concern were discussed. Turnstone to distribute the report to the town for review. Recommendations were given by the testing agency to chlorinate the well.						

New Bussines 08/23/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.1	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 09/20/23 - CDB Mechanical has provided a change request for \$10,300. Turnstone to follow up with CDB Mechanical to clarify and provide additional information.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.2	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 09/20/23 - CDB has provided a cost of \$16,789 for the split system at the existing side of the building. Turnstone to follow up for additional information and clarification. Turnstone to request more information and discuss the findings at the next meeting.						

New Business - 09/13/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.1	14	Relocation of louvers above Sally Port ceiling.				Open
Description Turnstone to work through the relocation of the ductwork and louvers above the Sally Port ceiling.						

<p>Official Documented Meeting Minutes 09/20/23 - Turnstone to request breakdown of cost from CDB Mechanical.</p>
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No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.3	14	Weathervane Payment				Closed
<p>Description Pam to confirm the intent to bill the town for the weathervane vs using project funds.</p>						
<p>Official Documented Meeting Minutes 09/20/23 - Turnstone to provide the Town of Newbury with a separate invoice to pay for weathervane. Item is closed.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.4	14	Signage				Open
<p>Description Turnstone to follow up with Sousa Signs regarding the signage shop drawing submittal. Tony estimates that the lead time is typically 4-6 weeks for signage. Turnstone to follow up.</p>						
<p>Official Documented Meeting Minutes 09/20/23 - Peter to review the signage package with the Chief after the meeting today. Chief to provide a patch to turnstone for exterior signage design.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.5	14	Light and Wire at the exterior of the Building				Open
<p>Description Per Matt, there is an outdoor wire and light at the exterior of the building. Matt asked whether the light should be removed or replaced as part of the project. To be reviewed after the meeting.</p>						
<p>Official Documented Meeting Minutes 09/20/23 - Turnstone proposes to remove the existing wire and install a replacement conduit for the light at the Christmas tree.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.6	14	Electrical Shut Down				Open
<p>Description Per Matt, there will be two upcoming electrical shut downs. 1 will be needed to change the power supply over to the new power supply. An additional shut down will be required to remove some mechanical equipment to allow for the installation of the new equipment. Turnstone to follow up to provide dates for shut downs and provide sufficient notice for Newbury PD to accommodate.</p>						
<p>Official Documented Meeting Minutes 09/20/23 - Per Matt, there will be two upcoming electrical shut downs. 1 will be needed to change the power supply over to the new power supply. An additional shut down will be required to remove some mechanical equipment to allow for the installation of the new equipment. Turnstone to follow up to provide dates for shut downs and provide sufficient notice for Newbury PD to accommodate.</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.