



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 #16

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 10/04/23 - 3 Week Look Ahead Reviewed.						
Turnstone will provide an updated project schedule next week. Expected completion date will be extended to November.						

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

10/04/23 - Signage Package has been returned. Turnstone has asked for a revised submittal for record.

RFI's

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFI's				Open
<p>Description Discussion of Pending / Open RFI's</p>						
<p>Official Documented Meeting Minutes 10/04/23 - No Pending RFI's at this time.</p>						

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 10/04/23 - Tony will reach out to TC to discuss options.</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 10/04/23 -</p> <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 • Equipment 						

Old Business - 08/16/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.5	10	Status of Project Funds				Open
<p>Description Peter has requested a detailed report of the status of the project funds to be reviewed at the next meeting.</p>						
<p>Official Documented Meeting Minutes 10/04/23 -Turnstone to compile adds and deducts for recent changes and provide an updated cost report for discussion.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.7	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 10/04/23 - See below. Tony to reach out to the well company to request additional information regarding the chlorination of the well water.						

New Bussines 08/23/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.1	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 10/04/23 - See Below. Per the discussion, the Town of Newbury and Peter have preauthorized Turnstone to proceed with this scope of work if up to \$12,000						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.2	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 10/04/23 - CDB has provided a cost of \$16,789 for the split system at the existing side of the building. Turnstone to have mechanical contractor revise proposal to include 3 head heat pump and 3 wall mounted mini splits (1 will be broken out if only 2 are necessary). Turnstone will also reach out the electrical contractor to check existing electrical service to see if there is enough room to accept the new equipment.						

New Business - 09/13/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.1	14	Relocation of louvers above Sally Port ceiling.				Closed
Description Turnstone to work through the relocation of the ductwork and louvers above the Sally Port ceiling.						
Official Documented Meeting Minutes 10/04/23 - Turnstone to request breakdown of cost from CDB Mechanical. Item is closed.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.4	14	Signage				Open
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.						

Official Documented Meeting Minutes
 10/04/23 - Signage Package has been returned. Turnstone to review and request a revised signage package for record.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.5	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 10/04/23 - Matt to reach out to Ashley at Titan to request pricing for this scope of work.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.6	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 10/04/23 - 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>						

New Business - 10/04/23

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.