



**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 #18

**Meeting Date** Oct 18, 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
Diane Ricciardelli	Town of Newbury	P: (603) 763-4940 ext. 204	dricciardelli@newburynh.org	Present
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
<b>Description</b> Discussion regarding schedule items.						
<b>Official Documented Meeting Minutes</b> 10/18/23 - Discussed additional work items, and delays on equipment and labor which will extend completion. Letter issued to Diane for review and approval.						

**Submittals**

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

<p><b>Official Documented Meeting Minutes</b> 10/18/23 - No open submittals at this time.</p>
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**RFI's**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFI's				Open
<p><b>Description</b> Discussion of Pending / Open RFI's</p>						
<p><b>Official Documented Meeting Minutes</b> 10/18/23 - 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><b>Description</b> 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><b>Official Documented Meeting Minutes</b> 10/18/23 - Turnstone is working on the furniture with their client. Possible early November availability of furniture. Client will also contact Pam with an update.</p>						

**Old Business - 07/12/23**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.2	7	Town/PD Additional Needs				Open
<p><b>Description</b> 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><b>Official Documented Meeting Minutes</b> 10/18/23 -</p> <ul style="list-style-type: none"> <li>• small renovation work at existing PD side of building where wall is being removed.</li> <li>• Add split system AC units to replace the existing through wall units on the south east side of the building. See new business</li> <li>• Cameras</li> <li>• Access Control</li> <li>• Limited Demo for Weight Room</li> <li>• Equipment</li> </ul>						

**Old Business - 08/16/23**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.5	10	Status of Project Funds				Open
<p><b>Description</b> Peter has requested a detailed report of the status of the project funds to be reviewed at the next meeting.</p>						
<p><b>Official Documented Meeting Minutes</b> 10/18/23 - Turnstone provided a copy for discussion at the meeting. Tony to make minor adjustments and provide an updated copy to the town for review.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.7	10	Water Bubbler				Open
<b>Description</b> 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.						
<b>Official Documented Meeting Minutes</b> 10/18/23 - 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				Closed
<b>Description</b> Turnstone has submitted an RFI for interlocking the garage doors with the HVAC system. Peter to work with WV Engineering to review and respond.						
<b>Official Documented Meeting Minutes</b> 10/18/23 - Turnstone is coordinating this work in the field. Item is closed.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.2	11	Air Conditioning at Existing PD Side of Building				Closed
<b>Description</b> 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.						
<b>Official Documented Meeting Minutes</b> 10/18/23 - Turnstone has been authorized to proceed with ordering AC equipment. Item is closed.						

**New Business - 09/13/23**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.4	14	Signage				Open
<b>Description</b> 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.						
<b>Official Documented Meeting Minutes</b> 10/18/23 - Signage package has been released. Turnstone to follow up with the signage subcontractor.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.5	14	Light and Wire at the exterior of the Building				Open
<b>Description</b> 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><b>Official Documented Meeting Minutes</b> 10/18/23 - Matt to reach out to Ashley at Titan to request pricing for this scope of work.</p>
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No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.6	14	Electrical Shut Down				Open
<p><b>Description</b> 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><b>Official Documented Meeting Minutes</b> 10/18/23 - Matt is currently working with the PD to coordinate the electrical shutdown on Monday 10/23.</p>						

**New Business - 10/11/23**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.1	17	Bill for Weathervane				Open
<p><b>Description</b> Town of Newbury has asked Turnstone to provide a bill for the costs of the weathervane.</p>						
<p><b>Official Documented Meeting Minutes</b> 10/18/23 - Town of Newbury has asked Turnstone to provide a bill for the costs of the weathervane. Turnstone to follow up.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.2	17	Delivery of Division 10 Items from Town of Newbury				Open
<p><b>Description</b> Pam asked if the the Division 10 Specialties items can be delivered to the site. Per the discussion, Turnstone would prefer to take the delivery towards the end of the project, however Turnstone will accept the delivery earlier they become a storage issue for the Town of Newbury.</p>						
<p><b>Official Documented Meeting Minutes</b> 10/18/23 - Matt to pick up the Toilet Accessories tomorrow 10/19.</p>						

**New Business - 10/18/23**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
10.1	18	Electrical Switch Gear Delay				Open
<p><b>Description</b> The delivery of the electrical switch gear has been delayed by the manufacturer. Turnstone and Titan Electric are working to provide options. Turnstone to submit information to the design/engineering team for review.</p>						
<p><b>Official Documented Meeting Minutes</b> 10/18/23 - The delivery of the electrical switch gear has been delayed by the manufacturer. Turnstone and Titan Electric are working to provide options. Turnstone to submit information to the design/engineering team for review.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
10.2	18	Building Inspections				Open
<p><b>Description</b> Building inspection are currently ongoing as necessary. Matt to coordinate final inspections.</p>						

**Official Documented Meeting Minutes**

10/18/23 - Building inspection are currently ongoing as necessary. Matt to coordinate final inspections.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
10.3	18	Concerns at Condenser Unit Piping				Open
<p><b>Description</b></p> <p>There are concerns at the condenser units at the north west side of the building. Currently there are exposed pipes running between the units and the building. To protect the pipes, turnstone will construct a cage of unistrut around them. Options including short sections of fence were also discussed.</p>						
<p><b>Official Documented Meeting Minutes</b></p> <p>10/18/23 - Currently there are exposed pipes running between the units and the building. To protect the pipes from someone or something stepping on them, Turnstone will construct a cage of unistrut around them. Sections of fence were also discussed after the meeting at each end of the pipe run. Turnstone to supply and install.</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.