



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 #19

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	Absent
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

Description

Discussion regarding schedule items.

Official Documented Meeting Minutes

10/25/23 - 3 Week Look Ahead 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

10/25/23 - No Pending Submittals at this time.

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 10/25/23 - 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 10/25/23 - 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				Closed
<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 10/25/23 - Additional Needs items have been determined. Item is closed.</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 <i>Training room</i> • Equipment 						

Old Business - 08/16/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.5	10	Status of Project Funds				Closed
<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 10/25/23 - Turnstone provided a copy for discussion at the meeting. Item is closed.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.7	10	Water Bubbler				Closed

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

10/25/23 - Per Tony, for the well contractor to chlorinate the well it would take a \$320 service charge plus the cost of the chlorine liquid. Per the discussion, the Town of Newbury has taken responsibility for the chlorination. Item is closed.

New Business - 09/13/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.4	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

10/25/23 - Signage package has been released. ADA signage should be received by the signage contractor by 11/15, install will be scheduled to follow. Exterior letters have a three week lead time. The signage contractor is working to confirm the manufacturing timeframe for the Police Shield.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.5	14	Light and Wire at the exterior of the Building				Open

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.

Official Documented Meeting Minutes

10/25/23 - The Town of Newbury has approved the additional cost to replace the wire and light at the front of the building. Item is closed.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.6	14	Electrical Shut Down				Open

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.

Official Documented Meeting Minutes

10/25/23 - Matt Darby and Titan Electric are targeting Friday 10/27 for the electrical shut down. Per the discussion, shut down will start at 1pm and will take 2-3 hours. This helps the town due to the phone lines for the town offices being routed through the police station.

New Business - 10/11/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.1	17	Bill for Weathervane				Open

Description

Town of Newbury has asked Turnstone to provide a bill for the costs of the weathervane.

Official Documented Meeting Minutes

10/25/23 - Turnstone to follow up with their accounting department to request this bill be sent over to the Town of Newbury.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.2	17	Delivery of Division 10 Items from Town of Newbury	<i>closed</i>			Open

Description

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.

Official Documented Meeting Minutes

10/25/23 - Division 10 Items have been picked up by Matt Darby. Item is closed.

New Business - 10/18/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.1	18	Electrical Switch Gear Delay				Open

Description

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.

Official Documented Meeting Minutes

10/25/23 - With help from the engineer, we were able to get alternate vendors and equipment will arrive this week and next week so it can be installed.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.2	18	Building Inspections				Closed

Description

Building inspection are currently ongoing as necessary. Matt to coordinate final inspections.

Official Documented Meeting Minutes

10/25/23 - Building inspection are currently ongoing as necessary. Matt to coordinate final inspections. Item is closed.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.3	18	Concerns at Condenser Unit Piping				Open

Description

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.

Official Documented Meeting Minutes

10/25/23 - After the meeting, it was agreed that we should extend the existing fence and close off the area around the equipment, which will protect the lines. A unistrut system at the lines will no longer 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.