



Turnstone Corporation
 479 Nashua Street
 Milford, New Hampshire 03055
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Project: 23-003 Newbury Police Department Renovation
 952 New Hampshire Route 103
 Newbury, New Hampshire 03255

Newbury PD - Construction Coordination Meeting Minutes: Meeting #3

Meeting Date May 24, 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	Absent
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
Dennis Pavlicek	Town of Newbury		dennis@newburynh.org	Present
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 05/24/23 - 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

05/24/23 - Open Submittals:

- Electrical Switchgear - Resent for Record
- Doors, Frames, Hardware
 - Turnstone to release hollow metal frames to be installed in masonry.
 - Turnstone to check with the PD on security glazing.
- Storefronts
 - Turnstone to instruct Portland Glass to provide Pivot Doors as specified, in place of hinged doors provided in the submittal.
- Anderson Windows
- Vinyl Siding / Shutters

Mechanical Submittals are expected to be sent in soon.

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						
05/24/23 - No pending RFI's at this time.						

New Business - 05/03/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Propane Tank Location				Open
Description						
Appears that there isn't enough room to place the above ground propane tanks at the edge of pavement. If there is, pipe bollards would be installed in the existing pavement. Alternate option to use precast concrete barriers in lieu of pipe bollards. Turnstone will review with site contractor and Irving (Propane Supplier).						
Official Documented Meeting Minutes						
05/24/23 - Irving to be on site to help finalize the location of the new tanks. Turnstone proposes installing small jersey barriers in place of pipe bollards.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Substitute Light Fixtures (VE Item)				Open
Description						
VE Package was proposed and reviewed with the team. The Owner is comfortable with the alternate fixtures. Peter T mentioned the submittal is back from engineering and will send along to Turnstone. Appears two fixtures (Type A and Type B) were noted that have to be dimmable per the contract documents. Turnstone will follow up with the electrical contractor once the submittal is received.						
Official Documented Meeting Minutes						
05/24/23 - Turnstone to follow up with the electrician for lighting submittal.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	1	Plumbing Fixtures Meeting				Closed
Description Meeting took place before the construction meeting with Chief Wheeler, Turnstone, Peter Tennant, and Plumbing contractor to discuss fixtures in the Holding Rooms. It was agreed that the fixtures will be ligature resistant and will be serviceable from the Holding Room side. Furthermore, due to cost savings on the project it was agreed at the construction meeting that we will provide fixtures to Holding Room #02 which were previously deleted as part of Value Engineering. These changes will be reflected in the plumbing submittals.						
Official Documented Meeting Minutes 05/24/23 - Vandal proof floor drains have been selected over anti-ligature due to long lead time. Item is closed.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.5	1	Exterior Windows Change				Open
Description Due to a long lead time on the specified windows, Turnstone has proposed going with Andersen Windows which have a better lead time. Peter T stated that Andersen is a good manufacturer but will review the information submitted.						
Official Documented Meeting Minutes 05/24/23 - Due to a long lead time on the specified windows, Turnstone has proposed going with Andersen Windows which have a better lead time. Peter T to review the information submitted.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.6	1	New Electrical Service Change				Open
Description It was clarified in the meeting that we changed the new electrical service to a single meter socket and did not go with the double meter socket per design. This change was due to extremely long lead times (52+ weeks)						
Official Documented Meeting Minutes 05/24/23 - Turnstone provided updated submittal along with description of proposed change of enclosed circuit breaker and separate meter socket.						

New Business - 05/17/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	2	Building Weathervane				Open
Description Turnstone to follow up on the weathervane selected by the town.						
Official Documented Meeting Minutes 05/24/23 - Turnstone to provide options for finishes to the Owner for review and selection.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.2	2	Building Front Columns and Pilasters				Closed
Description Modifications to the columns at the front of the building have been made. Peter presented preliminary drawings to show how the foundation will be modified with added pilasters to support the columns above.						
Official Documented Meeting Minutes 05/24/23 - Modifications to the columns at the front of the building have been made. Peter provided SK. Item is closed.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.4	2	One-Source Security Equipment Coordination Meeting				Open
<p>Description Chief Wheeler brought up the need for a security hardware / camera coordination meeting. Turnstone will follow up with the security contractor to schedule a meeting to coordinate this scope as the project progresses.</p>						
<p>Official Documented Meeting Minutes 05/24/23 - Chief Wheeler brought up the need for a security hardware / camera coordination meeting with their IT Department. Turnstone will follow up with the security contractor to schedule a meeting to coordinate this scope. Turnstone is currently targeting June 7th at 9am or 12pm for this on site meeting.</p>						

New Business - 05/24/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	3	Testing and Inspection Company				Open
<p>Description Discussion regarding 3rd party inspections took place.</p>						
<p>Official Documented Meeting Minutes 05/24/23 - Getting a Testing Company is required for the Special Inspections. Turnstone will provide recommendation on testing agency for the project. It was agreed the testing services costs will be covered in the overall project cost.</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.