



**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 #4

**Meeting Date** Jun 7, 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     |
| Polly Lowe      | Town of Newbury               |                   | lowep@tds.net              | Present    |
| 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  | Absent     |
| 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><br>Discussion regarding schedule items.   |            |   |            |          |          |        |
| <b>Official Documented Meeting Minutes</b><br>06/07/23 - 3-Week Look Ahead reviewed.<br>Peter T requested that he would like to see a revised Construction Schedule. Turnstone will revise and distribute. |            |   |            |          |          |        |

**Submittals**

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

**Official Documented Meeting Minutes**

06/07/23 - 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. - **Accepted by Owner at today's meeting.**
- Storefronts
  - Turnstone to instruct Portland Glass to provide Pivot Doors as specified, in place of hinged doors provided in the submittal.
- Anderson Windows - **Accepted by Owner at today's meeting.**
- Vinyl Siding / Shutters - **Accepted by Owner at today's meeting.**

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   |
| <b>Description</b>                         |            |       |            |          |          |        |
| Discussion of Pending / Open RFI's         |            |       |            |          |          |        |
| <b>Official Documented Meeting Minutes</b> |            |       |            |          |          |        |
| 06/07/23 - 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   |
| <b>Description</b>  |            |                       |            |          |          |        |
| 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). |            |                       |            |          |          |        |
| <b>Official Documented Meeting Minutes</b>  |            |                       |            |          |          |        |
| 06/07/23 - Per Irving, tanks will be installed front to back and can be installed on/off dirt area and pavement as long as they are sitting on concrete pavers. Also, OK to go with precast concrete barriers versus pipe bollards. Newbury PD will review  |            |                       |            |          |          |        |

| No.   | Mtg Origin | Title                               | Assignment | Due Date | Priority | Status |
|---|------------|-------------------------------------|------------|----------|----------|--------|
| 4.3   | 1          | Substitute Light Fixtures (VE Item) |            |          |          | Closed |
| <b>Description</b>  |            |                                     |            |          |          |        |
| 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. |            |                                     |            |          |          |        |
| <b>Official Documented Meeting Minutes</b>  |            |                                     |            |          |          |        |
| 06/07/23 - Alternate lighting package has been accepted. Item is closed.  |            |                                     |            |          |          |        |

| No.  | Mtg Origin | Title                   | Assignment | Due Date | Priority | Status |
|--|------------|-------------------------|------------|----------|----------|--------|
| 4.5  | 1          | Exterior Windows Change |            |          |          | Closed |
| <b>Description</b><br>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. |            |                         |            |          |          |        |
| <b>Official Documented Meeting Minutes</b><br>06/07/23 - Andersen Windows have been accepted by Peter T as well as the Owner. Item is closed.  |            |                         |            |          |          |        |

| No.  | Mtg Origin | Title                         | Assignment | Due Date | Priority | Status |
|--|------------|-------------------------------|------------|----------|----------|--------|
| 4.6  | 1          | New Electrical Service Change |            |          |          | Closed |
| <b>Description</b><br>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) |            |                               |            |          |          |        |
| <b>Official Documented Meeting Minutes</b><br>06/07/23 - Revised submittal has been received. Item is closed.  |            |                               |            |          |          |        |

**New Business - 05/17/23**

| No.   | Mtg Origin | Title                | Assignment | Due Date | Priority | Status |
|---|------------|----------------------|------------|----------|----------|--------|
| 5.1   | 2          | Building Weathervane |            |          |          | Open   |
| <b>Description</b><br>Turnstone to follow up on the weathervane selected by the town.   |            |                      |            |          |          |        |
| <b>Official Documented Meeting Minutes</b><br>06/07/23 - PD has issued response back to Turnstone. Turnstone to finalize with Weathervane Manufacturer. |            |                      |            |          |          |        |

| No.   | Mtg Origin | Title  | Assignment | Due Date | Priority | Status |
|---|------------|--|------------|----------|----------|--------|
| 5.4   | 2          | One-Source Security Equipment Coordination Meeting |            |          |          | Open   |
| <b>Description</b><br>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.  |            |  |            |          |          |        |
| <b>Official Documented Meeting Minutes</b><br>06/07/23 - Meeting took place (6/7/23) before our construction meeting. Turnstone to provide plan outlining the cameras and doors that have access control to the rest of the team. It was agreed that other meetings should take place as work progresses. Owner vendor will work directly for the Town. |            |  |            |          |          |        |

**New Business - 05/24/23**

| No.  | Mtg Origin | Title                          | Assignment | Due Date | Priority | Status |
|--|------------|--------------------------------|------------|----------|----------|--------|
| 6.1  | 3          | Testing and Inspection Company |            |          |          | Closed |
| <b>Description</b><br>Discussion regarding 3rd party inspections took place.   |            |                                |            |          |          |        |
| <b>Official Documented Meeting Minutes</b><br>06/07/23 - Testing Agency (M&W Soils Engineering) is under contract and will do rebar inspections, concrete testing, and soil compaction testing. Reports will be issued as soon as they become available. Item is closed. |            |                                |            |          |          |        |

## New Business - 06/07/23

| No.  | Mtg Origin | Title                  | Assignment | Due Date | Priority | Status |
|--|------------|------------------------|------------|----------|----------|--------|
| 7.1  | 4          | PROPOSED RIFLE CABINET |            |          |          | Open   |
| <b>Description</b><br>Turnstone issued cut sheets for a proposed rifle cabinet for the Chief to review. At the meeting the Chief stated that he was OK with the proposed cabinet. Turnstone will follow up with a submittal and check on cabinet availability/weight. If needs to be released, the Chief will use the cabinet in the existing space and relocate it once the new space is complete.                                    |            |                        |            |          |          |        |
| <b>Official Documented Meeting Minutes</b><br>06/07/23 - Turnstone issued cut sheets for a proposed rifle cabinet for the Chief to review. At the meeting the Chief stated that he was OK with the proposed cabinet. Turnstone will follow up with a submittal and check on cabinet availability/weight. If needs to be released, the Chief will use the cabinet in the existing space and relocate it once the new space is complete. |            |                        |            |          |          |        |

| No.   | Mtg Origin | Title                      | Assignment | Due Date | Priority | Status |
|---|------------|----------------------------|------------|----------|----------|--------|
| 7.2   | 4          | EXISTING "FINS" AT CEILING |            |          |          | Open   |
| <b>Description</b><br>It was discussed that the fins need to remain in place since they are considered structural and part of the roof trusses. It was agreed that they would be wrapped in cement board and door area to be blocked in.                                    |            |                            |            |          |          |        |
| <b>Official Documented Meeting Minutes</b><br>06/07/23 - It was discussed that the fins need to remain in place since they are considered structural and part of the roof trusses. It was agreed that they would be wrapped in cement board and door area to be blocked in. |            |                            |            |          |          |        |

| No.   | Mtg Origin | Title                 | Assignment | Due Date | Priority | Status |
|---|------------|-----------------------|------------|----------|----------|--------|
| 7.3   | 4          | PROJECT BUDGET UPDATE |            |          |          | Open   |
| <b>Description</b><br>Peter T requested an updated project budget report to see where we are since project is nearly bought out. Turnstone to work on report and distribute to the team.                                    |            |                       |            |          |          |        |
| <b>Official Documented Meeting Minutes</b><br>06/07/23 - Peter T requested an updated project budget report to see where we are since project is nearly bought out. Turnstone to work on report and distribute to the team. |            |                       |            |          |          |        |

| No.   | Mtg Origin | Title              | Assignment | Due Date | Priority | Status |
|---|------------|--------------------|------------|----------|----------|--------|
| 7.4   | 4          | SITWORK ELEVATIONS |            |          |          | Open   |
| <b>Description</b><br>Peter T requested that we shoot some site elevations so we can cross reference with the project plans. Turnstone will reach out to site contractor and get this information.                                    |            |                    |            |          |          |        |
| <b>Official Documented Meeting Minutes</b><br>06/07/23 - Peter T requested that we shoot some site elevations so we can cross reference with the project plans. Turnstone will reach out to site contractor and get this information. |            |                    |            |          |          |        |

| No.   | Mtg Origin | Title                    | Assignment | Due Date | Priority | Status |
|---|------------|--------------------------|------------|----------|----------|--------|
| 7.5   | 4          | HOLLOW METAL FRAMES (KD) |            |          |          | Open   |
| <p><b>Description</b><br/>                     Due to lead times and extensive number of existing walls, Turnstone asked if Knock Down (KD) frames would be acceptable. It was agreed that we can use KD frames. Peter T did request that we bondo/sand at the face of the frames to hide the miter cut.</p>                                    |            |                          |            |          |          |        |
| <p><b>Official Documented Meeting Minutes</b><br/>                     06/07/23 - Due to lead times and extensive number of existing walls, Turnstone asked if Knock Down (KD) frames would be acceptable. It was agreed that we can use KD frames. Peter T did request that we bondo/sand at the face of the frames to hide the miter cut.</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.