



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 #5

Meeting Date Jun 21, 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	Present
Dennis Pavlicek	Town of Newbury		dennis@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 06/21/23 - 3 Week Lookahead 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

06/21/23 -

- Storefronts - Turnstone to follow up with Portland Glass to provide pivot hinges at the Exterior Aluminum Door
- Under Slab Rigid Insulation - Owner has accepted using Dupont (not specified Manufacturer) on the project
- Vinyl Siding (from 6/7/23 Meeting) - Owner has selected "white" for the siding color

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 06/21/23 - Weathervane Grounding Requirements (Note: Peter T would like to know if electrical contractor has seen something in the code that states the Weathervane need to be grounded. Turnstone will follow up)						

New Business - 05/03/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Propane Tank Location				Closed
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 06/21/23-Chief is OK with the tanks being placed partially on the asphalt and concrete barriers used versus pipe bollards. Turnstone will follow up with site contractor. Item is closed						

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 06/21-2023-Information on Weathervane was discussed. Turnstone will get final submittal on Weathervane for review/record.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.4	2	One-Source Security Equipment Coordination Meeting				Open
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.						
Official Documented Meeting Minutes 06/21/2023-Town will discuss requirements internally. Additional meeting will be required to make sure everyone is on the same page.						

New Business - 06/07/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	4	PROPOSED RIFLE CABINET				Closed
Description 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.						
Official Documented Meeting Minutes 06/21/2023-Turnstone to place the order. Item is closed						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	4	EXISTING "FINS" AT CEILING				Closed
Description 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.						
Official Documented Meeting Minutes 06/27/2023-Item is closed						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.3	4	PROJECT BUDGET UPDATE				Open
Description 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.						
Official Documented Meeting Minutes 06/21/2023-Turnstone to provide revised buyout savings log for the next meeting						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.4	4	SITWORK ELEVATIONS				Open
Description 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.						
Official Documented Meeting Minutes 06/21/2023-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
6.5	4	HOLLOW METAL FRAMES (KD)				Closed
Description 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.						
Official Documented Meeting Minutes 06/21/2023-Item was discussed at the meeting with the Owner who has also accepted the change. Turnstone will follow up with DFH contractor. Item is closed						

New Business - 06/21/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.1	5	Overhead Door Panel Style				Closed
Description Owner / Architect selected "Smooth" for the Overhead Door panel style. Turnstone to notify subcontractor.						
Official Documented Meeting Minutes 06/21/23 - Owner / Architect selected "Smooth" for the Overhead Door panel style. Turnstone to notify subcontractor. Item is Closed						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.2	5	Existing IT Room Fiber Optics				Open
Description Owner to review Fiber Optics location internally with vendor to see if patch panel can be used to extend it from Existing IT Room to new Data Closet versus having to run entirely new fiber options line from Town Hall. Alternate would be to keep existing IT closet in its location which would cause some redesigning to the existing plan.						
Official Documented Meeting Minutes 06/21/23 - Owner to review Fiber Optics location internally with vendor to see if patch panel can be used to extend it from Existing IT Room to new Data Closet versus having to run entirely new fiber options line from Town Hall. Alternate would be to keep existing IT closet in its location which would cause some redesigning to the existing plan.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.3	5	Used Office Furniture				Open
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.						
Official Documented Meeting Minutes 06/21/23 - 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.						

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.