



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 #6

Meeting Date Jul 5, 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	Absent
Tony DaCosta	Turnstone Corporation	P: (603) 249-9300	tdacosta@turnstonecorp.com	Present
Matt Darby	Turnstone Corporation	P: (603) 249-9300	mdarby@turnstonecorp.com	Absent

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 07/05/23 - 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

07/05/23 - Lockers color selected: Gray

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 07/05/23 - Exterior Generator Disconnect Location						

New Business - 05/17/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	2	Building Weathervane				Open
Description Turnstone to follow up on the weathervane selected by the town.						
Official Documented Meeting Minutes 07/05/23 - Information on Weathervane was discussed. Turnstone will get final submittal on Weathervane for review/record.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	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 07/05/23 - Issues have been resolved. Item is closed.						

New Business - 06/07/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.3	4	Project Budget Update				Closed
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 07/05/23 - Reviewed new updated buyout spreadsheet. Item is closed.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.4	4	Sitework 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

07/05/23 - Turnstone issued information the the architect. 3% grade is ok with Peter. Peter to respond to email to confirm.

New Business - 06/21/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	5	Existing IT Room Fiber Optics				Open
<p>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.</p>						
<p>Official Documented Meeting Minutes 07/05/23 - Cable can be extended, per the town's vendor.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.3	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 07/05/23 - 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.</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.