



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 #7

Meeting Date Jul 12, 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 07/12/23 - 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						

<p>Official Documented Meeting Minutes 07/12/23 - No submittals pending at this time.</p>
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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 07/12/23 - Exterior Generator Disconnect Location. Peter provided preliminary response in the meeting, formal response from the engineer will be provided later today.</p>						

Old Business - 05/17/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	2	Building Weathervane				Closed
<p>Description Turnstone to follow up on the weathervane selected by the town.</p>						
<p>Official Documented Meeting Minutes 07/12/23 - Weathervane order will be released. To be delivered to the job site. Item is closed.</p>						

Old Business - 06/07/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.4	4	Sitework Elevations				Closed
<p>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.</p>						
<p>Official Documented Meeting Minutes 07/12/23 - Turnstone issued information the the architect. 3% grade is ok with Peter. Peter to respond to email to confirm. Item is closed.</p>						

Old Business - 06/21/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	5	Existing IT Room Fiber Optics				Closed
<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 07/12/23 - Town of Newbury will coordinate with Town's vendor to have the fiber optics extended to the new Data Closet. This will be coordinate in the field. Item is closed</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.3	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						
07/12/23 - Turnstone has a client that may have office furniture that could be sold at a low cost or even donated. The client is working to determine what furniture may be available. If furniture is available, Turnstone will Provide photos and set up site visit walk thru with Pam.						

New Business - 07/12/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.1	7	Outlet Locations to be Confirmed				Open
Description						
Matt Darby requests coordination and confirmation from the town IT team regarding the locations of required outlets in the data closet.						
Official Documented Meeting Minutes						
07/12/23 - Matt Darby requests coordination and confirmation from the town IT team regarding the locations of required outlets in the data closet. Turnstone suggested the Owner take a walk thru the project and review all outlets presently in place and determine if any additional locations are needed. This should occur before drywall installation.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.2	7	Pistol Locker Relocation				Open
Description						
Chief Wheeler has requested the relocation of the pistol locker from Booking to the wall of the Sally Port.						
Official Documented Meeting Minutes						
07/12/23 - Chief Wheeler has requested the relocation of the pistol locker from Booking to the wall of the Sally Port.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.3	7	Town/PD Additional Needs				Open
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.						
Official Documented Meeting Minutes						
07/12/23 - 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.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.4	7	Door 02 and Door 04 Lock Changes				Open
Description						
The key pads from the original design had been brought back into the project scope. Per the discussion with the architect and Town of Newbury, Turnstone will reach out to Lang Door to request all security doors to be provided with key fobs. The security door at the sally port will have a key fob to activate the door from both sides to secure the space.						
Official Documented Meeting Minutes						
07/12/23 - Door 02 and Door 04 were originally changed to received a keypad security lockset. Newbury PD would like the doors to go back to having security fobs. Turnstone will coordinate with the subcontractors.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.5	7	Beautification Committee				Open
Description The Newbury Beautification Committee has requested the estimated dimensions for landscaping at the front of the building.						
Official Documented Meeting Minutes 07/12/23 - The Newbury Beautification Committee has requested the estimated dimensions for landscaping at the front of the building.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.6	7	Roofing / Dumpster				Open
Description The roofer is scheduled to start next week and asked Turnstone to order Dumpster for roof debris						
Official Documented Meeting Minutes 07/12/23 - The roofer is scheduled to start next week and asked Turnstone to order Dumpster for roof debris. Town of Newbury to work with the roofer to cover the cost of the dumpster and asked Turnstone to provide a separate invoice for the dumpster cost..						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.7	7	Attic Hatch at Sally Port				Open
Description Due to the addition of the sheer wall, and the installation of smoke detectors in the attic space, an additional access hatch will need to be provided at the Sally Port.						
Official Documented Meeting Minutes 07/12/23 - Due to the addition of the sheer wall, and the installation of smoke detectors in the attic space, an additional access hatch will need to be provided at the Sally Port.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.8	7	Lighting in the Attic Space				Open
Description Per discussion with the electrician, lighting in the attic space may be required. Regardless of requirements, the lighting may be a worthwhile add for the persons responsible for testing the fire detection equipment. Turnstone to follow up with Titan Electric.						
Official Documented Meeting Minutes 07/12/23 - Per discussion with the electrician, lighting in the attic space may be required. Regardless of requirements, the lighting may be a worthwhile add for the persons responsible for testing the fire detection equipment. Turnstone to follow up with Titan Electric.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.9	7	Mechanical / Electrical Space Requirements				Open
Description The space in the Mechanical Room is limited. Subcontractors are concerned that there will not be enough space for everything to be installed without demolishing the chimney. Discussion determined that the chimney would be removed to increase space in the mechanical room and eliminate an unutilized penetration in the roof.						
Official Documented Meeting Minutes 07/12/23 - The space in the Mechanical Room is limited. Subcontractors are concerned that there will not be enough space for everything to be installed without demolishing the chimney. Discussion determined that the chimney would be removed to increase space in the mechanical room and eliminate an unutilized penetration in the roof.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.10	7	HVAC Condenser Location				Open
<p>Description Turnstone asked Peter T to review proposed condenser location presently marked onsite. Location would keep units away from the edge of roof and avoid potential future snow/ice damage.</p>						
<p>Official Documented Meeting Minutes 07/12/23 - Turnstone asked Peter T to review proposed condenser location presently marked onsite. Location would keep units away from the edge of roof and avoid potential future snow/ice damage.</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.