



Turnstone Corporation
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 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 #8

Meeting Date Jul 26, 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 07/26/23 - 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 07/26/23 -</p> <ul style="list-style-type: none"> • Shutters: Samples to be provided at the next meeting. • Ceiling Hatches • Toilet Accessories <p>Peter Tennant requests samples for flooring, painting, ceiling, and millwork.</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 07/26/23</p> <ul style="list-style-type: none"> • Smoke/Heat detectors in attic space - response pending 						

Old Business - 06/21/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	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 07/26/23 - Turnstone provided photos of the furniture. Town likes the way they look and believe would go into the space well. Turnstone will reach out to the client to set up site visit walk through along with Pam.</p>						

New Business - 07/12/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	7	Outlet Locations to be Confirmed				Open
<p>Description Matt Darby requests coordination and confirmation from the town IT team regarding the locations of required outlets in the data closet.</p>						
<p>Official Documented Meeting Minutes 07/26/23 - 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. Matt to follow up with Chief Wheeler.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.2	7	Pistol Locker Relocation				Closed
<p>Description Chief Wheeler has requested the relocation of the pistol locker from Booking to the wall of the Sally Port.</p>						
<p>Official Documented Meeting Minutes 07/26/23 - Pistol Locker has been delivered. Installation location is confirmed. Item is closed.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.3	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 07/26/23 - 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
5.4	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 07/26/23 - 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
5.5	7	Beautification Committee				Closed
Description The Newbury Beautification Committee has requested the estimated dimensions for landscaping at the front of the building.						
Official Documented Meeting Minutes 07/26/23 - Town of Newbury has provided this information to the Beautification Committee. Item is closed.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.6	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 07/26/23 - Dumpster provided for the roofer has been pulled. Turnstone to provide invoice.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.7	7	Attic Hatch at Sally Port				Closed
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 07/26/23 - 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. Item is closed.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.8	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 07/26/23 - Peter is working with the Electrical Engineer to determine if lighting should be added to the attic space. Turnstone sent an email to Peter with sub cost associated with the additional lighting in the attic space.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.9	7	Mechanical / Electrical Space Requirements				Closed
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 07/26/23 - Chimney has been demolished. Item is closed.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.10	7	HVAC Condenser Location				Open
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.						
Official Documented Meeting Minutes 07/26/23 - It was confirmed at the meeting that the proposed location (in line with the generator) was acceptable. Item is closed						

New Business - 07/26/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	8	Mechanical Access for Maintenance of Unit Above Evidence Room				Open
Description The design documents show a mechanical unit being installed above the evidence room. An access door will be installed to allow access to the mechanical unit for maintenance.						
Official Documented Meeting Minutes 07/26/23 - The design documents show a mechanical unit being installed above the evidence room. An access door will be installed to allow access to the mechanical unit for maintenance. Peter to check if access door needs to be rated.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	8	Drywall at Sally Port Ceiling				Open
Description The project documents call for 3 layers of drywall to be installed at the Sally Port ceiling. The drywaller is concerned about the weight of the drywall being installed on the existing framing. Peter to review fire rating details and review weight with FBRA.						

Official Documented Meeting Minutes
 07/26/23 - The project documents call for 3 layers of drywall to be installed at the Sally Port ceiling. The drywaller is concerned about the weight of the drywall being installed on the existing framing. Peter to review fire rating details and review weight with FBRA.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.3	8	Toilet Accessories Changes				Open
Description						
Discussion regarding the toilet accessories to be installed as part of the project. The town has determined that they will provide some of the accessories from stock that they already have on hand.						
Official Documented Meeting Minutes						
07/26/23 - Per the discussion with the Town of Newbury, the town will provide the paper towel dispenser and waste paper basket as well as the soap dispenser for the bathrooms. Peter to make notes on the toilet accessories submittal.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.4	8	Eversource Guy Wires				Open
Description						
Eversource has determined that guy wires will be required to be installed at the existing poles across from the Police Station at the intersection of 103 and 103A. Guy wires to be located in the state right of way. Turnstone to contact Doug King to request a site visit.						
Official Documented Meeting Minutes						
07/26/23 - Eversource has determined that guy wires will be required to be installed at the existing poles across from the Police Station at the intersection of 103 and 103A. Guy wires to be located in the state right of way. Turnstone to contact Doug King to request a site visit.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.5	8	Power Pole Adjacent to Building				Open
Description						
Discussion regarding the condition of the power pole at adjacent to the building, as well as ownership of the pole.						
Official Documented Meeting Minutes						
07/26/23 - The power pole adjacent to the building is not in good condition, per the electrical contractor. Discussion took place regarding the replacement of the pole. There are concerns that the pole may be privately owned. Review of the pole located an identification number. Turnstone will follow up with Eversource and Consolidated to determine pole ownership.						

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.