



Turnstone Corporation
 479 Nashua Street
 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 #9

Meeting Date Aug 2, 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	Absent
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	Absent
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 08/02/23 - 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

08/02/23 -

- Shutters: Pat Curran to provide shutter samples from Lowe's and Home Depot at next meeting.
- Fire Extinguishers and Cabinets
- Toilet Accessories
- Attic Access Doors

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 08/02/23 - No Pending RFI's at this time.</p> <p>Turnstone brought up RFI's that were provided by the subs prior to the meeting. Turnstone to submit RFI's for design team review.</p>						

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 08/02/23 - 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>						

Old Business - 07/12/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	7	Outlet Locations to be Confirmed				Closed
<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 08/02/23 - 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 has coordinated with the Chief. Item is closed.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.2	7	Town/PD Additional Needs				Open
<p>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.</p>						

Official Documented Meeting Minutes
 08/02/23 - 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
5.3	7	Door 02 and Door 04 Lock Changes				Closed
<p>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.</p>						
<p>Official Documented Meeting Minutes 08/02/23 - 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. Item is closed.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.4	7	Roofing / Dumpster				Open
<p>Description The roofer is scheduled to start next week and asked Turnstone to order Dumpster for roof debris</p>						
<p>Official Documented Meeting Minutes 08/02/23 - Dumpster provided for the roofer has been pulled. Turnstone to provide invoice.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.5	7	Lighting in the Attic Space				Open
<p>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.</p>						
<p>Official Documented Meeting Minutes 08/02/23 - The addition of lighting in the attic space was approved during the meeting. Turnstone to finalize costs.</p>						

Old 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
<p>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.</p>						
<p>Official Documented Meeting Minutes 08/02/23 - 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 has determined that a 1hr rated access panel should be provided.</p>						

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 08/02/23 - FBRA has reviewed the structural concerns at the Sally Port Ceiling. Per Peter's direction, the existing layer of drywall should be patched, with 2 additional layers installed. Furring will not be required for this installation.						

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 08/02/23 - 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 return the submittal to Turnstone with the changes noted. Turnstone to coordinate the changes with the subcontractor.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.4	8	Eversource Guy Wires				Closed
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 08/02/23 - Upon further review, Eversource has determined that the guy wires will not be needed. Item is closed.						

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 08/02/23 - Eversource has reviewed the condition of the existing pole adjacent to the building and has determined that the pole is in good condition. Item is closed.						

New Business - 08/02/23

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.1	9	Samples				Open
Description Peter has requested finish samples for Shutters, Flooring, Painting, Ceiling, and Millwork. Turnstone to follow up.						
Official Documented Meeting Minutes 08/02/23 - Peter has requested finish samples for Shutters, Flooring, Painting, Ceiling, and Millwork. Turnstone to follow up.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.2	9	2hr Access Panel Required at Sally Port				Open
Description Per Peter's direction, the access panel at the Sally Port will need to be a 2hr rated panel.						
Official Documented Meeting Minutes 08/02/23 - Per Peter's direction, the access panel at the Sally Port will need to be a 2hr rated panel.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.3	9	Fire Extinguishers and Cabinets				Open
Description Turnstone has provided the submittal for Fire Extinguishers and Extinguisher Cabinets. Peter to review the submittal.						
Official Documented Meeting Minutes 08/02/23 - Turnstone has provided the submittal for Fire Extinguishers and Extinguisher Cabinets. Peter to review the submittal.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.4	9	Heating / AC at Holding/Booking				Open
Description Turnstone discussed the need to move some elements of the climate control system.						
Official Documented Meeting Minutes 08/02/23 - Turnstone discussed the need to move some elements of the climate control system. Turnstone to follow up with RFI. Concerns include the following: <ul style="list-style-type: none"> • Removing the baseboard heat in Booking due to: <ul style="list-style-type: none"> ◦ Possible damage to the heating system ◦ Exposed pipe • Shifting the radiant ceiling panels out of Holding 1 and Holding 2 <ul style="list-style-type: none"> ◦ Ceiling in Holding is now cement board at 12' AFF ◦ Exposed pipe 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.5	9	Removal of Wall and Relocation of Window in the Existing Police Station (Occupied Side of Building)				Open
Description Turnstone to coordinate the removal of the wall and the relocation of the window in the occupied portion of the building with the Chief.						
Official Documented Meeting Minutes 08/02/23 - Turnstone to coordinate the removal of the wall and the relocation of the window in the occupied portion of the building with the Chief.						

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.