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Project: 23-02 Bristol Public Safety Building  
230 Lake Street  
Bristol, New Hampshire 03222

## Bi-Weekly OC Meeting - Bristol PSB Minutes: Meeting #3

<b>Meeting Date</b>	Jul 27, 2023	<b>Meeting Time</b>	9:30 AM - 10:30 AM Eastern Time (US & Canada)
<b>Meeting Location</b>	5 School Street, Bristol, NH	<b>Video Conferencing Link</b>	<a href="https://us05web.zoom.us/j/82554219553?pwd=bmxBdlF2MCtxV3A4YVdzdFpBSU0vUT09">https://us05web.zoom.us/j/82554219553?pwd=bmxBdlF2MCtxV3A4YVdzdFpBSU0vUT09</a>
<b>Overview</b>	This is the progress meeting.		
<b>Notes</b>			
<b>Attachments</b>			

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Michael Callihan	Groen Construction Inc.	[REDACTED]	[REDACTED]	Present
Terri McPherson	Groen Construction Inc.	[REDACTED]	[REDACTED]	Absent
Zachary Paquette	Groen Construction Inc.	[REDACTED]	[REDACTED]	Present
Greg Thomson	Groen Construction Inc.	[REDACTED]	[REDACTED]	Present
Kristopher Bean	Town of Bristol, NH	[REDACTED]	[REDACTED]	Present
Christina Goodwin	Town of Bristol, NH	[REDACTED]	[REDACTED]	Present
Benjamin LaRoche	Town of Bristol, NH	[REDACTED]	[REDACTED]	Present

### OLD BUSINESS

No.	Title	Assignment	Due Date	Priority	Status
1.1	Schedule Updates	Michael Callihan (Groen Construction Inc.) Greg Thomson (Groen Construction Inc.)	Jun 14, 2024	High	Open
	<b>Official Documented Meeting Minutes</b> The apparatus bay slab pour is scheduled for August 25th.  Framer is scheduled to start on September 6th.  Roofing / Siding to start in mid-October.				
	<b>Previous Meeting Minutes</b> <b>Jul 13, 2023</b> The admin side slab pour is scheduled for July 25.  The apparatus bay slab pour is scheduled for August 25th.  Framer is scheduled to start on September 6th.  Roofing / Siding to start in mid-October.				

No.	Title	Assignment	Due Date	Priority	Status
1.2	Financial	Michael Callihan (Groen Construction Inc.)	Sep 14, 2023	Medium	Open
<b>Official Documented Meeting Minutes</b> Goodrum Electric has priced the cabling/conduit work through email on July 27, 2023 for \$18,100 from the drawing provided by All-Comm. <div></div>					
<b>Previous Meeting Minutes</b> <b>Jul 13, 2023</b> The June requestion has been processed by the town.  Goodrum Electric is pricing the cabling work from the drawing provided by All-Comm. <div></div>					

No.	Title	Assignment	Due Date	Priority	Status
1.3	Design	Michael Callihan (Groen Construction Inc.)	Sep 14, 2023	Medium	Open
<b>Official Documented Meeting Minutes</b> Final MEP drawings have been completed.  All-Comm to submit on the electronic door locks to be coordinated with the door and frame shop drawings.  The existing flagpole needs to be relocated. GCI recommends putting it by the building outside the police administrative area. Lighting for the flagpole will need to be established.  Frammer anticipates being complete with a shop drawings the week of August 7th.  GCI presented the rendering to the building committee. Feedback was given and a revised rendering will be forthcoming.					
<b>Previous Meeting Minutes</b> <b>Jul 13, 2023</b> Exterior colors were selected by the town for the rendering.  Wallace is anticipating having framing shop drawings in the next two weeks.  MEP drawings should be complete in two weeks.  Goodrum Electric will be reusing the existing single-phase generator. The Electrical engineer is ok with this, but it will require two panels and two transfer switches. One panel is Life-Safety attached to the primary transfer switch, and the other circuits will be in the secondary panel on the secondary transfer switch. Goodrum is pricing the second panel and transfer switch.  All-Comm to submit on the electronic door locks to be coordinated with the door and frame shop drawings.  The existing flagpole needs to be relocated. GCI recommends putting it by the building outside the police administrative area. Lighting for the flagpole will need to be established.					

No.	Title	Assignment	Due Date	Priority	Status
1.4	RFI's	Greg Thomson (Groen Construction Inc.) Michael Callihan (Groen Construction Inc.)	Sep 14, 2023	Medium	Open
<b>Official Documented Meeting Minutes</b> Dead River to provide a location for the propane tanks.  Eversource is requesting an easement for the new utility pole. GCI has requested Eversource send the easement for signature by Christina. Goodrum Electric is contacting Andrew @ Eversource directly to help expediate this.					

The apparatus bay lights will be on a switch.

The booking room will be controlled by a motion sensor.

**Previous Meeting Minutes**

**Jul 13, 2023**

State plumber inspector will be doing the inspection with Ben.

Goodrum Electric to run a conduit for a future exterior sign.

Dead River to provide a location for the propane tanks.

Eversource is requesting an easement for the new utility pole. GCI has requested Eversource send the easement for signature by Christina.

No.	Title	Assignment	Due Date	Priority	Status
1.5	Submittals	Ryan Cloutier (SMP Architecture) Terri McPherson (Groen Construction Inc.) Greg Thomson (Groen Construction Inc.)	Sep 14, 2023	Medium	Open
	<b>Official Documented Meeting Minutes</b> Submittals to architect are current.  Town of Bristol has selected the flooring and paint colors. The booking room, holding cells, evidence room, fitness room, and locker rooms will remain concrete.  KV Partners has reviewed the structures submitted.				
	<b>Previous Meeting Minutes</b> <b>Jul 13, 2023</b> Submittals to architect are current.  Town of Bristol is getting close to selecting flooring colors. Kris to confirm if the booking room and evidence room are to remain concrete as shown on the drawings.  KV Partners to review the structures submitted.				

No.	Title	Assignment	Due Date	Priority	Status
1.6	Date Recaps	Michael Callihan (Groen Construction Inc.) Greg Thomson (Groen Construction Inc.)	Sep 14, 2023	Medium	Open
	<b>Official Documented Meeting Minutes</b> Milestone schedule is still on track.				
	<b>Previous Meeting Minutes</b> <b>Jul 13, 2023</b> Milestone Schedule:  Complete ICF Walls & Slabs – September 8, 2023  Complete Structural Framing - October 20, 2023  Complete Roofing and Siding - December 29, 2023  Complete MEP Rough In – January 12, 2024  Complete Drywall & First Coat Paint – March 15, 2024				

Complete Flooring, Painting & Accessories - May 17, 2024

Complete MEP Inspections & Owner Punch List Work – June 3, 2024

Final Inspection & Occupancy – June 14, 2024

## NEW BUSINESS

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 Groen Construction Inc. if there are any discrepancies or questions with the content of these minutes.