

MEETING NOTES



PROJECT TITLE: Carver Police Station Building Project
3 Center Street, Carver, MA 02330

MEETING: 047

Conference Line: Microsoft Teams Meeting
+1 (866) 780-3080, ID: 169 567 236#

Meeting Date: March 24, 2021 at 1:00pm
Next Meeting: April 8, 2021 at 12:00pm

Prepared by: Alyssa Chatani – CHA

Attending:

- Chief Marc Duphily, Carver Police Department ☒
- Bryan Berriault, Carver Police Department ☐
- Mike Shaw, Carver Police Department ☐
- Chief Craig Weston, Carver Fire Department ☐
- Richard LaFond, Town of Carver ☐
- Bill Harriman, Town of Carver ☒
- Dave Robertson, Town of Carver ☒
- Dave Siedentopf, Town of Carver ☒
- Jon Delli Piscoli, Town of Carver ☐
- Kevin Thompson, Tower Construction ☒
- Patrick Fitzgerald, Tower Construction ☐
- Brian Humes, JHA ☒
- Andrew Whitehouse, JHA ☐
- Alyssa Chatani, CHA ☒
- Joe Sullivan, CHA ☒

Item	Description	Status/ Action
	Schedule 03/24/2021	
47.01	• Testing and balancing completed this week, report upcoming; will be forwarded to JHA/BER and the new station's insurance company.	Tower
47.02	• Cyber Comm and S&S to be on site Wednesday and Thursday.	TOC
47.03	• New Era phone, security, and access control training on Thursday at 9am and Thursday at 4pm, admin training on Thursday at 2pm.	TOC
47.04	• Computers and monitors to be delivered and installed on Thursday.	TOC
47.05	• Verizon installation date upcoming.	TOC
47.06	• Paving will be on April 5.	Tower
47.07	• Display case shipment upcoming.	Tower
47.08	• Ceiling tile has been ordered including attic stock.	Tower
47.09	• Discussion on hydroseeding date and irrigation schedule this week.	Tower
47.10	• BER is checking with Mitsubishi on the condensers issue.	JHA/BER
47.11	• DPH inspection follow-up: issue with the lock to be addressed.	Tower

46.01	• Owner's training scheduled for this week; HVAC will be next week.	Tower
46.02	• Wire mesh partitions are being finalized and the guardrail is being raised this week.	Tower
46.03	• Final paving expected to be scheduled for the first week of April; will be a three day process and then striping. Irrigation work to be coordinated before paving; Bill is scheduling.	Tower/TOC
46.04	• Punch list items are being addressed; display case – fabric has been approved and display case has been ordered.	Tower
46.05	• Final balancing will be on the 22 nd of March.	Tower
46.06	• MEP punch list was issued to G&H, AEC, Lapan and Delta.	Tower
46.07	• Tower is marking up potential plan for sod in lieu of hydroseeding to determine the cost impact.	Tower
46.08	• JHA is following up with BER on icy sidewalk conditions from condensers.	JHA
46.09	• DPH inspection anticipated to be the week of 3/22.	Tower
45.01	• Plumbing fixtures and sinks finalized; inspection will be on Friday.	Tower
45.02	• The countertops and backsplashes will be completed today.	Tower
45.03	• AEC is testing lines throughout the building to prepare for inspections.	Tower
45.04	• Concrete floor sealing today and completing the Sally Port on Friday.	Tower
45.05	• Painting continues, touching up the interior door frames.	Tower
45.06	• Plumbing/Fire Protection and Electrical inspections are scheduled for Friday. HVAC and Fire Alarm was signed off on Tuesday.	Tower
45.07	• This week caulking, construction cleaning, and interior signage will be completed.	Tower
45.08	• Glass and mirrors are completed.	Tower
45.09	• Wire mesh partitions are scheduled to be completed Monday-Wednesday next week.	Tower
45.10	• Outbuilding lighting fixtures are to be delivered.	Tower
45.11	• Dig It will be on site this week, as-builts to be sent in.	Tower
45.12	• Board of Health inspection to be scheduled.	JHA
45.13	• Punch list walk scheduled for Monday by JHA and BER.	Tower
45.14	• Chlorination of the water lines completed by Gurney, documentation needs to be submitted as well as the NFPA 72.	Tower
45.15	• Need to confirm fire alarm testing with the Sally Port man door; it is the only door that needs to operate under alarm.	Tower
45.16	• Keys were delivered on site; final cores to be installed.	TOC
45.17	• Detention keys and access panel keys are handed off and signed off.	Tower
45.18	• Tower is coordinating the owner's training schedule.	Tower
45.19	• Pavement to be scheduled for final paving.	Tower
45.20	• Display case in the lobby has been ordered, stain shipping today for the lobby door.	Tower
45.21	• Almost all the doors will be replaced due to the color issue; delivery is approx. 6+ weeks away.	TOC
45.22	• Mike Shaw is coordinating with New Era to provide pricing on the access control rewiring once the new doors are installed.	JHA
45.23	• Condensers on the sidewalk is creating an icy condition; JHA to follow up with BER.	Tower
44.01	• Resilient flooring and base finishing up today in main building and	

44.02	outbuilding. Carpet tile is being installed in the records room.	Tower
44.03	• Tile grout, backsplash, countertops to be installed end of next week.	Tower
44.04	• Remaining sinks to be installed next week.	Tower
44.05	• Interior finish paint continues; sally port ceiling paint upcoming.	Tower
44.06	• Interior electrical and lighting is ongoing.	Tower
44.07	• Controls are scheduled for Thursday of next week.	Tower
44.08	• Detention area bench to be installed Feb. 15 to complete JAILS scope.	Tower
44.09	• Detention glass and mirrors to be installed next week.	Tower
44.10	• Door hardware and accessories to be finalized in outbuilding.	Tower
44.11	• Wire mesh partitions to be completed in the outbuilding.	Tower
44.12	• Fire suppression pump work is in progress, wiring to be done by AEC, water tight connections have been ordered.	Tower
44.13	• HVAC installation and T-stats are in progress; they are working on any bugs before Mitsubishi rep. is on site Thursday.	Tower
Site Logistics & COVID-19 Impacts 03/24/2021		
47.12	• Tower continues to monitor COVID-19 prevention.	Tower
46.10	• Tower continues to monitor COVID-19 prevention.	Tower
45.24	• Tower continues to monitor COVID-19 prevention.	Tower
Submittals 03/24/2021		
47.13	• Closeout documents are being submitted by Tower.	Tower
46.11	• Subcontractors have a deadline of 3/17 for closeout documents.	Tower
45.25	• Closeout submittals upcoming: O&Ms, As-Built, and Warranties. The warranty date will still be March 1.	Tower
RFI's 03/24/2021		
47.14	• No new RFIs.	
46.12	• No new RFIs.	
45.26	• No new RFIs.	
PR's, ASI's, PCO's 03/24/2021		
47.15	• Tower is working on the door/color issue; credit upcoming.	Tower
47.16	• Final change order upcoming.	Tower/JHA
46.13	• Road sign delivery date upcoming.	Tower
46.14	• Privacy fencing is being installed and guardrail is being raised.	Tower
46.15	• Credit upcoming for doors; only 7 will be replaced: (4) Lobby Doors, Chief's Office Door, Women's Locker Room Door and Records Door.	Tower
45.27	• The road sign fabrication is in process.	Tower
45.28	• The glass board is to be installed per A-6.1.	Tower

45.29	<ul style="list-style-type: none"> Privacy screening pricing to be submitted at \$1,485. Hastie Fence will also be returning to have the guardrail raised up. 	Tower
47.17 46.16 45.30	Master Schedule 03/24/2021 <ul style="list-style-type: none"> Top coat to be April 5, move in date to be April 13. Top coat to be early April, move in date is April 13. Top coat to be scheduled the first week of April. Move in date will now be April 13. 	Tower/TOC Tower/TOC Tower/TOC
47.18 46.17 45.31	Certified Payroll 03/24/2021 <ul style="list-style-type: none"> Tower is working on providing up to date CPRs. Tower is working on providing up to date CPRs. FOIA request received for all certified payroll reports; Tower is working to get the files up to date. 	Tower Tower Tower
47.19 46.18 45.32	As Built Drawings 03/24/2021 <ul style="list-style-type: none"> Stamped as-builts upcoming. Dig It owes stamped as-builts; digital copies will be submitted. Dig It and AEC as-builts to be submitted. 	Tower Tower Tower
47.20 46.19 45.33	Requisitions 03/24/2021 <ul style="list-style-type: none"> Pencil req. for March upcoming. Discussion on Dig It and retainage; will not be reduced at this time. Requisition #12 hard copies to be delivered; draft for #13 upcoming. 	Tower Tower JHA/Tower
47.21 47.22 47.23 47.24 47.25 47.26 47.27 47.28 46.20 46.21	New Business 03/24/2021 <ul style="list-style-type: none"> Dishwasher delivery will be this Friday. Discussion on public tours to be discussed and planned by committee. Door locks not operating properly, Tower to check on this issue. All keys are labeled by door; hierarchy needed since keys are not stamped correctly. Dave S. went through the building with the custodian to make a list for equipment and supplies. Discussion on main corridor; to be buffed/cleaned before opening. Discussion on if final cleaning per specification was completed. Last meeting will be early April, but weekly calls will be set up. One-way film measurements have been taken by Peter A. Risers at the septic field are to be raised before sod. 	TOC TOC Tower Tower/TOC TOC Tower Tower/TOC CHA TOC TOC

46.22	• HVAC training to be scheduled.	Tower
46.23	• DPH inspection is pending New Era work in the cells.	TOC/JHA
46.24	• Tower checking on the dimensions at the main gate.	Tower
46.25	• Developing a plan for public tours of the station.	TOC
46.26	• Dave S. will order dumpster and recycling bin.	TOC
46.27	• Dishwasher delivery upcoming in April.	TOC
46.28	• Dave S. will review the washer/dryer set up.	TOC
46.29	• Punch list will be completed and sent to JHA, they will verify completion on site.	Tower/JHA
46.30	• Attic stock will be left in outbuilding; Tower to provide a list.	Tower
46.31	• Landscaping discussion; Town is responsible and will coordinate.	TOC
45.34	• Radio tower to be delivered on Friday 2/26.	TOC
45.35	• Energy credits from Mass Save are in progress for \$6,500.	TOC
45.36	• Peter Allegrini is working on the one-way film.	TOC
45.37	• The fire hydrant will be tested on Friday.	Tower
45.38	• Apparent rust on the shower was removed with magic eraser.	Tower
45.39	• AEC will install a data port in the Interview Room and an outlet in the Lobby Vestibule on T&M.	Tower
45.40	• DPW to move the memorial over to the new station.	TOC
45.41	• The location for the future gate is on the as-builts.	Tower
45.42	• Discussion on risers at the septic field and how much they need to be raised up.	TOC
45.43	• Training schedule to be coordinated by Tower.	Tower
45.44	• Location for the final key box to be coordinated with the Chief.	TOC
45.45	• Pre-set colors for the cupola lighting to be programmed.	Tower
45.46	• Punch list walk by JHA is scheduled for Monday, Tower to send over a list on Friday for any incomplete items by room.	JHA/Tower
45.47	• JHA to issue substantial completion certification pending inspections.	JHA
45.48	• DPH inspection may be scheduled after JHA's pre-checklist review.	JHA
45.49	• Affidavits from JHA to be sent over for Certificate of Occupancy app.	JHA
45.50	• Tower is reviewing if the loam and seed is by the Town.	Tower

The next Carver Police Station meeting is scheduled for Thursday, April 8th at 12:00 PM via conference line +1 (866) 780-3080, ID: 169 567 236# or with the option to meet at the library conference room (please bring a mask and remain six feet apart).

These meeting notes are a summary of the items discussed as understood by the writer. If you have any additions/corrections, please contact the writer otherwise these will be entered into the project record.