

# MEETING NOTES



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

**MEETING: 015**

**Conference Line:** +1 (866) 780-3080, ID: 346089263#

**Meeting Date:** June 3, 2020 at 2:00pm  
**Next Meeting:** June 10, 2020 at 2:00pm

**Prepared by:** Alyssa Chatani – CHA

**Attending:** Chief Marc Duphily, Carver Police Department ☒  
Bryan Berriault, 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 ☐  
Robert Francis, 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
	<b>Schedule</b> <b>06/03/2020</b>	
15.01	<ul style="list-style-type: none"> <li>Reviewed 3WLA schedule. Formwork done for the sidewalks, finished curing the slab. Steel sub is on site erecting, should be complete Monday. Briggs is scheduled fir Friday for an inspection.</li> </ul>	Tower
15.02	<ul style="list-style-type: none"> <li>Site work includes pouring the sidewalk and completing curbing by the end of the week. Dig It was told June 8<sup>th</sup> is the date for library to reopen. Mason and framer to be on site next week.</li> </ul>	Tower
15.03	<ul style="list-style-type: none"> <li>Will begin padding the beams this week on Friday, and to continue into next week. Mechanical, plumbing, and electrician to return to work with the mason.</li> </ul>	Tower
15.04	<ul style="list-style-type: none"> <li>Fire suppression tank has been released; currently being procured.</li> </ul>	Tower
14.01	<ul style="list-style-type: none"> <li>Second half of the slab poured and curing. Dig It will be here at the end of the week with curbing work.</li> </ul>	Tower
14.02	<ul style="list-style-type: none"> <li>Upcoming work includes forming monolithic sidewalk. Structural steel will be delivered Tuesday of next week delivery; 5-6 day duration of</li> </ul>	Tower

14.03	erecting and wrapping up Tuesday of following week. Mason will be on site short thereafter.	Tower
13.01	<ul style="list-style-type: none"> <li>Tank and Fire Suppression work pending. Working on a date for the tank.</li> </ul>	Tower
13.02	<ul style="list-style-type: none"> <li>Reviewed 3WLA. This week the first half of the slab poured, wet cured today. Site lighting is in progress, inspected today and will backfill.</li> </ul>	Tower
13.03	<ul style="list-style-type: none"> <li>Dig it will be back tomorrow to work on curbs.</li> <li>Concrete prep work will resume Friday, next pour scheduled for Tuesday to finish interior slabs.</li> </ul>	Tower
13.04	<ul style="list-style-type: none"> <li>Continuing site work next week, Dig it will be here for site lighting, curbing, and completing the road. Steel will be set for the following Monday.</li> </ul>	Tower
13.05	<ul style="list-style-type: none"> <li>Septic system is complete, GGD has inspected and noted that it is one of the best installations that he has seen. Tower to submit as-builts.</li> </ul>	Tower
13.06	<ul style="list-style-type: none"> <li>Steel fabrication shop was inspected today, everything went well. 2 inspections to be scheduled from Briggs for the steel erection during the installation.</li> </ul>	CHA
15.05	<b>Site Logistics</b> <b>06/03/2020</b> <ul style="list-style-type: none"> <li><b>Suggestion to protect site and remove equipment if possible due to the event on Friday as a precaution. Tower to cover the sign.</b></li> </ul>	TOC
14.04	<ul style="list-style-type: none"> <li>No update.</li> </ul>	Tower
13.07	<ul style="list-style-type: none"> <li>For the future sign power, run the cable, whip it up and leave it there; exact layout will determine the installation.</li> </ul>	Tower
15.06	<b>Submittals</b> <b>06/03/2020</b> <ul style="list-style-type: none"> <li><b>Reviewed open submittals. Door frame submittal to be resubmitted. Engineering metal stud to be reviewed and submitted.</b></li> </ul>	Tower/JHA
14.05	<ul style="list-style-type: none"> <li>Reviewed open submittals. Tank was hot and was returned today.</li> </ul>	JHA
13.08	<ul style="list-style-type: none"> <li>Reviewed open submittals. The wet well tank is under review. Steel doors and frames were corrected and sent back. Fiberglass columns will be submitted. No hot submittals.</li> </ul>	JHA
15.07	<b>RFI's</b> <b>06/03/2020</b> <ul style="list-style-type: none"> <li><b>No outstanding RFIs at this time. Two new RFIs upcoming, both from the electrician requiring clarification on the cell issue and the other is a question on security access control.</b></li> </ul>	JHA
14.06	<ul style="list-style-type: none"> <li>No outstanding RFIs.</li> </ul>	JHA
13.09	<ul style="list-style-type: none"> <li>Three open RFIs, one is revised 26R1 on the generator. The radio tower guy will be here this week. Need to know specifics on the foundation to know which way to shift the pad. Need to receive the full package details/drawings of his layout (upcoming). 27 – resolved with hinge sub. New RFI for BER – electrician looking for clarification on feeder size.</li> </ul>	JHA

15.08 14.07 14.08 13.10	<b>PR's, ASI's, PCO's</b> <b>06/03/2020</b> <ul style="list-style-type: none"> <li>Reviewed open PCOs. Tower is tracking pricing from Barber, Dawn confirming the ASI with the Fire Department and pricing upcoming.</li> <li>2 PCOs open – ASI-10 will be a credit and waiting on pricing back from the electrician on ASI-13, should be relatively small cost.</li> <li>Shop drawings on fire alarm were updated but not including ASI-13.</li> <li>Update on PCOs that are outstanding. Even with \$0 we need approval for those PCOs. JHA waiting on the fire alarm panel moving to communication room. ASI-13 waiting on pricing from AEC. ASI-11 was superseded with #15. UPS is rejected.</li> </ul>	<b>Tower</b>  Tower  Tower JHA/CHA
15.09 14.09 13.11	<b>Master Schedule</b> <b>06/03/2020</b> <ul style="list-style-type: none"> <li>Tower will provide an upcoming master schedule update.</li> <li>Tower will issue a schedule update by Friday.</li> <li>Updated master schedule upcoming. Loss of time in April but picking up time now. Tower to submit for record that we are following guidelines regarding COVID-19. Workers are signing a daily sheet.</li> </ul>	<b>Tower</b> Tower Tower
15.10 14.10 13.12	<b>Certified Payroll</b> <b>06/03/2020</b> <ul style="list-style-type: none"> <li>Missing May Certified Payroll Reports; LaPan Mechanical to date.</li> <li>Missing May Certified Payroll Reports; LaPan Mechanical to date.</li> <li>Maribel sent updated Certified Payroll Reports to the end of April, missing LaPan Mechanical (plumbing sub) at this time.</li> </ul>	<b>Tower</b> Tower Tower
15.11 14.11 13.13	<b>As Built Drawings</b> <b>06/03/2020</b> <ul style="list-style-type: none"> <li>As-builts are continuing to be updated including underslab and sitework.</li> <li>Continuing to update as-builts drawings.</li> <li>Shot the septic system, will be on as-builts (separate file). Also did the building foundation on the same day. AEC is doing their own as-builts.</li> </ul>	<b>Tower</b>  Tower Tower/CHA
15.12 14.12 13.14	<b>Requisitions</b> <b>06/03/2020</b> <ul style="list-style-type: none"> <li>The check will be sent out on Thursday.</li> <li>Draft requisition will be sent by end of the week.</li> <li>Req #3 was submitted today, check will be received next week. Req #4 draft will be sent out in a couple weeks for May.</li> </ul>	<b>Tower</b> Tower Tower

	<b>New Business</b> <b>06/03/2020</b>	
15.13	<ul style="list-style-type: none"> <li>Shared Google Drive was sent to everyone on the distribution. Will be updated weekly and there is no login required.</li> </ul>	Tower
15.14	<ul style="list-style-type: none"> <li>Lan-Tel and Signet have submitted pricing and Lan-Tel scheduled Zoom meeting to review proposal and discuss alternatives.</li> </ul>	TOC/JHA
15.15	<ul style="list-style-type: none"> <li>Hot permit not required; fire extinguishers should be accessible.</li> </ul>	Tower
15.16	<ul style="list-style-type: none"> <li>The weekly meeting next Wednesday will be in the Tower trailer; participates limited to 10 and required to wearing masks.</li> </ul>	
15.17	<ul style="list-style-type: none"> <li>Regarding requisitions, Brian to bring executed hard copies to site; Patrick to bring #4 to site. Shelby sends out final copies electronically.</li> </ul>	Tower/JHA
15.18	<ul style="list-style-type: none"> <li>Discussion on the directive to install fire alarm panel in the communications room, annunciator in the vestibule, and awaiting pricing on an additional annunciator in the dispatch room; AEC and CFD have been discussing the changes. Bill to forward Brian the email.</li> </ul>	Tower/JHA
14.13	<ul style="list-style-type: none"> <li>Chief visited the new Bourne Police Station. Currently working on finalizing the IT quotes.</li> </ul>	TOC
14.14	<ul style="list-style-type: none"> <li>Patrick/Maribel to send out a distribution list for Drop Box.</li> </ul>	Tower
14.15	<ul style="list-style-type: none"> <li>Lan-Tel submitted proposal, looking for other prices as well to compare.</li> </ul>	TOC
14.16	<ul style="list-style-type: none"> <li>Structural steel visual inspection should be scheduled for the second day of steel erection and once at the end. Grouting should be visually inspected. CHA to schedule Briggs.</li> </ul>	CHA
13.15	<ul style="list-style-type: none"> <li>Chief and Steve M. continuing with IT quotes. Site visit the new police station in Bourne to review Ocker's work.</li> </ul>	TOC
13.16	<ul style="list-style-type: none"> <li>Drop box will be ready by the end of the week.</li> </ul>	
13.17	<ul style="list-style-type: none"> <li>Dave S. forwarded 2 emails from Lan-Tel to JHA. Submittals can be reviewed; they were previously sent the spec. Possibly set up a conf call if they have questions on their submittals.</li> </ul>	Tower
13.18	<ul style="list-style-type: none"> <li>Shake samples in the trailer. Need additional louver samples to match Wool Sheen cedar color. JHA recorded the colors that we chose. Dave R. will stop by later and for anyone else that wants to see the samples.</li> </ul>	TOC/Tower
13.19	<ul style="list-style-type: none"> <li>Bill and Chief had a call with Steve Child S&amp;S Tower rep. and Cyber Comm. Steve will be out on site this week. Discussion should be on where bring the conduits to the pad; he doesn't want conduits in the pad. Bill will call to confirm with Steve Child again today.</li> </ul>	TOC/Tower
13.20	<ul style="list-style-type: none"> <li>Septic installation completed; emptied the tank. For record.</li> </ul>	
13.21	<ul style="list-style-type: none"> <li>The two evergreen trees by the library will be removed by DPW.</li> </ul>	TOC
13.22	<ul style="list-style-type: none"> <li>Larry Page is removing his excavator from site by the end of the week.</li> </ul>	TOC
13.23	<ul style="list-style-type: none"> <li>The site fence by the library will remain as is until the library is reopened. Town will instruct Tower in advance of when to adjust.</li> </ul>	TOC
13.24	<ul style="list-style-type: none"> <li>Wet curing the concrete slab today so the sprinkler will be running.</li> </ul>	TOC/Tower
13.25	<ul style="list-style-type: none"> <li>Briggs set aside extra cylinders of the concrete due to the ISE admixture. Manufacturer will retain the samples for warranty.</li> </ul>	Tower
13.26	<ul style="list-style-type: none"> <li>Letter upcoming from Briggs certifying that all reports for foundation and compression strength are acceptable for steel to be erected.</li> </ul>	CHA

The next Carver Police Station meeting is scheduled for Wednesday, June 10th at 2:00 PM via conference line +1 (866) 780-3080, ID: 346089263# or with the option to meet on site.

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.