

MEETING NOTES



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

MEETING: 004

Meeting Date: March 18, 2020

Prepared by: Alyssa Chatani – CHA

Attending:

- Chief Marc Duphily, Carver Police Department ☒
- Bryan Berriault, Carver Police Department ☐
- Chief Craig Weston, Carver Fire Department ☒
- Michael Milanoski, 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 ☒
- Paul Richards, CHA ☒
- Alyssa Chatani, CHA ☒
- Joe Sullivan, CHA ☒
- Kevin Jay, Cyber Comm. ☒

Item	Description	Status/ Action
	Schedule 03/18/2020	
04.01	<ul style="list-style-type: none"> Dig It has been on site continuing footings; the first pour has been scheduled for Friday. Footings should be completed next week. 	Tower
04.02	<ul style="list-style-type: none"> Tower is working on coordinating the electrical ductbanks with American Electrical and Dig It. 	Tower
04.03	<ul style="list-style-type: none"> T&M work is complete for removing the old foundation. CHA and Tower to review. 	CHA/Tower
04.04	<ul style="list-style-type: none"> Price proposal from Dig It was received for septic system to compare with the Town's vendor. 	Tower/TOC
04.05	<ul style="list-style-type: none"> Report is upcoming on the UST removal. Ongoing. 	TOC
03.01	<ul style="list-style-type: none"> S&S Concrete Forms out of Swansea, MA will be on site for foundations/footings. Rebar has been delivered. 	Tower
03.02	<ul style="list-style-type: none"> Based on an RFI response, the decision will be to chase the old foundation and remove it when under the footprint of the building. This work will be performed on T&M. 	Tower/CHA

03.03	<ul style="list-style-type: none"> There is a report upcoming on the removal of the USTs. Structures were delivered Wednesday 3/11. Septic installer will start when foundations are complete. Discussion on tank location: moving will provide savings but excavating will most likely be a wash; pending pricing. Drainage structures 1,2,3 have been installed. GGD was on site Tuesday 3/3, inspected and took photos of site. Proctor due from Briggs on Friday on site material; passing results will allow Tower Construction to move forward. Briggs will be on site on Thursday for compaction testing. Schedule was reviewed; Tower is digging for foundations, estimated one week for footings, one week for walls. Forms will be dropped this week. Friday they will work to pin the corners. Underground utilities and electrical ductbanks have been coordinated. The building permit has been issued. The baseline schedule was issued but will be revised to include more detail with shifted dates. Early sitework and underground work will conclude in May 2020, the building will go vertical in June 2020, and November/December 2020 interior finishes will commence with substantial completion at March 21, 2021. SWPPP has been submitted by Outback Engineering, pending comments from the engineers (GGD and EPA approval in progress). Drainage system has been installed. (2) USTs were removed from the site by the Town. A three-week look ahead should be sent out weekly. Upcoming activities were reviewed: <ul style="list-style-type: none"> Site work is pending structures delivery, layout to take place on Thursday and Friday. Excavating will take place the week of March 2. Rebar delivery is scheduled for next Thursday, March 5. Pouring concrete the following week of March 9 pending weather; Tower owns winter conditions. 	TOC
03.04		TOC
03.05		
02.01		
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04.06	Site Logistics 03/18/2020	Tower/TOC
	<ul style="list-style-type: none"> Groundbreaking is on hold due to COVID-19. Project sign should be moved to Center Street. 	
	<ul style="list-style-type: none"> Fence will be opened up for the ground breaking, and a pile of dirt will be prepared for Saturday. 	
	<ul style="list-style-type: none"> Emergency contact list to be sent to project team. 	
	<ul style="list-style-type: none"> Waiting on Eversource for temp. power. 	
	<ul style="list-style-type: none"> Construction sign will be up after groundbreaking. 	
	<ul style="list-style-type: none"> Site fence to be moved back by Tower. 	
	<ul style="list-style-type: none"> Emergency contact list was sent by Maribel (Tower) and is to be revised and resent to the project team. 	
03.06		Tower
02.08		Tower
02.09		Tower
02.10		Tower
02.11		Tower
01.07		Tower
01.08		TOC/Tower

01.09 01.10 01.11 01.12 01.13 01.14	<ul style="list-style-type: none"> Project team to continue open communication with the library. Additional signage for the parking lot should be provided for enter/exit as well as possible re-striping for additional spaces. The fire department is to provide a pad lock, CHA will coordinate. The site logistics plan will be updated consistently with changes. The erosion plan called for a silt fence on the girl scout triangle, there shall be no work taking place on this area. The police department will provide a security camera facing the site once temp power is up and running. The construction sign will be installed next week. Eversource has two work orders: fire pump and building are separate. The silt fence impeding library parking spaces should be moved back. 	CHA/TOC Tower CPD Tower Tower
04.07 04.08 04.09 03.07 03.08 02.12 01.15 01.16 01.17 01.18 01.19	Submittals 03/18/2020 <ul style="list-style-type: none"> Structural steel submittal has been returned. Trusses are a high priority. Expediting the frames for Jail Cells from Fabcour as there is a long lead time. Upcoming submittals are door/hardware, electrical and HVAC submittals are under engineers' review. SWPPP has been resubmitted for record. Discussion on windows, team approved fiberglass for exterior and interior by the Pella manufacturer as submitted by Tower. Hot submittals are structural steel, wood truss. Potential conference call to discuss steel questions on returned R&R submittal. Submittal log to be sent out and reviewed. Ongoing. Anchor bolts have been submitted and approved. All rebar has been approved with the exception of the outbuilding (changed within ASI #001). Structural steel was revised and issued on 2/18. HVAC submittals are under review; there are (4) condensing units that are creating too long of a refrigerant run and will be relocated. 	JHA Tower Tower/JHA Tower/JHA Tower/JHA JHA/Tower
04.10 04.11 04.12 03.09 02.13 01.20	RFI's 03/18/2020 <ul style="list-style-type: none"> No upcoming RFIs. Potential meeting with Steve Mahoney next week. Frost wall detail RFI sent over to structural engineer. There is only one outstanding RFI on who the integrated technology vendor will be. Planning a potential meeting with them for next week. Upcoming RFIs on communications/access control, antenna, and foundations. RFI log to be sent out and reviewed. Ongoing. 	TOC JHA TOC Tower
	PR's, ASI's, PCO's	

	03/18/2020	
04.13	<ul style="list-style-type: none"> Conference call with radio tower sub: Cyber Comm. Site drawings and Geotech report to be sent to Kevin Jay. Foundation design upcoming in 2-3 weeks. (4)-4" conduits confirmed and acceptable. Cyber Comm. to contact JHA if needed. Proceeding with 90' radio tower as requested. 	JHA/TOC
04.14	<ul style="list-style-type: none"> ASI #004 direction needed to finalize underground coordination. Mechanical locations for (4) exterior condensers will be moved, but little to no effect on the coordination. JHA to have changes sent out by end of week. 	JHA
04.15	<ul style="list-style-type: none"> Pricing for the outbuilding alternate almost submitted, Tower is working on the final PR. 	Tower
04.16	<ul style="list-style-type: none"> Relocation of the tank: forwarded to the team the revised scope with an explanation of the cost. Suggested to move 5-7' closer to building will provide savings, formal proposal to be provided. 	Tower
04.17	<ul style="list-style-type: none"> Releasing Change Proposal #1 in order to get Delta under contract. 	JHA
04. 18	<ul style="list-style-type: none"> Change Proposal #3 was reviewed by JHA and engineers and recommended to accept the credit for BDA for \$31,268.05. 	JHA
04.19	<ul style="list-style-type: none"> Changer Proposal #4 for electrical riser revisions was submitted and reviewed by JHA, Tower to review/revise with electrical sub. 	Tower
04.20	<ul style="list-style-type: none"> Change Proposal #2 for ASI 001 is upcoming. 	Tower
04.21	<ul style="list-style-type: none"> Change Proposal #5 is outbuilding (upcoming) and Change Proposal #6 is septic system (for record). 	Tower
03.10	<ul style="list-style-type: none"> Releasing Tower on the outbuilding alternate. The deadline is Monday 3/16 for updated pricing from subcontractors. 	JHA Tower
03.11	<ul style="list-style-type: none"> Working with Delta on the relocation of the tank, changes will be made through shop drawings. 	Tower
02.14	<ul style="list-style-type: none"> ASIs are being priced by Tower Construction. Pending Eversource for ASI #003. Outbuilding scope still needs to be awarded to Tower. 	JHA
02.15	<ul style="list-style-type: none"> JHA to provide a formal request for removing the BDA (Town pursuing potential credit). 	Tower/JHA
01.21	<ul style="list-style-type: none"> Fire suppression scope has been re-bid and there is an ongoing discussion with Delta on the modified vertical section of the pump. There is a possibility to revise to a reinforced fiberglass tank. Ongoing. 	Tower/TOC
01.22	<ul style="list-style-type: none"> The outbuilding scope will need to be officially awarded to Tower as it will begin to affect the foundation scope and interior. Tower to submit pricing for review and will be decided on no later than April 15. 	JHA
01.23	<ul style="list-style-type: none"> Discussion to add bollards to the outdoor condensing units. JHA to review. 	
	Master Schedule	
04.22	<ul style="list-style-type: none"> Cyber Comm. coordination: plug in 3 week duration into schedule. Further activity with Cyber Comm to be coordinated into schedule. 	Tower
04.23	<ul style="list-style-type: none"> COVID-19 could affect the master schedule. 	Tower
04.24	<ul style="list-style-type: none"> CHA will provide sanitation kits on site. 	CHA
03.12	<ul style="list-style-type: none"> Town of Carver to meet with Cyber Comm. Any impacts to be 	CHA/TOC

02.17 01.24 01.25	<p>coordinated with Tower's drawings and schedule.</p> <ul style="list-style-type: none"> Septic system proposal upcoming from Dig It. Cyber Comm has been selected as the radio tower vendor. Their schedule durations will need to be added to the overall schedule; a coordination meeting should be set before excavating for footings. Septic system should be added to the master schedule; durations and activities to be coordinated between Tower and the Town's vendor. 	<p>Tower Tower/TOC</p> <p>Tower/TOC</p>
04.25	<p>Certified Payroll 03/18/2020</p> <ul style="list-style-type: none"> Certified Payroll reports are ongoing. All reports should be sent weekly to CHA: Joe, Alyssa, and Paul. Ongoing. 	Tower
04.26	<p>As Built Drawings 03/18/2020</p> <ul style="list-style-type: none"> As Built Drawings should kept in site trailer and will be updated weekly and checked periodically by CHA. Ongoing. 	Tower/CHA
04.27 04.28 04.29 04.30 04.31 03.15 03.16 03.17 02.20 02.21 02.22 01.28 01.29	<p>New Business 03/18/2020</p> <ul style="list-style-type: none"> Prevailing wage rates to be sent to Cyber Comm to JHA. Office supplies for trailer, Kevin from Tower to pick up and bring to site. Tower working with Verizon for internet. Dave Geisser from Briggs was on site for test pits, found organic material and replaced it with stone. Report will be issued. Application #1 addressed and sent to Town of Carver, Town Admin. for signatures and should be paid in approx. 2 weeks. Dig It found unsuitables in back corner of site, received list and summary. To be sent to the project team for review. Emergency contact list has been issued. ASI #002 pricing is upcoming. ASI #004 moving condensing units over near the sally port based on submittal information. Dave S. to be added to distribution list to begin receiving construction and testing reports. Addendum 2 and half size was ordered from Projectdog and should be delivered this week. A piece of old foundation was found on site, Dig It will shoot the top to see if it will conflict with any utilities. Tower to follow up with RFI for tracking purposes. The known area will also be clouded on the as-builts for future reference. Alternate for tanks was discussed, JHA to provide feedback. The conformed set of drawings are available on Projectdog. All requests for electronic copies and CADD files can be sent to JHA. CHA has printed the conformed set for the Town. 	<p>JHA Tower</p> <p>CHA</p> <p>TOC</p> <p>Tower</p> <p>Tower</p> <p>CHA</p> <p>CHA</p> <p>Tower</p> <p>JHA CHA</p> <p>CHA</p>

01.30	<ul style="list-style-type: none">• Briggs is confirmed as the Independent Testing Lab (ITL) on this project. The structural engineer and building commissioner should be included on the report distribution.• The statement of special inspections reflects the required testing for the project; parking lots are optional but can be considered. The building official and the Town should sign for JHA's affidavit.• Integrated technology scope is owned by the Town. Steve Mahoney is working on this. Ongoing.• Subcontractor meetings will be every Wednesday at 9am on site. CHA to attend.• Weekly construction meetings will be every Wednesday at 2pm.	CHA
01.31		TOC/CHA
01.32		
01.33		

The next Carver Police Station meeting is scheduled for Wednesday, March 25th at 2:00 PM at the Tower Construction site trailer at 3 Center Street, Carver, MA 02330. Conference call option offered +1 (866) 780-3080, ID: 346089263#.

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.