

# MEETING NOTES



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

**MEETING: 002**

**Meeting Date:** March 4, 2020

**Prepared by:** Alyssa Chatani – CHA

**Attending:** Chief Marc Duphily, Carver Police Department ☒  
Bryan Berriault, Carver Police 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 ☐

Item	Description	Status/ Action
	<b>Schedule 03/04/2020</b>	
02.01	<ul style="list-style-type: none"> <li>Discussion on tank location: moving will provide savings but excavating will most likely be a wash; pending pricing.</li> </ul>	Tower
02.02	<ul style="list-style-type: none"> <li>Drainage structures 1,2,3 have been installed.</li> </ul>	
02.03	<ul style="list-style-type: none"> <li>GGD was on site Tuesday 3/3, inspected and took photos of site.</li> </ul>	
02.04	<ul style="list-style-type: none"> <li>Proctor due from Briggs on Friday on site material; passing results will allow Tower Construction to move forward.</li> </ul>	
02.05	<ul style="list-style-type: none"> <li>Briggs will be on site on Thursday for compaction testing.</li> </ul>	
02.06	<ul style="list-style-type: none"> <li>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.</li> </ul>	
02.07	<ul style="list-style-type: none"> <li>Underground utilities and electrical ductbanks have been coordinated.</li> </ul>	Tower
01.01	<ul style="list-style-type: none"> <li>The building permit has been issued.</li> </ul>	
01.02	<ul style="list-style-type: none"> <li>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.</li> </ul>	

01.03 01.04 01.05 01.06	<ul style="list-style-type: none"> <li>• SWPPP has been submitted by Outback Engineering, pending comments from the engineers (GGD and EPA approval in progress).</li> <li>• Drainage system has been installed.</li> <li>• (2) USTs were removed from the site by the Town.</li> <li>• A three-week look ahead should be sent out weekly. Upcoming activities were reviewed: <ul style="list-style-type: none"> <li>○ Site work is pending structures delivery, layout to take place on Thursday and Friday.</li> <li>○ Excavating will take place the week of March 2.</li> <li>○ Rebar delivery is scheduled for next Thursday, March 5.</li> <li>○ Pouring concrete the following week of March 9 pending weather; Tower owns winter conditions.</li> </ul> </li> </ul>	GGD/EPA   Tower
02.08 02.09 02.10 02.11 01.07 01.08 01.09 01.10 01.11 01.12 01.13 01.14	<b>Site Logistics 03/04/2020</b> <ul style="list-style-type: none"> <li>• <b>Emergency contact list to be sent to project team.</b></li> <li>• <b>Waiting on Eversource for temp. power.</b></li> <li>• <b>Construction sign will be up after groundbreaking.</b></li> <li>• <b>Site fence to be moved back by Tower.</b></li> <li>• Emergency contact list was sent by Maribel (Tower) and is to be revised and resent to the project team.</li> <li>• 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.</li> <li>• The fire department is to provide a pad lock, CHA will coordinate.</li> <li>• 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.</li> <li>• The police department will provide a security camera facing the site once temp power is up and running.</li> <li>• The construction sign will be installed next week.</li> <li>• Eversource has two work orders: fire pump and building are separate.</li> <li>• The silt fence impeding library parking spaces should be moved back.</li> </ul>	Tower  Tower Tower Tower  TOC/Tower  CHA/TOC Tower  CPD  Tower  Tower
02.12 01.15 01.16 01.17 01.18 01.19	<b>Submittals 03/04/2020</b> <ul style="list-style-type: none"> <li>• <b>Hot submittals are structural steel, wood truss. Potential conference call to discuss steel questions on returned R&amp;R submittal.</b></li> <li>• Submittal log to be sent out and reviewed. Ongoing.</li> <li>• Anchor bolts have been submitted and approved.</li> <li>• All rebar has been approved with the exception of the outbuilding (changed within ASI #001).</li> <li>• Structural steel was revised and issued on 2/18.</li> <li>• HVAC submittals are under review; there are (4) condensing units that are creating too long of a refrigerant run and will be relocated.</li> </ul>	Tower/JHA   JHA/Tower

02.13 01.20	<b>RFI's</b> <b>03/04/2020</b> <ul style="list-style-type: none"> <li>Upcoming RFIs on communications/access control, antenna, and foundations.</li> <li>RFI log to be sent out and reviewed. Ongoing.</li> </ul>	Tower
02.14 02.15 01.21 01.22 01.23	<b>PR's, ASI's, PCO's</b> <b>03/04/2020</b> <ul style="list-style-type: none"> <li>ASIs are being priced by Tower Construction. Pending Eversource for ASI #003. Outbuilding scope still needs to be awarded to Tower.</li> <li>JHA to provide a formal request for removing the BDA (Town pursuing potential credit).</li> <li>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.</li> <li>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.</li> <li>Discussion to add bollards to the outdoor condensing units. JHA to review.</li> </ul>	Tower JHA Tower/JHA Tower/TOC JHA
02.16 02.17 01.24 01.25	<b>Master Schedule</b> <b>03/04/2020</b> <ul style="list-style-type: none"> <li>Town of Carver to meet with Cyber Comm. Any impacts to be coordinated with Tower's drawings and schedule.</li> <li>Septic system proposal upcoming from Dig It.</li> <li>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.</li> <li>Septic system should be added to the master schedule; durations and activities to be coordinated between Tower and the Town's vendor.</li> </ul>	CHA/TOC Tower Tower/TOC Tower/TOC
02.18	<b>Certified Payroll</b> <b>03/04/2020</b> <ul style="list-style-type: none"> <li>Certified Payroll reports are ongoing. All reports should be sent weekly to CHA: Joe, Alyssa, and Paul. Ongoing.</li> </ul>	Tower
02.19	<b>As Built Drawings</b> <b>03/04/2020</b> <ul style="list-style-type: none"> <li>As Built Drawings should kept in site trailer and will be updated weekly and checked periodically by CHA. Ongoing.</li> </ul>	Tower/CHA

	<b>New Business</b> <b>03/04/2020</b>	
02.20	<ul style="list-style-type: none"> <li>• Addendum 2 and half size was ordered from Projectdog and should be delivered this week.</li> </ul>	CHA
02.21	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Tower
02.22	<ul style="list-style-type: none"> <li>• Alternate for tanks was discussed, JHA to provide feedback.</li> </ul>	JHA
01.28	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	CHA
01.29	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	CHA
01.30	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	CHA
01.31	<ul style="list-style-type: none"> <li>• Integrated technology scope is owned by the Town. Steve Mahoney is working on this. Ongoing.</li> </ul>	TOC/CHA
01.32	<ul style="list-style-type: none"> <li>• Subcontractor meetings will be every Wednesday at 9am on site. CHA to attend.</li> </ul>	
01.33	<ul style="list-style-type: none"> <li>• Weekly construction meetings will be every Wednesday at 2pm.</li> </ul>	

The next Carver Police Station meeting is scheduled for Wednesday, March 11th at 2:00 PM at the Tower Construction site trailer at 3 Center Street, Carver, MA 02330.

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.