

# MEETING NOTES



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

**MEETING: 021**

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

**Meeting Date:** July 15, 2020 at 1:00pm  
**Next Meeting:** July 22, 2020 at 1:00pm

**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 07/15/2020</b>	
21.01	• Masonry will be completed by the end of next week; their schedule is impacting the roofing work and temp covering for the Sally Port.	Tower
21.02	• Metal stud framing is mostly complete. They are now laying out the base track for the interior framing. Continuing exterior soffits.	Tower
21.03	• Roof trusses and sheathing will be complete by end of next week.	Tower
21.04	• Roofing will start tomorrow. Tyvek installation is ongoing.	Tower
21.05	• Window mockup will be next week; CHA/JHA/TOC to review.	Tower
21.06	• Wet well is on site. Cistern delivery date is August 5, Dig It will be here the last week of July with a crew.	Tower
20.01	• Reviewed 3WLA schedule. Masons will be wrapping up next week.	Tower
20.02	• Exterior work continues, metal studs will be wrapping up as well.	Tower
20.03	• Roof trusses and sheathing in progress, about 75% completed.	Tower
20.04	• Tyvek installation this week and mockup early next week.	Tower
20.05	• Wet well be delivered this week and cistern in 2 weeks.	Tower

19.01 19.02 19.03  19.04 19.05 19.06 19.07	<ul style="list-style-type: none"> <li>Masonry work is ongoing, should be completed week of July 13.</li> <li>Plumbing and electrical rough in is ongoing.</li> <li>Steel beam in Sally Port has been set, to be welded tomorrow.</li> <li>Metal studs should be completed the week of July 13.</li> <li>Began exterior sheathing and wrapping up truss installation.</li> <li>Mockup upcoming by CHA and JHA.</li> <li>Wet well delivery is scheduled for next week and the week the week of July 13.</li> </ul>	Tower Tower Tower  Tower Tower Tower Tower
21.07  20.06 19.08	<b>Site Logistics &amp; COVID-19 Impacts 07/15/2020</b> <ul style="list-style-type: none"> <li><b>Mechanical sub (G&amp;H) has a reported case of coronavirus and is shut down for 14 days. They have not been on site.</b></li> <li>Fence has been moved; no issues with the library.</li> <li>Tower moved the fence to allow library access.</li> </ul>	Tower  Tower Tower
21.08 20.07 19.09	<b>Submittals 07/15/2020</b> <ul style="list-style-type: none"> <li><b>D/F/H was resubmitted. Working on key schedule.</b></li> <li>D/F/H resubmittal upcoming, CHA requested key schedule.</li> <li>No hot submittals. Hollow metal frames are being followed up on.</li> </ul>	JHA/Tower CHA/Tower JHA/Tower
21.09 20.08 19.10	<b>RFI's 07/15/2020</b> <ul style="list-style-type: none"> <li><b>JHA and Tower coordinating a clarification with the soffits.</b></li> <li>Working through a carpentry RFI on dimension clarifications.</li> <li>Only one open RFI: antenna response upcoming.</li> </ul>	JHA/Tower JHA/Tower JHA/Tower
21.10  20.09  20.10 19.11  19.12	<b>PR's, ASI's, PCO's 07/15/2020</b> <ul style="list-style-type: none"> <li><b>Working in cleaning up PCO log. Open PCOs combined to CO #4; needs Town Administrator signature and can be included in next req.</b></li> <li>Working on cleaning up PCO log, waiting on a revision on wall type deduction from Barber Drywall.</li> <li>No new ASIs; electrical pricing upcoming on recent ASIs.</li> <li>Reviewed PCO log. Barber change order deadline given or architect will assign it a value. Tower following up on pre-cast curb pricing. JHA is following up on the clips in the security ceiling.</li> <li>Two new ASIs were issued on electrical (additional phone in break room and additional monitor in lobby) and curbing changes by library.</li> </ul>	Tower/TOC  Tower  Tower Tower/JHA  Tower/JHA
21.11	<b>Master Schedule 07/15/2020</b> <ul style="list-style-type: none"> <li><b>Working on master schedule update.</b></li> </ul>	Tower

20.11 19.13	<ul style="list-style-type: none"> <li>Tower is working on updating the master schedule for next week.</li> <li>Updating master schedule over next week or two.</li> </ul>	Tower Tower
21.12 20.12 19.14	<b>Certified Payroll 07/15/2020</b> <ul style="list-style-type: none"> <li><b>Note on Empire's certified payroll to review.</b></li> <li>CPRs are up to date at this time.</li> <li>Tower will send June Certified Payroll Reports.</li> </ul>	Tower Tower Tower
21.13 20.13 19.15	<b>As Built Drawings 07/15/2020</b> <ul style="list-style-type: none"> <li><b>GGD to send engineered septic drawings over to be submitted to BOH.</b></li> <li>Tower to check status of septic as-builts.</li> <li>Continuing to update on trailer set, CAD will be updated at closeout.</li> </ul>	CHA/GGD Tower Tower
21.14 20.14 19.16	<b>Requisitions 07/15/2020</b> <ul style="list-style-type: none"> <li><b>Requisition #5 was approved, check available within a week or so.</b></li> <li>Req #5 was reviewed, JHA/CHA take no exceptions. Signature pending transfer of title, insurance and photos of stored material.</li> <li>Tower sent out Pencil Req. #5, JHA and CHA to review.</li> </ul>	TOC Tower CHA/JHA
21.15 21.16 21.17 21.18 21.19  21.20 21.21 21.22 21.23 20.15 20.16 20.17 20.18 20.19	<b>New Business 07/15/2020</b> <ul style="list-style-type: none"> <li><b>Will be signing a contract with New Era Communications for Integrated Technology.</b></li> <li><b>Mockup will be scheduled for Tuesday 7/21 at 1pm.</b></li> <li><b>Cupola color to be selected; Town considering copper. ASI upcoming.</b></li> <li><b>Chief spoke with WB Mason regarding furniture; need to coordinate outlets and data with furniture plans.</b></li> <li><b>Gun lockers in the Armory room are under FF&amp;E/owner supplied. Mail slots are part of the casework package/GC supplied. Benches in the locker room are GC supplied. High density shelving is owner supplied. Counter outside of evidence processing is desk height. Booking is standing room, can add a stool if necessary. Interview room to be used for LTC applications, can add a small bench/shallow table.</b></li> <li><b>JHA to send over finish plan to Chief.</b></li> <li><b>Discussion to add antennas inside cupola and also color lighting.</b></li> <li><b>Cookout on site to be August 5<sup>th</sup> at 11:30 before 1:00 meeting.</b></li> <li><b>MEP Kick-Off meeting with Fitzmeyer &amp; Tocci to be August 12<sup>th</sup> 11-12.</b></li> <li>Working through final integrated technology proposals.</li> <li>Mock-up will be scheduled for early next week.</li> <li>Cupola color selection pending physical samples.</li> <li>Robert Francis will be back to inspect site once weathertight.</li> </ul>	TOC  Tower TOC/JHA CHA  FOR RECORD  JHA TOC/JHA CHA/TOC CHA/Tower  TOC Tower Tower/TOC TOC

19.17	• Briggs results on grout and mortar upcoming.	CHA
19.18	• Briggs was on site inspecting masonry; no issues.	Tower/CHA
19.19	• Lan-Tel and Signet proposal decision upcoming.	TOC
	• As-builts on the septic are coming from Tower, Board of Health will need them for record.	Tower/TOC
19.20		
19.21	• Window/door mockup upcoming; Tower to schedule w/ CHA & JHA.	Tower
19.22	• Color chart given for cupola color; Bill to review, selection upcoming.	TOC
19.23	• Tower met with Delta to coordinate the wet well installation.	Tower
	• Roof hatch discussion; need to confirm if required by code.	Tower/JHA

The next Carver Police Station meeting is scheduled for Wednesday, July 22nd at 1:00 PM via conference line +1 (866) 780-3080, ID: 169 567 236# or with the option to meet on site (please bring a mask).

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.