

MEETING NOTES



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

MEETING: 023

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

Meeting Date: July 29, 2020 at 1:00pm
Next Meeting: August 5, 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
	Schedule 07/29/2020	
23.01	<ul style="list-style-type: none">Masons should be completing the interior work this week. Exterior metal studs are complete and began framing interior. Working with the plumber on in-wall rough. Exterior sheathing will be completed by end of week. Roof trusses and sheathing are completed. Sub fascia and Tyvek to be complete by end of next week. PVC work will take place next week. Roofer is continuing installing shingles, about another two weeks left.	Tower
23.02	<ul style="list-style-type: none">Window mockup and installation clarified; will be installing per plan details.	Tower
23.03	<ul style="list-style-type: none">Site prep for FP work this week, setting up a shoring system and continuing to excavate. August 5 delivery date for the cistern, wet well, piping, etc.	Tower

23.04	<ul style="list-style-type: none"> • Masonry mockup for the veneer wall upcoming once flashing is on site. 	Tower
23.05	<ul style="list-style-type: none"> • Will be weather tight with the roof by Monday, sheet rocking the ceiling will start next week. 	Tower
22.01	<ul style="list-style-type: none"> • Mason will be completed next week. Metal framing is almost complete; one wall left open where masons are using for loading. 	Tower
22.02	<ul style="list-style-type: none"> • Soffit framing, interior metal studs, roof shingles are ongoing. 	Tower
22.03	<ul style="list-style-type: none"> • Exterior sheathing should be complete by end of week. 	Tower
22.04	<ul style="list-style-type: none"> • Window mockup reviewed and fixed; window installation upcoming. 	Tower
22.05	<ul style="list-style-type: none"> • Prep for the cistern work next week, August 5 delivery. 	Tower
22.06	<ul style="list-style-type: none"> • Masonry mockup will be next week. 	Tower
21.01	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Metal stud framing is mostly complete. They are now laying out the base track for the interior framing. Continuing exterior soffits. 	Tower
21.03	<ul style="list-style-type: none"> • Roof trusses and sheathing will be complete by end of next week. 	Tower
21.04	<ul style="list-style-type: none"> • Roofing will start tomorrow. Tyvek installation is ongoing. 	Tower
21.05	<ul style="list-style-type: none"> • Window mockup will be next week; CHA/JHA/TOC to review. 	Tower
21.06	<ul style="list-style-type: none"> • 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
Site Logistics & COVID-19 Impacts 07/29/2020		
23.06	<ul style="list-style-type: none"> • Tower to review COVID-19 prevention guidelines for health/safety with subcontractors next week and present a plan. As the building begins to become weather tight, work areas will need to be cleaned daily for compliance. 	Tower
22.07	<ul style="list-style-type: none"> • Scott Gray is here today from E911, explaining the need for two different circuits into the building. Comcast is primary and Verizon is secondary. Verizon will not run into conduit with other stuff in it. Two separate conduits would be ideal. Point of entry into the building is the server room. E911 will have their own permits and electricians, pulling their own CAT-5 cable. Need 30amp dual pole anchor feed, MC wiring, 10-3 feed and will take it from there with 4 panel feed and run MC wiring to each outlet. Scott to send specs to JHA/Tower. JHA designed own 30amp circuit dedicated to E911. 4' horizontal x 8 vertical' plywood, no AC units above backboard, 5' tall cabinet (new cabinet) to be installed, need to be able to service all sides. Will need to tape off which area is designated for E911, access control, BMS, etc. 	FOR RECORD
22.08	<ul style="list-style-type: none"> • G&H's quarantine is completed. Will need further discussion on cleaning inside of building; continuing daily certification for subs. 	Tower
21.07	<ul style="list-style-type: none"> • Mechanical sub (G&H) has a reported case of coronavirus and is shut down for 14 days. They have not been on site. 	Tower

<p>23.07</p> <p>22.09</p> <p>22.10</p> <p>21.08</p>	<p>Submittals 07/29/2020</p> <ul style="list-style-type: none"> • Doors/hardware need a full review by Tower. Keying meeting is upcoming; potentially week of August 10. Tile samples to be mailed to CAMA (JHA's interior designer). • D/F/H resubmittal upcoming. Keying meeting in 2 weeks; can be a conference call. Spreadsheet to be sent in advance. • Tile samples are on site, additional samples to be ordered. Tower to ship directly to interior designer at JHA. • D/F/H will be resubmitted. Working on key schedule. 	<p>Tower</p> <p>Tower</p> <p>Tower</p> <p>JHA/Tower</p>
<p>23.08</p> <p>22.11</p> <p>21.09</p>	<p>RFI's 07/29/2020</p> <ul style="list-style-type: none"> • No new RFIs at this time. • ASI was issued and distributed on the framing detail discussed. • JHA and Tower coordinating a clarification with the soffits. 	<p>JHA</p> <p>JHA/Tower</p>
<p>23.09</p> <p>22.12</p> <p>21.10</p>	<p>PR's, ASI's, PCO's 07/29/2020</p> <ul style="list-style-type: none"> • AEC and Dig It pricing is upcoming. New ASI on attic stock upcoming. • ASI pricing upcoming; pricing upcoming from AEC. Dig It is finalizing the curbing pricing. Storefront color is a no cost change. • Working in cleaning up PCO log. Open PCOs combined to CO #4; needs Town Administrator signature and can be included in next req. 	<p>Tower</p> <p>Tower</p> <p>Tower/TOC</p>
<p>23.10</p> <p>22.13</p> <p>21.11</p>	<p>Master Schedule 07/29/2020</p> <ul style="list-style-type: none"> • Master schedule upcoming; no delays. • Working on master schedule update; no delays. • Working on master schedule update. 	<p>Tower</p> <p>Tower</p> <p>Tower</p>
<p>23.11</p> <p>22.14</p> <p>21.12</p>	<p>Certified Payroll 07/29/2020</p> <ul style="list-style-type: none"> • Certified payrolls through July need to be sent in. • Empire CPRs need to be adjusted; need to catch up with July CPRs. • Note on Empire's certified payroll to review. 	<p>Tower</p> <p>Tower</p> <p>Tower</p>
<p>23.12</p> <p>22.15</p>	<p>As Built Drawings 07/29/2020</p> <ul style="list-style-type: none"> • Tower is following up with Outback on the septic as-builts. • Septic dwgs received from Nate Ketchel from GGD; Tower following up with Outback. 	<p>Tower</p> <p>Tower</p>

21.13	<ul style="list-style-type: none"> GGD to send engineered septic drawings over to be submitted to BOH. 	CHA/GGD
23.13 22.16 21.14	Requisitions 07/29/2020 <ul style="list-style-type: none"> Draft #6 is upcoming by the end of the week. Requisition #5 check should be available by end of week. Draft #6 is upcoming. Requisition #5 was approved, check available within a week or so. 	Tower Tower TOC
23.14 23.15 23.16 23.17 23.18 23.19 23.20 23.21 23.22 23.23 23.24 23.25 23.26 22.17 22.18 22.19 22.20 22.21 22.22 22.23 22.24 22.25 22.26 22.27	New Business 07/29/2020 <ul style="list-style-type: none"> Discussion on cupola color/lead time. New Era Communications proposal has been signed. Meeting next Tuesday, the 4th at 1pm. Tracking upcoming furniture quote from WB Mason. Discussion on shelving systems + evidence storage, JHA sent information by email. Commissioning meeting will be August 12th. Bill following up with Cyber Comm on the antenna. Cookout will be August 5th before the weekly meeting. Tower continues to follow up with Eversource. Additional wood construction inspection to be scheduled next week. ASI upcoming on increasing the attic stock of carpet tiles. Upcoming information from the electrical engineer on uplighting at the cupola. Tree trimming will take place towards the end of the project by DPW. Ships ladder question was forwarded to the structural engineer. New Era Communications proposal to be signed by Rick LaFond. W.B. Mason quote upcoming on furniture. JHA emailed information on the racks for storage in the records room. Looking at alternatives for the antenna; Bill is following up with Cyber Comm. Tower to provide CHA with the MEP contacts for the Commissioning Kick-Off Meeting that is upcoming. Cookout on Wednesday, August 5. Police Dept. is supplying a grill; plates, cups, napkins, drinks, utensils from Tower; CHA providing food and JHA provided donation. Vendors to meet with New Era to understand scope, deliveries, specialty items etc. Meeting upcoming. Eversource was sent appropriate paperwork back in January. Briggs inspection upcoming for wood construction. Coordinating for Structural EOR to look at the trusses and framing; will wrap up requirements for them. To be scheduled for next week. Received information from the specified carpet vendor, the product for this project is being discontinued. We need to order prior to 8/14. The information will need to be sent to the flooring subcontractor. Will 	Tower TOC TOC JHA/CHA CHA TOC Tower CHA JHA JHA TOC JHA TOC TOC JHA TOC Tower Tower TOC CHA JHA Tower

22.28	need to increase attic stock on the carpet tiles.	JHA
21.15	<ul style="list-style-type: none"> JHA had a site visit last week; good progress/clean site. Further discussion to be had on adding uplighting at the cupola. 	TOC
21.16	<ul style="list-style-type: none"> Will be signing a contract with New Era Communications for Integrated Technology. 	Tower
21.17	<ul style="list-style-type: none"> Mockup will be scheduled for Tuesday 7/21 at 1pm. 	TOC/JHA
21.18	<ul style="list-style-type: none"> Cupola color to be selected; Town considering copper. ASI upcoming. 	CHA
21.19	<ul style="list-style-type: none"> Chief spoke with WB Mason regarding furniture; need to coordinate outlets and data with furniture plans. 	FOR RECORD
21.20	<ul style="list-style-type: none"> Gun lockers in the Armory room are under FF&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. 	JHA
21.21	<ul style="list-style-type: none"> JHA to send over finish plan to Chief. 	TOC/JHA
21.22	<ul style="list-style-type: none"> Discussion to add antennas inside cupola and also color lighting. 	CHA/TOC
21.23	<ul style="list-style-type: none"> Cookout on site to be August 5th at 11:30 before 1:00 meeting. 	CHA/Tower
	<ul style="list-style-type: none"> MEP Kick-Off meeting with Fitzmeyer & Tocci to be August 12th 11-12. 	

The next Carver Police Station meeting is scheduled for Wednesday, August 5th 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).

There will also be a cookout prior to the weekly meeting at 11:30 AM on Wednesday, August 5th.

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.