

# MEETING NOTES



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

**MEETING: 017**

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

**Meeting Date:** June 17, 2020 at 2:00pm  
**Next Meeting:** June 24, 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/<br>Action |
|-------|--|-------------------|
|       | <b>Schedule</b><br><b>06/17/2020</b>   |                   |
| 17.01 | <ul style="list-style-type: none"><li>Reviewed 3LWA. Mason has mobilized; started laying block in Sally Port. Staging was delivered today and they are erecting it now. Duration will be for the next 3-4 weeks. Grouting test and period mortar samples upcoming. CHA to coordinate Briggs.</li></ul> | Tower/CHA         |
| 17.02 | <ul style="list-style-type: none"><li>Electrician has been on site working with the mason on tying in the door frame electrical work. CHA mentioned to review FFE locations with coordination drawings.</li></ul>  | Tower/CHA         |
| 17.03 | <ul style="list-style-type: none"><li>Framer is here doing base flashing at perimeter walls this week and next. Continuing to frame outside walls. Trusses are scheduled to be delivered next week and then sheathing will commence.</li></ul>   | Tower             |
| 17.04 | <ul style="list-style-type: none"><li>Wet well delivery is approx. two weeks from Friday. Holding tank is 2 weeks after that approx. mid-July.</li></ul>   | Tower             |
| 17.05 | <ul style="list-style-type: none"><li>Detention frames will be delivered tomorrow.</li></ul>   | Tower             |

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| 16.01                            | <ul style="list-style-type: none"> <li>Reviewed 3WLA schedule. Mason mobilizing this week. Rough carpentry will go into next week. Sitework will resume at a later time. Scheduled to infill columns on Friday.</li> </ul>   | Tower                                  |
| 16.02                            | <ul style="list-style-type: none"> <li>Trusses scheduled for the week of June 22<sup>nd</sup>. Fire protection/sprinkler work not scheduled yet.</li> </ul>  | Tower                                  |
| 16.03                            | <ul style="list-style-type: none"> <li>Coordination meeting with subs took place to discuss masonry, penetrations, blocking etc. working out minor questions.</li> </ul>   | Tower                                  |
| 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 for 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                                  |
| 17.06<br>17.07<br>16.04<br>15.05 | <b>Site Logistics<br/>06/17/2020</b> <ul style="list-style-type: none"> <li>Kevin and Dave S. will walk to review how to open the fence by library. Removable road blocks are an option to block traffic flow.</li> <li>Sign location underground is done and location is still TBD.</li> <li>Sign location to be determined.</li> <li>Suggestion to protect site and remove equipment if possible due to the event on Friday as a precaution. Tower to cover the sign.</li> </ul>   | TOC/Tower<br>JHA/TOC<br>JHA/TOC<br>TOC |
| 17.08<br>16.05<br>15.06          | <b>Submittals<br/>06/17/2020</b> <ul style="list-style-type: none"> <li>No hot submittals; color samples are all set. Finishes and wallcovering submittals are upcoming.</li> <li>Hot submittals: hollow metal frames; metal stud submittal was returned. Detention questions from JAILS, working on 5 frames to be shipped out on Friday. Color samples available for louvers, aluminum storefront and frames.</li> <li>Reviewed open submittals. Door frame submittal to be resubmitted. Engineering metal stud to be reviewed and submitted.</li> </ul> | JHA/Tower<br>JHA/Tower<br>Tower/JHA    |
| 17.09<br>16.06                   | <b>RFI's<br/>06/17/2020</b> <ul style="list-style-type: none"> <li>Followed up with sprinkler sub and will be submitting a question on additional 6" port at the tank. Additional RFI will be a revision to RFI-26 of layout by generator pad and the tower; just need approval.</li> <li>Reviewed open RFIs. One sprinkler question upcoming.</li> </ul>  | JHA/Tower<br>JHA/Tower                 |

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| 15.07                                     | <ul style="list-style-type: none"> <li>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.</li> </ul>  | JHA                                   |
| 17.10<br>17.11<br>17.12<br>16.07<br>15.08 | <b>PR's, ASI's, PCO's<br/>06/17/2020</b> <ul style="list-style-type: none"> <li>Reviewed PCO log. Expecting pricing from Barber on the wall type revision this week. AEC submitted on ASI-13 pricing.</li> <li>Motion by Dave Siedentopf, seconded by Chief Duphily to reject PCO #18, and request only an annunciator panel in the vestibule and the Fire Alarm Control Panel in the Communications Room (Room # 114). Motion passed 4 – 0.</li> <li>New ASI on clarification for storefront colors.</li> <li>Outstanding pricing from Barber Drywall on the wall type revision. ASI-13 still stands as discussed with AEC, JHA, and Carver Fire Dept.</li> <li>Reviewed open PCOs. Tower is tracking pricing from Barber, Dawn confirming the ASI with the Fire Department and pricing upcoming.</li> </ul> | Tower<br>TOC<br>JHA<br>Tower<br>Tower |
| 17.13<br>16.08<br>15.09                   | <b>Master Schedule<br/>06/17/2020</b> <ul style="list-style-type: none"> <li>Master schedule has been updated as of 5/30/2020.</li> <li>Revised and sent out master schedule.</li> <li>Tower will provide an upcoming master schedule update.</li> </ul>  | Tower<br>Tower<br>Tower               |
| 17.14<br>16.09<br>15.10                   | <b>Certified Payroll<br/>06/17/2020</b> <ul style="list-style-type: none"> <li>Certified payrolls are up to date through May.</li> <li>Certified payrolls are up to date.</li> <li>Missing May Certified Payroll Reports; LaPan Mechanical to date.</li> </ul>  | Tower<br>Tower<br>Tower               |
| 17.15<br>16.10<br>15.11                   | <b>As Built Drawings<br/>06/17/2020</b> <ul style="list-style-type: none"> <li>As-built updates are ongoing.</li> <li>Continuing to update as-builts drawings.</li> <li>As-builts are continuing to be updated including underslab and sitework.</li> </ul>   | Tower<br>Tower<br>Tower               |
| 17.16<br>16.11<br>15.12                   | <b>Requisitions<br/>06/17/2020</b> <ul style="list-style-type: none"> <li>Requisition #4 was submitted on Friday and a check will be cut the end of next week.</li> <li>Requisition #4 copies will be signed today, hard copy of #3 distributed for record and has already been paid.</li> <li>The check will be sent out on Thursday.</li> </ul>   | TOC<br>JHA/CHA<br>Tower               |

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|       | <b>New Business</b><br><b>06/17/2020</b>   |                  |
| 17.17 | <ul style="list-style-type: none"> <li>• New proposals received from Signet and Lan-Tel. Town's preference is the Vigilance system which Lan-Tel has provided in their pricing.</li> </ul>   | TOC              |
| 17.18 | <ul style="list-style-type: none"> <li>• Discussion on the library corner curbing, will review in the field.</li> </ul>  | TOC/Tower        |
| 17.19 | <ul style="list-style-type: none"> <li>• Discussion on adding a monitor in the lobby area, JHA will issue sketch and Tower will request pricing from AEC.</li> </ul>   | JHA/Tower        |
| 17.20 | <ul style="list-style-type: none"> <li>• Question if there was a phone in the break room; will need to add.</li> </ul>   | JHA              |
| 17.21 | <ul style="list-style-type: none"> <li>• Overhead speakers not owned and will need to be priced for speakers and wiring.</li> </ul>  | TOC/CHA          |
| 17.22 | <ul style="list-style-type: none"> <li>• Transferring to Microsoft Teams; Note: new conference number.</li> </ul>  | CHA              |
| 16.12 | <ul style="list-style-type: none"> <li>• Proposals received from Signet and Lan-Tel, based on conferencing meetings they are revising proposals. Once revised proposals, Mike Shaw and Town to make decision.</li> </ul>   | TOC              |
| 16.13 | <ul style="list-style-type: none"> <li>• Discussion on generator and tower dimensions; question if the fence can be moved. RFI will be sent to track solution.</li> </ul>  | Tower/JHA        |
| 16.14 | <ul style="list-style-type: none"> <li>• Dave S. coordination with the library director to determine a date that the fence will be opened.</li> </ul>  | TOC/Tower        |
| 16.15 | <ul style="list-style-type: none"> <li>• Discussion on the slip track at the tops of cold metal framing, which allows the stud to move without cracking the wall. Tower to coordinate with the sub.</li> </ul>   | Tower/CHA        |
| 16.16 | <ul style="list-style-type: none"> <li>• Structural Engineer was on site as well as Briggs inspector. No issues taken; ultra-sonic testing took place.</li> </ul>  | CHA              |
| 16.17 | <ul style="list-style-type: none"> <li>• Planning a site cook out – date is TBD.</li> </ul>  | CHA              |
| 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<br>TOC/JHA |
| 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>  | Tower            |
| 15.15 | <ul style="list-style-type: none"> <li>• Hot permit not required; fire extinguishers should be accessible.</li> </ul>  |                  |
| 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>  | Tower/JHA        |
| 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> |                  |

The next Carver Police Station meeting is scheduled for Wednesday, June 24th at 2:00 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.