

MEETING NOTES



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

MEETING: 022

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

Meeting Date: July 22, 2020 at 1:00pm
Next Meeting: July 29, 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 07/22/2020	
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 21.06 20.01 20.02 20.03 20.04 20.05	<ul style="list-style-type: none"> Window mockup will be next week; CHA/JHA/TOC to review. Wet well is on site. Cistern delivery date is August 5, Dig It will be here the last week of July with a crew. Reviewed 3WLA schedule. Masons will be wrapping up next week. Exterior work continues, metal studs will be wrapping up as well. Roof trusses and sheathing in progress, about 75% completed. Tyvek installation this week and mockup early next week. Wet well be delivered this week and cistern in 2 weeks. 	Tower Tower Tower Tower Tower Tower Tower
22.07 22.08 21.07 20.06	<p>Site Logistics & COVID-19 Impacts 07/22/2020</p> <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. G&H's quarantine is completed. Will need further discussion on cleaning inside of building; continuing daily certification for subs. Mechanical sub (G&H) has a reported case of coronavirus and is shut down for 14 days. They have not been on site. Fence has been moved; no issues with the library. 	FOR RECORD Tower Tower Tower
22.09 22.10 21.08 20.07	<p>Submittals 07/22/2020</p> <ul style="list-style-type: none"> 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. D/F/H resubmittal upcoming, CHA requested key schedule. 	Tower Tower JHA/Tower CHA/Tower
22.11 21.09 20.08	<p>RFI's 07/22/2020</p> <ul style="list-style-type: none"> ASI was issued and distributed on the framing detail discussed. JHA and Tower coordinating a clarification with the soffits. Working through a carpentry RFI on dimension clarifications. 	JHA JHA/Tower JHA/Tower

<p>22.12</p> <p>21.10</p> <p>20.09</p> <p>20.10</p>	<p>PR's, ASI's, PCO's 07/22/2020</p> <ul style="list-style-type: none"> • 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. • Working on cleaning up PCO log, waiting on a revision on wall type deduction from Barber Drywall. • No new ASIs; electrical pricing upcoming on recent ASIs. 	<p>Tower</p> <p>Tower/TOC</p> <p>Tower</p> <p>Tower</p>
<p>22.13</p> <p>21.11</p> <p>20.11</p>	<p>Master Schedule 07/22/2020</p> <ul style="list-style-type: none"> • Working on master schedule update; no delays. • Working on master schedule update. • Tower is working on updating the master schedule for next week. 	<p>Tower</p> <p>Tower</p> <p>Tower</p>
<p>22.14</p> <p>21.12</p> <p>20.12</p>	<p>Certified Payroll 07/22/2020</p> <ul style="list-style-type: none"> • Empire CPRs need to be adjusted; need to catch up with July CPRs. • Note on Empire's certified payroll to review. • CPRs are up to date at this time. 	<p>Tower</p> <p>Tower</p> <p>Tower</p>
<p>22.15</p> <p>21.13</p> <p>20.13</p>	<p>As Built Drawings 07/22/2020</p> <ul style="list-style-type: none"> • Septic dwgs received from Nate Ketchel from GGD; Tower following up with Outback. • GGD to send engineered septic drawings over to be submitted to BOH. • Tower to check status of septic as-builts. 	<p>Tower</p> <p>CHA/GGD</p> <p>Tower</p>
<p>22.16</p> <p>21.14</p> <p>20.14</p>	<p>Requisitions 07/22/2020</p> <ul style="list-style-type: none"> • 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. • Req #5 was reviewed, JHA/CHA take no exceptions. Signature pending transfer of title, insurance and photos of stored material. 	<p>Tower</p> <p>TOC</p> <p>Tower</p>
<p>22.17</p> <p>22.18</p> <p>22.19</p> <p>22.20</p>	<p>New Business 07/22/2020</p> <ul style="list-style-type: none"> • 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 	<p>TOC</p> <p>TOC</p> <p>JHA</p> <p>TOC</p>

22.21	Comm.	Tower
22.21	• Tower to provide CHA with the MEP contacts for the Commissioning Kick-Off Meeting that is upcoming.	
22.22	• 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.	
22.23	• Vendors to meet with New Era to understand scope, deliveries, specialty items etc. Meeting upcoming.	
22.24	• Eversource was sent appropriate paperwork back in January.	TOC
22.25	• Briggs inspection upcoming for wood construction.	CHA
22.26	• Coordinating for Structural EOR to look at the trusses and framing; will wrap up requirements for them. To be scheduled for next week.	JHA
22.27	• 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 need to increase attic stock on the carpet tiles.	Tower
22.28	• JHA had a site visit last week; good progress/clean site. Further discussion to be had on adding uplighting at the cupola.	JHA
21.15	• Will be signing a contract with New Era Communications for Integrated Technology.	TOC
21.16	• Mockup will be scheduled for Tuesday 7/21 at 1pm.	
21.17	• Cupola color to be selected; Town considering copper. ASI upcoming.	Tower
21.18	• Chief spoke with WB Mason regarding furniture; need to coordinate outlets and data with furniture plans.	TOC/JHA CHA
21.19	• 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.	FOR RECORD
21.20	• JHA to send over finish plan to Chief.	JHA
21.21	• Discussion to add antennas inside cupola and also color lighting.	TOC/JHA
21.22	• Cookout on site to be August 5 th at 11:30 before 1:00 meeting.	CHA/TOC
21.23	• MEP Kick-Off meeting with Fitzmeyer & Tocci to be August 12 th 11-12.	CHA/Tower
20.15	• Working through final integrated technology proposals.	TOC
20.16	• Mock-up will be scheduled for early next week.	Tower
20.17	• Cupola color selection pending physical samples.	Tower/TOC
20.18	• Robert Francis will be back to inspect site once weathertight.	TOC
20.19	• Briggs results on grout and mortar upcoming.	CHA

The next Carver Police Station meeting is scheduled for Wednesday, July 29th 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.