

# MEETING NOTES



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

**MEETING:** 027

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

**Meeting Date:** August 26, 2020 at 1:00pm  
**Next Meeting:** September 2, 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 08/26/2020</b>	
27.01	<ul style="list-style-type: none"><li>3WLA schedule reviewed; updating master schedule.</li></ul>	Tower
27.02	<ul style="list-style-type: none"><li>Sally port masonry work upcoming. Cultured stone is due to be delivered this week.</li></ul>	Tower
27.03	<ul style="list-style-type: none"><li>Metal studs to be completed by the end of this week. Interior gypsum ceiling to be fire taped this week.</li></ul>	Tower
27.04	<ul style="list-style-type: none"><li>Roofer scheduled for the next 2 weeks, a few details to be coordinated with siding. Siding &amp; PVC to continue for next 2-3 weeks.</li></ul>	Tower
27.05	<ul style="list-style-type: none"><li>Outbuilding: pouring footings today and walls on Thursday, slab on grade to be poured the week of the 17<sup>th</sup>.</li></ul>	Tower
27.06	<ul style="list-style-type: none"><li>Dig it working on site drainage, meeting now to coordinate the rest of the underground site utilities, power feed for automatic gate, and light pole bases coordinated over the next several weeks.</li></ul>	Tower

26.01	<ul style="list-style-type: none"> <li>Masons will return tomorrow to finish the Sally Port. Painting and caulking trades will be out to review masonry before work. Exterior masonry will begin this week. Second coat upcoming on foundations.</li> </ul>	Tower
26.02	<ul style="list-style-type: none"> <li>Metal stud exterior framing to be complete this week. Interior framing is 95%, interior soffits upcoming.</li> </ul>	Tower
26.03	<ul style="list-style-type: none"> <li>Main roof is complete; a few touch ups upcoming on flat roof. Copper work at cupola to be scheduled.</li> </ul>	Tower
26.04	<ul style="list-style-type: none"> <li>Cistern and wet well has been installed.</li> </ul>	Tower
26.05	<ul style="list-style-type: none"> <li>Corner PVC trim has been installed; other trim work is ongoing.</li> </ul>	Tower
26.06	<ul style="list-style-type: none"> <li>Siding for HardiePlank has been delivered, mockup upcoming.</li> </ul>	Tower/JHA
26.07	<ul style="list-style-type: none"> <li>Foundation on the outbuilding to begin next week. Briggs to inspect.</li> </ul>	Tower/CHA
25.01	<ul style="list-style-type: none"> <li>Interior masonry is completed with exception of chase walls.</li> </ul>	Tower
25.02	<ul style="list-style-type: none"> <li>Metal framing of soffits to be completed this week with interior framing to finish end of next week; drywall upcoming. Ceiling has been sheetrocked. Plywood in electrical rooms to be completed this week. Exterior sheathing is complete; sub fascia is ongoing.</li> </ul>	Tower
25.03	<ul style="list-style-type: none"> <li>Storefront is upcoming. Foundation coating and PVC is ongoing.</li> </ul>	Tower
25.04	<ul style="list-style-type: none"> <li>Roofing will be completed this week. Flat roof is complete, finishing up coping/flashing and a few penetrations.</li> </ul>	Tower
25.05	<ul style="list-style-type: none"> <li>Site prep is ongoing, cistern and wet well was installed, piping is ongoing and backfilling. Addressing the port issue.</li> </ul>	Tower
25.06	<ul style="list-style-type: none"> <li>Exterior masonry will start next week. Outbuilding foundation will start on 8/24.</li> </ul>	Tower
25.07	<ul style="list-style-type: none"> <li>Tight tank for the plumber will be installed Monday, shoring is in.</li> </ul>	Tower
<b>Site Logistics &amp; COVID-19 Impacts</b> <b>08/26/2020</b>		
27.07	<ul style="list-style-type: none"> <li><b>COVID-19 plan upcoming and will be distributed for review/comment.</b></li> </ul>	Tower
26.08	<ul style="list-style-type: none"> <li>COVID-19 plan upcoming.</li> </ul>	Tower
25.08	<ul style="list-style-type: none"> <li>Proposing a COVID-19 prevention plan in line with state guidelines for next week, as the building becomes an envelope in next 2 weeks.</li> </ul>	Tower
25.09	<ul style="list-style-type: none"> <li>Scott Gray confirmed electrical requirements with AEC and will walk the site today.</li> </ul>	For Record
<b>Submittals</b> <b>08/26/2020</b>		
27.08	<ul style="list-style-type: none"> <li><b>Chief and Brian to meet on the locked opening information.</b></li> </ul>	JHA
27.09	<ul style="list-style-type: none"> <li><b>Door hardware submittal to be submitted this week.</b></li> </ul>	Tower
27.10	<ul style="list-style-type: none"> <li><b>Millwork submittal is under review, blocking is coordinated. Chief will coordinate with Mike &amp; Brian on the dispatch casework.</b></li> </ul>	JHA
27.11	<ul style="list-style-type: none"> <li><b>Tower verifying what flooring has been released.</b></li> </ul>	Tower
26.09	<ul style="list-style-type: none"> <li>D/H update upcoming. Keying spreadsheet upcoming.</li> </ul>	Tower
26.10	<ul style="list-style-type: none"> <li>Millwork submittal is hot. Field measurements have been taken.</li> </ul>	Tower
25.10	<ul style="list-style-type: none"> <li>Doors/hardware comments upcoming. Keying spreadsheet upcoming.</li> </ul>	Tower

27.12 26.11 25.11	<b>RFI's</b> <b>08/26/2020</b> <ul style="list-style-type: none"> <li>One new RFI upcoming from AEC on outbuilding equipment locations.</li> <li>One new RFI on the Sally Port plumbing hose bib location.</li> <li>Working on an RFI on the mechanical ductwork in the Sally Port.</li> </ul>	<b>Tower/JHA</b> <b>Tower/JHA</b> <b>Tower/JHA</b>
27.13  27.14 27.15 26.12 26.13 26.14 25.12 25.13	<b>PR's, ASI's, PCO's</b> <b>08/26/2020</b> <ul style="list-style-type: none"> <li>Dig It resubmitted pricing for curbing. JHA's team reviewed and it seems reasonable. Barber to reduce their open proposal on the framing revision.</li> <li>Lobby monitor to be relocated in ASI 15 revision.</li> <li>Tracking Mass Tank change order with Delta.</li> <li>Reworking the curbing pricing with Dig It.</li> <li>Lobby monitor location will have to shift to southeast corner of lobby.</li> <li>Further discussion on Mass Tank change order with Delta.</li> <li>New ASI on dimensional clarifications for storage.</li> <li>Curbing pricing needs scope modification. Additionally, side entrance to the library will need to be made accessible.</li> </ul>	<b>Tower</b>  <b>JHA</b> <b>Tower</b> <b>Tower/CHA</b> <b>Tower/JHA</b> <b>Tower</b> <b>JHA</b> <b>Tower/JHA</b>
27.16 26.15 25.14	<b>Master Schedule</b> <b>08/26/2020</b> <ul style="list-style-type: none"> <li>Schedule update upcoming; no delays.</li> <li>Schedule update upcoming; no delays.</li> <li>Schedule update upcoming; no delays.</li> </ul>	<b>Tower</b> <b>Tower</b> <b>Tower</b>
27.17 26.16 25.15	<b>Certified Payroll</b> <b>08/26/2020</b> <ul style="list-style-type: none"> <li>Tower to send updated certified payroll reports.</li> <li>Certified Payroll Reports to be sent to CHA next week.</li> <li>CHA is reviewing Certified Payrolls.</li> </ul>	<b>Tower</b> <b>Tower</b> <b>CHA</b>
27.18 26.17 25.16	<b>As Built Drawings</b> <b>08/26/2020</b> <ul style="list-style-type: none"> <li>As-builts are ongoing. Septic as-builts are upcoming.</li> <li>As-builts are ongoing. Dig It should provide as-builts when completed.</li> <li>As-builts are ongoing. Tower should receive septic as-builts this week.</li> </ul>	<b>Tower</b> <b>Tower</b> <b>Tower</b>
27.19 26.18 25.17	<b>Requisitions</b> <b>08/26/2020</b> <ul style="list-style-type: none"> <li>Draft requisition #7 upcoming.</li> <li>Check available tomorrow, draft upcoming for Requisition #7.</li> <li>Requisition #6 check will be issued this week.</li> </ul>	<b>Tower</b> <b>Tower/TOC</b> <b>TOC</b>

	<b>New Business</b> <b>08/26/2020</b>	
27.20	<ul style="list-style-type: none"> <li>Siding mockup complete, Tower to send JHA.</li> </ul>	Tower
27.21	<ul style="list-style-type: none"> <li>Tim Grant from WB Mason working on final furniture drawing.</li> </ul>	
27.22	<ul style="list-style-type: none"> <li>Walk-through to be scheduled to coordinate electrical and furniture, likely to be late next week or early the following week. Tower to schedule Dawn from AEC. CHA to schedule WB Mason.</li> </ul>	Tower/CHA
27.23	<ul style="list-style-type: none"> <li>Coordination meeting will be scheduled with Cyber Comm. After the access hatch is in place, so they have access to the roof.</li> </ul>	TOC
27.24	<ul style="list-style-type: none"> <li>Structural engineer will come out for final affidavit, after Briggs inspection. Junior(Empire) to be here during the inspection.</li> </ul>	SWE/CHA
27.25	<ul style="list-style-type: none"> <li>Uplighting at cupola is being coordinated, lighting fixture being considered with JHA/BER.</li> </ul>	JHA/BER
27.26	<ul style="list-style-type: none"> <li>Tracking Eversource work, Tower checking on transformer status.</li> </ul>	Tower
27.27	<ul style="list-style-type: none"> <li>Aurora quote to be revised, Brian working with Chief on it.</li> </ul>	JHA/TOC
27.28	<ul style="list-style-type: none"> <li>Kevin to send dimensions to JHA for the evidence storage room.</li> </ul>	Tower
27.29	<ul style="list-style-type: none"> <li>JHA issued sketch of communications room. New Era needs to verify how much wall space they need for power supplies, AEC will need to verify how much room they need for fire alarm panel, G&amp;H to verify wall mounted mechanicals based on submittals. Each trade (AEC, Delta, G&amp;H, Cyber Comm., New Era). to sign off that the area looks adequate and then can mark it off in the room.</li> </ul>	Tower
27.30	<ul style="list-style-type: none"> <li>Coordinating with radio vendor with the same racks from New Era. AEC is providing with 1 rack which is the same manufacturer.</li> </ul>	TOC
27.31	<ul style="list-style-type: none"> <li>Chief &amp; Mike received email from Brian on Integrated Technology submittal comments, they will forward JHA's supplemental comments to New Era.</li> </ul>	TOC
27.32	<ul style="list-style-type: none"> <li>Gary (G&amp;H) to come up with a solution for the method of how to install refrigerant lines. Also waiting on dimensional info. from Gary for the pad size/stacked units.</li> </ul>	Tower
27.33	<ul style="list-style-type: none"> <li>Radio tower sub. (S&amp;S) wants to be last person in for scheduled work (coord. meeting on site TBD).</li> </ul>	TOC
27.34	<ul style="list-style-type: none"> <li>BER to add electrical disconnect in the outbuilding, dimensions will change.</li> </ul>	JHA/BER
26.19	<ul style="list-style-type: none"> <li>Mock-up upcoming on siding.</li> </ul>	Tower
26.20	<ul style="list-style-type: none"> <li>Electrical and furniture to be coordinated next week.</li> </ul>	CHA
26.21	<ul style="list-style-type: none"> <li>WB Mason is meeting with the Chief today 8/19.</li> </ul>	TOC
26.22	<ul style="list-style-type: none"> <li>Antennas on Sally Port roof upcoming with Cyber Comm.</li> </ul>	TOC
26.23	<ul style="list-style-type: none"> <li>Briggs and Structural Engineer comments to be coordinated with Empire and need to ensure all corrective work is completed.</li> </ul>	Tower
26.24	<ul style="list-style-type: none"> <li>Uplighting at cupola is being coordinated.</li> </ul>	JHA
26.25	<ul style="list-style-type: none"> <li>Tracking status of Eversource work.</li> </ul>	Tower
26.26	<ul style="list-style-type: none"> <li>Carpet material has been released including attic stock.</li> </ul>	Tower
26.27	<ul style="list-style-type: none"> <li>Aurora quote needs to be revised to include static shelving.</li> </ul>	JHA/TOC
26.28	<ul style="list-style-type: none"> <li>Evidence storage room dimensions were taken in the field for JHA.</li> </ul>	JHA
26.29	<ul style="list-style-type: none"> <li>Columns were supposed to be delivered this week but with COVID delay, it will now be delivered the second week of September.</li> </ul>	Tower

26.30	<ul style="list-style-type: none"> <li>Brian was here yesterday with E911 rep to coordinate the communications room. JHA will provide supplemental sketch and plan for a kick-off meeting to coordinate scope.</li> </ul>	JHA
26.31	<ul style="list-style-type: none"> <li>Bill requested that all server racks be from the same manufacturer.</li> </ul>	TOC
26.32	<ul style="list-style-type: none"> <li>New Era integrated technology submittal reviewed by JHA and comments sent to Chief &amp; Mike.</li> </ul>	TOC/JHA
26.33	<ul style="list-style-type: none"> <li>Discussion on mechanical sub moving refrigerant lines to the attic.</li> </ul>	JHA
26.34	<ul style="list-style-type: none"> <li>Discussion on the condensing units to potentially be stacked to reduce the pad size.</li> </ul>	JHA
26.35	<ul style="list-style-type: none"> <li>Working on PVC transition at meeting room.</li> </ul>	JHA
26.36	<ul style="list-style-type: none"> <li>CHA discussed that before insulating, cleaning out the tracks.</li> </ul>	Tower
25.18	<ul style="list-style-type: none"> <li>Siding mock-up – ran into an issue with color. Samples to be provided.</li> </ul>	Tower
25.19	<ul style="list-style-type: none"> <li>Upcoming meeting with New Era on Monday regarding A/V scope.</li> </ul>	TOC/CHA
25.20	<ul style="list-style-type: none"> <li>Meeting on Thursday at 11am with WB Mason regarding furniture.</li> </ul>	TOC/CHA
25.21	<ul style="list-style-type: none"> <li>Fitzmeyer &amp; Tocci Commissioning Plan to be sent to Dave S.</li> </ul>	CHA
25.22	<ul style="list-style-type: none"> <li>Antennas are ready to be installed on Sally Port roof. Bill has been reaching out to Darrell and Kevin from Cyber Comm.</li> </ul>	TOC
25.23	<ul style="list-style-type: none"> <li>Dave S. has been in contact with Mike Shaw about phone/internet providers.</li> </ul>	TOC
25.24	<ul style="list-style-type: none"> <li>Briggs inspection took place for the framing; minor comments to be addressed by Empire.</li> </ul>	Tower
25.25	<ul style="list-style-type: none"> <li>Coordinating the uplighting at the cupola.</li> </ul>	JHA/BER
25.26	<ul style="list-style-type: none"> <li>Tracking status of Eversource work, study has been completed.</li> </ul>	
25.27	<ul style="list-style-type: none"> <li>CHA to coordinate meeting with Donnegan Systems.</li> </ul>	CHA
25.28	<ul style="list-style-type: none"> <li>Bill asked about spray at copper roof and potential weather vane donation.</li> </ul>	Tower
25.29	<ul style="list-style-type: none"> <li>Bill coordinating with the Chief on ASI #15 that added the lobby monitor and day room phone.</li> </ul>	TOC
25.30	<ul style="list-style-type: none"> <li>Bob Francis was on site Tuesday; no issues noted. Will return for a site visit after the insulation is completed.</li> </ul>	TOC
25.31	<ul style="list-style-type: none"> <li>Tower is following up on the status of the carpet order which had a drop dead date of 8/14/20.</li> </ul>	Tower
25.32	<ul style="list-style-type: none"> <li>Tower had a discussion with Delta about Mass Tank carrying the cost for confined space materials and adding two additional ports.</li> </ul>	Tower

The next Carver Police Station meeting is scheduled for Wednesday, September 2<sup>nd</sup> 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.