

MEETING NOTES



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

MEETING: 025

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

Meeting Date: August 12, 2020 at 1:00pm
Next Meeting: August 19, 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 |
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| | Schedule 08/12/2020 | |
| 25.01 | • Interior masonry is completed with exception of chase walls. | Tower |
| 25.02 | • 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. | Tower |
| 25.03 | • Storefront is upcoming. Foundation coating and PVC is ongoing. | Tower |
| 25.04 | • Roofing will be completed this week. Flat roof is complete, finishing up coping/flashing and a few penetrations. | Tower |
| 25.05 | • Site prep is ongoing, cistern and wet well was installed, piping is ongoing and backfilling. Addressing the port issue. | Tower |
| 25.06 | • Exterior masonry will start next week. Outbuilding foundation will start on 8/24. | Tower |
| 25.07 | • Tight tank for the plumber will be installed Monday, shoring is in. | Tower |

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| 24.01 24.02 | <ul style="list-style-type: none"> Interior masonry is wrapping up, interior gypsum ceiling upcoming. Metal stud framing almost complete. Interior framing continues, about 60% complete so far. | Tower Tower |
| 24.03 24.04 | <ul style="list-style-type: none"> Tyvek is completed with the exception of the gable. Windows completed with the exception of the storefront. Window testing is not required. | Tower Tower |
| 24.05 24.06 | <ul style="list-style-type: none"> Roofing is 80-90% completed with asphalts, sally port roof upcoming. Shoring system is complete for the tank delivery Friday; shoring will move over for the wet wall installation; outbuilding work can commence after. | Tower Tower |
| 24.07 24.08 23.01 | <ul style="list-style-type: none"> Masonry mock-up to be submitted; siding mockup upcoming. Foundation coating over the next two weeks. 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 Tower 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 23.05 | <ul style="list-style-type: none"> Masonry mockup for the veneer wall upcoming once flashing is on site. Will be weather tight with the roof by Monday, sheet rocking the ceiling will start next week. | Tower Tower |
| 25.08 25.09 24.09 23.06 | <p>Site Logistics & COVID-19 Impacts 08/12/2020</p> <ul style="list-style-type: none"> Proposing a COVID-19 prevention plan in line with state guidelines for next week, as the building becomes an envelope in next 2 weeks. Scott Gray confirmed electrical requirements with AEC and will walk the site today. Discussion on COVID-19 prevention plan; no fogging system. 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 For Record Tower Tower |
| 25.10 24.10 | <p>Submittals 08/12/2020</p> <ul style="list-style-type: none"> Doors/hardware comments upcoming. Keying spreadsheet upcoming. Doors/hardware require additional markups; keying meeting upcoming. Tower to send JHA spreadsheet with lock openings. | Tower Tower |

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| 23.07 | <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). | Tower |
| 22.09 | <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. | Tower |
| 25.11 24.11 23.08 | RFI's 08/12/2020 <ul style="list-style-type: none"> Working on an RFI on the mechanical ductwork in the Sally Port. One new RFI from AEC on conduits from Comm. Room to Sally Port. No new RFIs at this time. | Tower/JHA Tower/JHA |
| 25.12 25.13 24.12 23.09 | PR's, ASI's, PCO's 08/12/2020 <ul style="list-style-type: none"> New ASI on dimensional clarifications for storage. Curbing pricing needs scope modification. Additionally, side entrance to the library will need to be made accessible. ASI pricing received; additional attic stock is approved. AEC and Dig It pricing is upcoming. New ASI on attic stock upcoming. | JHA Tower/JHA Tower Tower |
| 25.14 24.13 23.10 | Master Schedule 08/12/2020 <ul style="list-style-type: none"> Schedule update upcoming; no delays. On schedule; no delays. Master update upcoming. Master schedule upcoming; no delays. | Tower Tower Tower |
| 25.15 24.14 23.11 | Certified Payroll 08/12/2020 <ul style="list-style-type: none"> CHA is reviewing Certified Payrolls. Certified payrolls submitted through July. CHA to review. Certified payrolls through July need to be sent in. | CHA CHA Tower |
| 25.16 24.15 23.12 | As Built Drawings 08/12/2020 <ul style="list-style-type: none"> As-builts are ongoing. Tower should receive septic as-builts this week. As-builts are ongoing. Tower following up with Outback. Tower is following up with Outback on the septic as-builts. | Tower Tower Tower |
| 25.17 24.16 23.13 | Requisitions 08/12/2020 <ul style="list-style-type: none"> Requisition #6 check will be issued this week. Requisition #6 has been signed and approved. Draft #6 is upcoming by the end of the week. | TOC JHA Tower |

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| | New Business 08/12/2020 | |
| 25.18 | • Siding mock-up – ran into an issue with color. Samples to be provided. | Tower |
| 25.19 | • Upcoming meeting with New Era on Monday regarding A/V scope. | TOC/CHA |
| 25.20 | • Meeting on Thursday at 11am with WB Mason regarding furniture. | TOC/CHA |
| 25.21 | • Fitzmeyer & Tocci Commissioning Plan to be sent to Dave S. | CHA |
| 25.22 | • Antennas are ready to be installed on Sally Port roof. Bill has been reaching out to Darrell and Kevin from Cyber Comm. | TOC |
| 25.23 | • Dave S. has been in contact with Mike Shaw about phone/internet providers. | TOC |
| 25.24 | • Briggs inspection took place for the framing; minor comments to be addressed by Empire. | Tower |
| 25.25 | • Coordinating the uplighting at the cupola. | JHA/BER |
| 25.26 | • Tracking status of Eversource work, study has been completed. | |
| 25.27 | • CHA to coordinate meeting with Donnegan Systems. | CHA |
| 25.28 | • Bill asked about spray at copper roof and potential weather vane donation. | Tower |
| 25.29 | • Bill coordinating with the Chief on ASI #15 that added the lobby monitor and day room phone. | TOC |
| 25.30 | • Bob Francis was on site Tuesday; no issues noted. Will return for a site visit after the insulation is completed. | TOC |
| 25.31 | • Tower is following up on the status of the carpet order which had a drop dead date of 8/14/20. | Tower |
| 25.32 | • Tower had a discussion with Delta about Mass Tank carrying the cost for confined space materials and adding two additional ports. | Tower |
| 24.17 | • Cupola color has been approved; donation from Michael Milanoski, Jon Delli Piscoli and Dave Robertson. PCO upcoming for approval. | TOC/Tower |
| 24.18 | • New Era proposal has been signed; tel/data upcoming. | TOC |
| 24.19 | • WB Mason quote upcoming; Aurora and Donnegan Systems pricing upcoming. | TOC/CHA/JHA |
| 24.20 | • Commissioning meeting is next week 8/12 at 11am. | CHA |
| 24.21 | • Cyber Comm. Meeting to be scheduled, 2 antennas to be installed on Sally Port roof, not in cupola. | TOC |
| 24.22 | • Dave S. will let the team know what vendors we are using for phone/internet. | TOC |
| 24.23 | • Briggs final wood inspection to be scheduled. | CHA |
| 24.24 | • JHA coordinating information for the uplighting at cupola. | JHA |
| 24.25 | • Robert Francis to be on site Tuesday at 3pm for a walk-through. | TOC |
| 24.26 | • Exterior mock-up for stone veneer and flashing is complete; JHA to review. | JHA |
| 24.27 | • Mockup upcoming for siding and trim. | Tower |
| 24.28 | • Scott Gray will be at the next 1pm meeting with Comm Tech. | |
| 24.29 | • Brian Humes to be on site 8/18 for a progress walk-through. | JHA |
| 24.30 | • Tracking the status of Eversource work. | |
| 23.14 | • Discussion on cupola color/lead time. | Tower |
| 23.15 | • New Era Communications proposal has been signed. Meeting next Tuesday, the 4 th at 1pm. | TOC |

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| 23.16 | • Tracking upcoming furniture quote from WB Mason. | TOC |
| 23.17 | • Discussion on shelving systems + evidence storage, JHA sent information by email. | JHA/CHA |
| 23.18 | • Commissioning meeting will be August 12 th . | CHA |
| 23.19 | • Bill following up with Cyber Comm on the antenna. | TOC |
| 23.20 | • Cookout will be August 5 th before the weekly meeting. | |
| 23.21 | • Tower continues to follow up with Eversource. | Tower |
| 23.22 | • Additional wood construction inspection to be scheduled next week. | CHA |
| 23.23 | • ASI upcoming on increasing the attic stock of carpet tiles. | JHA |
| 23.24 | • Upcoming information from the electrical engineer on uplighting at the cupola. | JHA |
| 23.25 | • Tree trimming will take place towards the end of the project by DPW. | TOC |
| 23.26 | • Ships ladder question was forwarded to the structural engineer. | JHA |

The next Carver Police Station meeting is scheduled for Wednesday, August 19th 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.