

# MEETING NOTES



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

**MEETING: 032**

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

**Meeting Date:** September 30, 2020 at 1:00pm  
**Next Meeting:** October 7, 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</b> <b>09/30/2020</b>	
32.01	• Metal stud framing of soffits almost complete, elevation needed for Records room soffit.	Tower
32.02	• Roofing completed at outbuilding with the exception of the wet well area. Belcour is tracking the copper at the cupola.	Tower
32.03	• PVC and siding to be completed at the main building this week.	Tower
32.04	• Exterior painting continues with priming; waiting on the joint sealant discussion to be resolved.	Tower
32.05	• AEC continues to pull wires for recessed lighting. G&H is finishing work in the attic.	Tower
32.06	• Gypsum one side is completed; continuing with second side and taping.	Tower
32.07	• Storefront glass delivery and installation is upcoming; fiberglass columns expected to arrive this week.	Tower
32.08	• Dig It will continue with exterior site prep next week.	Tower

32.09	<ul style="list-style-type: none"> <li>Continue to work on the cistern/wet well, putting fire suppression lines through the ceilings.</li> </ul>	Tower
32.10	<ul style="list-style-type: none"> <li>Two concrete pads were poured for the generator and mechanical equipment.</li> </ul>	Tower
32.11	<ul style="list-style-type: none"> <li>Interior insulation is ongoing.</li> </ul>	Tower
32.12	<ul style="list-style-type: none"> <li>Structural Engineer to visit Thursday and Briggs on Friday.</li> </ul>	JHA/CHA
32.13	<ul style="list-style-type: none"> <li>Discussion on Dig It and conduit trench work.</li> </ul>	Tower
31.01	<ul style="list-style-type: none"> <li>Metal stud framing of soffits continues, will begin boarding one side today and finishing by 9/28.</li> </ul>	Tower
31.02	<ul style="list-style-type: none"> <li>PVC and siding to be completed by end of next week.</li> </ul>	Tower
31.03	<ul style="list-style-type: none"> <li>Roofing/cupola work scheduled for early October.</li> </ul>	Tower
31.04	<ul style="list-style-type: none"> <li>Continue painting exterior joints and caulking.</li> </ul>	Tower
31.05	<ul style="list-style-type: none"> <li>Interior rough continues with recessed lighting.</li> </ul>	Tower
31.06	<ul style="list-style-type: none"> <li>Will begin insulating on the 29<sup>th</sup>, potential inspection next week.</li> </ul>	Tower
31.07	<ul style="list-style-type: none"> <li>Electrical and plumbing inspections upcoming. BER will be on site Friday and SWE to be scheduled for inspection.</li> </ul>	TOC/JHA
31.08	<ul style="list-style-type: none"> <li>Storefront glass to be installed 10/1 + 10/2, doors are 2 weeks out.</li> </ul>	Tower
31.09	<ul style="list-style-type: none"> <li>Fiberglass columns are en route, expecting next week.</li> </ul>	Tower
31.10	<ul style="list-style-type: none"> <li>Dig It will return for exterior site prep; binder to be early October.</li> </ul>	Tower
31.11	<ul style="list-style-type: none"> <li>Framing outbuilding into the end of the month with soffit, trim, and siding after that.</li> </ul>	Tower
30.01	<ul style="list-style-type: none"> <li>Metal stud framing of soffits continues, boarding one side of walls during the week of 9/18.</li> </ul>	Tower
30.02	<ul style="list-style-type: none"> <li>Roofing should be completed by the first week of October. PVC and siding will be completed by end of next week.</li> </ul>	Tower
30.03	<ul style="list-style-type: none"> <li>Painting exterior beginning next week, joint sealants to be completed prior.</li> </ul>	Tower
30.04	<ul style="list-style-type: none"> <li>Storefront framing is complete; glass install is upcoming.</li> </ul>	Tower
30.05	<ul style="list-style-type: none"> <li>Aluminum doors are scheduled to arrive the first week of October. Fiberglass columns are scheduled to arrive 9/28.</li> </ul>	Tower
30.06	<ul style="list-style-type: none"> <li>Outbuilding is ongoing, trusses to arrive at the end of the week.</li> </ul>	Tower
30.07	<ul style="list-style-type: none"> <li>Wet well is arriving on the 29<sup>th</sup> and piping to commence first week of October.</li> </ul>	Tower
30.08	<ul style="list-style-type: none"> <li>Upcoming MEP in-wall inspection possibly 9/25, Tower to confirm with each trade prior.</li> </ul>	Tower
30.09	<ul style="list-style-type: none"> <li>Dig It to start binder prep 9/28 and binder scheduled 10/11.</li> </ul>	Tower
30.10	<ul style="list-style-type: none"> <li>Briggs inspection upcoming, SWE to inspect end of next week.</li> </ul>	Tower
<b>Site Logistics &amp; COVID-19 Impacts</b> <b>09/30/2020</b>		
32.14	<ul style="list-style-type: none"> <li>Tower continues to monitor COVID-19 prevention.</li> </ul>	Tower
31.12	<ul style="list-style-type: none"> <li>Tower continues to monitor COVID-19 prevention.</li> </ul>	Tower
30.11	<ul style="list-style-type: none"> <li>Tower to submit formal COVID-19 plan; continuing with self-certifications, temperature logs, and cleaning.</li> </ul>	Tower

<p><b>32.15</b></p> <p>31.13</p> <p>30.12</p>	<p><b>Submittals</b> <b>09/30/2020</b></p> <ul style="list-style-type: none"> <li>• <b>Storefront submittal was returned; checking in on the status of the BMS/Controls submittal.</b></li> <li>• Tower is finalizing storefront hardware; no hot submittals.</li> <li>• Casework submittal has been revised and sent out; no hot submittals.</li> </ul>	<p><b>Tower</b></p> <p>Tower</p> <p>Tower/JHA</p>
<p><b>32.16</b></p> <p><b>32.17</b></p> <p><b>32.18</b></p> <p>31.14</p> <p>31.15</p> <p>30.13</p> <p>30.14</p>	<p><b>RFI's</b> <b>09/30/2020</b></p> <ul style="list-style-type: none"> <li>• <b>Heads Up Irrigation to visit the site. Continuing to coordinate the cable tray management system with Cyber Comm.</b></li> <li>• <b>Exterior sealant RFI response issued to Debrino – they didn't carry the specified caulking.</b></li> <li>• <b>New RFI from AEC – minor clarifications.</b></li> <li>• Heads Up irrigation to visit site on the irrigation sleeves. Bill has been coordinating with Cyber Comm regarding the racks.</li> <li>• One new RFI on exterior sealants. Tracking cable tray question.</li> <li>• Two open RFIs on irrigation sleeves (Bill to send over to potential irrigation sub) and communications rack (AEC requesting rack manufacturer to match New Era's).</li> <li>• Mike Shaw to coordinate with Andy (JHA) on the cable trays, ASI instructs AEC to coordinate with owner.</li> </ul>	<p><b>TOC</b></p> <p><b>Tower</b></p> <p><b>JHA</b> TOC</p> <p>Tower/JHA JHA/TOC</p> <p>JHA/TOC</p>
<p><b>32.19</b></p> <p>31.16</p> <p>30.15</p>	<p><b>PR's, ASI's, PCO's</b> <b>09/30/2020</b></p> <ul style="list-style-type: none"> <li>• <b>ASI pricing upcoming; CO #5 to be signed by Tower.</b></li> <li>• CO #5 has been finalized, Patrick will update on ASI pricing. There are two new ASIs on exterior paint colors.</li> <li>• Library curbing will be approved for \$10,454; working on all additional pricing.</li> </ul>	<p><b>Tower</b></p> <p>Tower</p> <p>Tower</p>
<p><b>32.20</b></p> <p>31.17</p> <p>30.16</p>	<p><b>Master Schedule</b> <b>09/30/2020</b></p> <ul style="list-style-type: none"> <li>• <b>On schedule; no delays.</b></li> <li>• On schedule; no delays.</li> <li>• On schedule; no delays. New Era coming out this week to discuss schedule/logistics with Tower.</li> </ul>	<p><b>Tower</b></p> <p>Tower</p> <p>Tower</p>
<p><b>32.21</b></p> <p>31.18</p> <p>30.17</p>	<p><b>Certified Payroll</b> <b>09/30/2020</b></p> <ul style="list-style-type: none"> <li>• <b>New prevailing wage rates distributed.</b></li> <li>• New prevailing wage rates upcoming.</li> <li>• Certified payroll reports were updated and are under review.</li> </ul>	<p><b>CHA</b></p> <p>CHA</p> <p>CHA</p>

<p><b>32.22</b> 31.19 30.18</p>	<p><b>As Built Drawings</b> <b>09/30/2020</b></p> <ul style="list-style-type: none"> <li>• <b>Received Lapan as-builts electronically, Dig It's and MEPs upcoming.</b></li> <li>• Lapan and Dig It working on updating as-builts expected next week.</li> <li>• Lapan and Dig It working on updating as-builts.</li> </ul>	<p><b>Tower</b> Tower Tower</p>
<p><b>32.23</b> 31.20 30.19</p>	<p><b>Requisitions</b> <b>09/30/2020</b></p> <ul style="list-style-type: none"> <li>• <b>Requisition #7 check available on Thursday, to be dropped at trailer.</b></li> <li>• Requisition #7 was signed electronically. Hard copies are on site. The check will be cut a week from tomorrow.</li> <li>• Requisition #7 has been reviewed, approval pending flooring stored material backup.</li> </ul>	<p><b>Tower</b> Tower Tower</p>
<p><b>32.24</b>  <b>32.25</b> <b>32.26</b> <b>32.27</b> <b>32.28</b> <b>32.29</b> <b>32.30</b> <b>32.31</b> <b>32.32</b>  <b>32.33</b> <b>32.34</b> <b>32.35</b>  <b>32.36</b> <b>32.37</b>  <b>32.38</b>  <b>32.39</b>  <b>32.40</b> <b>32.41</b> 31.21 31.22 31.23</p>	<p><b>New Business</b> <b>09/30/2020</b></p> <ul style="list-style-type: none"> <li>• <b>Comm Tract is coordinating with the Chief. Verizon and Comcast to make a site visit.</b></li> <li>• <b>Lighting at the cupola: fixture has been selected, just waiting pricing.</b></li> <li>• <b>Donnegan Systems and Aurora pricing pending; decision upcoming.</b></li> <li>• <b>G&amp;H refrigerant line mock-up upcoming.</b></li> <li>• <b>Meeting with Dig It on Tuesday to discuss trench for the gate conduit.</b></li> <li>• <b>Bill continues to follow up with Steve Child (S&amp;S); site visit upcoming.</b></li> <li>• <b>AEC &amp; Delta to visit across the street at the fire station.</b></li> <li>• <b>Meeting scheduled tomorrow at 4pm with Russ Bassett.</b></li> <li>• <b>New Era: blocking is in for the TVs; should use J-hooks in the attic for cables.</b></li> <li>• <b>Tower verifying if the carpet order has been released with the vendor.</b></li> <li>• <b>JHA releasing ASI on added lockers in the Men's Locker Room.</b></li> <li>• <b>Bill sent out the road sign to the team; awaiting comments back. Sign to say "Carver Police Department".</b></li> <li>• <b>Tower verifying flooring/millwork work sequence.</b></li> <li>• <b>Confirmed that Kerry from Dig It will hold off on paving the top coat until after substantial completion; no escalation, only stipulation was not holding their retainage based on the top coat.</b></li> <li>• <b>Tracking Eversource for permanent power: room has been painted, hanging panels now, and waiting on AEC to tie in.</b></li> <li>• <b>Septic heads: need to coordinate with Larry Page on notice for setting the heads. Loam discussion: coordinating with Dig It.</b></li> <li>• <b>Brian Humes to be on site next Tuesday 10/6 at 1pm.</b></li> <li>• <b>Tracking interior signage submittal status.</b></li> <li>• <b>Tracking Cyber Comm – waiting on a response on racks.</b></li> <li>• <b>Speakers confirmed to be in the scope of the electrical FSB.</b></li> <li>• <b>Comm Tract is coordinating with the Chief on schedule; Verizon and Comcast have been contacted and will make a site visit.</b></li> </ul>	<p><b>TOC</b>  <b>Tower</b> <b>TOC</b> <b>Tower</b> <b>Tower</b> <b>TOC</b> <b>Tower</b> <b>TOC</b> <b>TOC</b>  <b>Tower</b> <b>JHA</b> <b>TOC</b>  <b>Tower</b> <b>Tower</b>  <b>Tower</b>  <b>Tower/TOC</b>  <b>JHA</b> <b>Tower</b> <b>TOC</b> <b>For Record</b> <b>TOC</b></p>

31.24	<ul style="list-style-type: none"> <li>JHA has been in contact with AEC about cupola uplighting; they offered to donate the labor to install the cupola lighting.</li> </ul>	JHA
31.25	<ul style="list-style-type: none"> <li>Expecting updated Aurora pricing early next week.</li> </ul>	TOC
31.26	<ul style="list-style-type: none"> <li>Gary from G&amp;H is providing a sketch on the piping mockup.</li> </ul>	Tower
31.27	<ul style="list-style-type: none"> <li>AEC will be laying out the pad size for the transfer switch installation.</li> </ul>	Tower
31.28	<ul style="list-style-type: none"> <li>Planning to have a meeting with Dig It in a few weeks on landscaping/paving schedule.</li> </ul>	Tower/TOC
31.29	<ul style="list-style-type: none"> <li>Bill to give Steve Child from S&amp;S a call after the meeting.</li> </ul>	TOC
31.30	<ul style="list-style-type: none"> <li>Coordination upcoming with AEC &amp; Delta to look at the system across the street.</li> </ul>	TOC
31.31	<ul style="list-style-type: none"> <li>Fall cookout to be Wednesday, 10/14 at 11am, need to confirm attendees and provide notice.</li> </ul>	TOC
31.32	<ul style="list-style-type: none"> <li>JHA will coordinate with AEC + Russ Bassett regarding dispatch consoles.</li> </ul>	JHA
31.33	<ul style="list-style-type: none"> <li>New Era is on site beginning their access control work.</li> </ul>	TOC
31.34	<ul style="list-style-type: none"> <li>Question on whether HDMI is owned by AEC or New Era.</li> </ul>	Tower
31.35	<ul style="list-style-type: none"> <li>Cat-6 cable to wireless access points confirmed to be in the scope of the electrical FSB.</li> </ul>	For Record
31.36	<ul style="list-style-type: none"> <li>Casework to proceed according to original plans and specs. Tower to confirm with the millworker.</li> </ul>	Tower
31.37	<ul style="list-style-type: none"> <li>Tower to confirm the carpet order has been released.</li> </ul>	Tower
31.38	<ul style="list-style-type: none"> <li>Pricing was sent over for additional lockers; figuring \$20k for lockers and about \$10k of additional work: soffits, mechanical, power, etc.</li> </ul>	TOC/JHA
31.39	<ul style="list-style-type: none"> <li>Information on the road sign to be sent to Bill from Brian.</li> </ul>	JHA
31.40	<ul style="list-style-type: none"> <li>Patrick looking into how the flooring/casework was bought out; Schedule reflects flooring first and then millwork install after.</li> </ul>	Tower
31.41	<ul style="list-style-type: none"> <li>Discussion on paving the binder now and top coat after substantial completion, owner would not be looking to pay escalation/remobilization.</li> </ul>	TOC/Tower
31.42	<ul style="list-style-type: none"> <li>Tower to determine schedule for permanent power and provide notification to Eversource since they are scheduling 8-10 weeks out.</li> </ul>	Tower
30.20	<ul style="list-style-type: none"> <li>Cyber Comm. update: Wednesday meeting took place to discuss scope, JHA to send Cyber Comm. the drawings including sketches for #114.</li> </ul>	TOC/JHA
30.21	<ul style="list-style-type: none"> <li>Wiring for speakers by AEC, JHA to determine if speakers are provided within the electrical package or owner provided.</li> </ul>	Tower/JHA
30.22	<ul style="list-style-type: none"> <li>Underground fiber line from the fire station to the police station upcoming; Verizon and Comcast also to be scheduled.</li> </ul>	TOC
30.23	<ul style="list-style-type: none"> <li>Cupola uplighting should be photographed at night, if possible.</li> </ul>	Tower
30.24	<ul style="list-style-type: none"> <li>Eversource has delivered the transformer; installation upcoming.</li> </ul>	JHA/TOC
30.25	<ul style="list-style-type: none"> <li>Aurora is working on a solution for pricing the shelving.</li> </ul>	Tower
30.26	<ul style="list-style-type: none"> <li>G&amp;H working on a mockup of the refrigerant line.</li> </ul>	JHA/CHA
30.27	<ul style="list-style-type: none"> <li>Gun locker location determined in the field on Tuesday; tracking final proposals for the high density storage.</li> </ul>	
30.28	<ul style="list-style-type: none"> <li>Cape Cod Central Vacuum to be on site at 2pm.</li> </ul>	CHA
30.29	<ul style="list-style-type: none"> <li>Tower is working with G&amp;H to provide dimensions on the pad size, need to determine clearances and coordinate aux generator hookup.</li> </ul>	Tower
30.30	<ul style="list-style-type: none"> <li>Dave S. &amp; Bill to coordinate the tree removal decision next week.</li> </ul>	TOC
30.31	<ul style="list-style-type: none"> <li>Patrick to coordinate with Dig It on landscaping/paving schedule.</li> </ul>	Tower

30.32	• Steve Child from S&S to visit site and confirm date on foundation for the radio tower.	TOC
30.33	• Azek trim caulking required, needs to be caulked before starting exterior painting.	Tower
30.34	• Mass Tank work is completed. No cost associated.	For Record
30.35	• Control switch location to be in the custodian closet.	JHA
30.36	• Select board can be invited to the site for the fall cookout; date TBD.	TOC

**The next Carver Police Station meeting is scheduled for Wednesday, October 7<sup>th</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.**