

# MEETING NOTES



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

**MEETING: 033**

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

**Meeting Date:** October 7, 2020 at 1:00pm  
**Next Meeting:** October 14, 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>10/07/2020</b>	
33.01	<ul style="list-style-type: none"> <li>Gypsum board assemblies ongoing with taping and hanging any remaining sheet rock; durock to be installed at wet walls.</li> </ul>	Tower
33.02	<ul style="list-style-type: none"> <li>Roofing at the outbuilding and cupola at the main building to continue at the end of next week. PVC is ongoing.</li> </ul>	Tower
33.03	<ul style="list-style-type: none"> <li>Storefront glass is being installed; should be complete by tomorrow.</li> </ul>	Tower
33.04	<ul style="list-style-type: none"> <li>Door frames to arrive end of next week.</li> </ul>	Tower
33.05	<ul style="list-style-type: none"> <li>Painting of exterior frames pending weather next week.</li> </ul>	Tower
33.06	<ul style="list-style-type: none"> <li>Electrical rough continues.</li> </ul>	Tower
33.07	<ul style="list-style-type: none"> <li>Joint sealant meeting yesterday, mobilizing next week and ongoing for the next two weeks.</li> </ul>	Tower
33.08	<ul style="list-style-type: none"> <li>Taping continues with priming starting on the 20th of October.</li> </ul>	Tower
33.09	<ul style="list-style-type: none"> <li>Fiberglass columns and trim tentative dates are 10/19 + 20; relative to painting and caulking, it could potentially delay upcoming work.</li> </ul>	Tower

33.10	<ul style="list-style-type: none"> <li>• Dig It is returning on Monday and will be on site for the next two weeks completing work; Dave S. and Joe to meet on Monday.</li> </ul>	Tower
33.11	<ul style="list-style-type: none"> <li>• Delta will be back this week setting the pump.</li> </ul>	Tower
33.12	<ul style="list-style-type: none"> <li>• Exterior concrete pads were poured and one additional pad upcoming.</li> </ul>	Tower
33.13	<ul style="list-style-type: none"> <li>• Siding and trim at outbuilding continues and rough at outbuilding to commence this week as well.</li> </ul>	Tower
33.14	<ul style="list-style-type: none"> <li>• Discussion on new carpet order from Milliken; the chosen color is EQL13 Rhythm.</li> </ul>	Tower
32.01	<ul style="list-style-type: none"> <li>• Metal stud framing of soffits almost complete, elevation needed for Records room soffit.</li> </ul>	Tower
32.02	<ul style="list-style-type: none"> <li>• Roofing completed at outbuilding with the exception of the wet well area. Belcour is tracking the copper at the cupola.</li> </ul>	Tower
32.03	<ul style="list-style-type: none"> <li>• PVC and siding to be completed at the main building this week.</li> </ul>	Tower
32.04	<ul style="list-style-type: none"> <li>• Exterior painting continues with priming; waiting on the joint sealant discussion to be resolved.</li> </ul>	Tower
32.05	<ul style="list-style-type: none"> <li>• AEC continues to pull wires for recessed lighting. G&amp;H is finishing work in the attic.</li> </ul>	Tower
32.06	<ul style="list-style-type: none"> <li>• Gypsum one side is completed; continuing with second side and taping.</li> </ul>	Tower
32.07	<ul style="list-style-type: none"> <li>• Storefront glass delivery and installation is upcoming; fiberglass columns expected to arrive this week.</li> </ul>	Tower
32.08	<ul style="list-style-type: none"> <li>• Dig It will continue with exterior site prep next week.</li> </ul>	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
	<b>Site Logistics &amp; COVID-19 Impacts</b> <b>10/07/2020</b>	
33.15	<ul style="list-style-type: none"> <li>• Tower continues to monitor COVID-19 prevention.</li> </ul>	Tower

32.14 31.12	<ul style="list-style-type: none"> <li>Tower continues to monitor COVID-19 prevention.</li> <li>Tower continues to monitor COVID-19 prevention.</li> </ul>	Tower Tower
33.16 32.15 31.13	<b>Submittals 10/07/2020</b> <ul style="list-style-type: none"> <li><b>BMS/Contronls submittal upcoming; no hot submittals</b></li> <li>Storefront submittal was returned; checking in on the status of the BMS/Controls submittal.</li> <li>Tower is finalizing storefront hardware; no hot submittals.</li> </ul>	Tower Tower Tower
33.17 33.18  32.16 32.17 32.18 31.14 31.15	<b>RFI's 10/07/2020</b> <ul style="list-style-type: none"> <li><b>Heads Up Irrigation visited the site and left a site drawing.</b></li> <li><b>One open RFI on the dedication plaque, Bill is working on providing the names. Decision made on the cable management system to run over the middle of the racks in the Comm. room.</b></li> <li>Heads Up Irrigation to visit the site. Continuing to coordinate the cable tray management system with Cyber Comm.</li> <li>Exterior sealant RFI response issued to Debrino – they didn't carry the specified caulking.</li> <li>New RFI from AEC – minor clarifications.</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> </ul>	TOC JHA/TOC  TOC Tower JHA TOC Tower/JHA
33.19 33.20  32.19 31.16	<b>PR's, ASI's, PCO's 10/07/2020</b> <ul style="list-style-type: none"> <li><b>CO #5 to be signed by Town Administrator. All other ASI pricing is upcoming.</b></li> <li><b>ASIs sent out on condensing unit pad and additional lockers. All four condensing units will be on the Sally Port roof, delete pad but stone to remain for the drain line.</b></li> <li>ASI pricing upcoming; CO #5 to be signed by Tower.</li> <li>CO #5 has been finalized, Patrick will update on ASI pricing. There are two new ASIs on exterior paint colors.</li> </ul>	TOC/Tower JHA  Tower Tower
33.21 32.20 31.17	<b>Master Schedule 10/07/2020</b> <ul style="list-style-type: none"> <li><b>Master schedule to updated next week.</b></li> <li>On schedule; no delays.</li> <li>On schedule; no delays.</li> </ul>	Tower Tower Tower

<b>33.22</b> 32.21 31.18	<b>Certified Payroll</b> <b>10/07/2020</b> <ul style="list-style-type: none"> <li>• New prevailing wage rates will become effective in December 2020.</li> <li>• New prevailing wage rates distributed.</li> <li>• New prevailing wage rates upcoming.</li> </ul>	<b>CHA</b> CHA CHA
<b>33.23</b> 32.22 31.19	<b>As Built Drawings</b> <b>10/07/2020</b> <ul style="list-style-type: none"> <li>• Tracking as-builts for MEPs and Dig It.</li> <li>• Received Lapan as-builts electronically, Dig It's and MEPs upcoming.</li> <li>• Lapan and Dig It working on updating as-builts expected next week.</li> </ul>	Tower Tower
<b>33.24</b> 32.23 31.20	<b>Requisitions</b> <b>10/07/2020</b> <ul style="list-style-type: none"> <li>• Draft #8 was submitted for review; CHA/JHA to send out comments.</li> <li>• Requisition #7 check available on Thursday, to be dropped at trailer.</li> <li>• Requisition #7 was signed electronically. Hard copies are on site. The check will be cut a week from tomorrow.</li> </ul>	<b>CHA/JHA</b> Tower Tower
<b>33.25</b> <b>33.26</b> <b>33.27</b>  <b>33.28</b> <b>33.29</b> <b>33.30</b> <b>33.31</b> <b>33.32</b> <b>33.33</b> <b>33.34</b> <b>33.35</b>  <b>33.36</b>  <b>33.37</b>  <b>33.38</b> <b>33.39</b>   <b>33.40</b> <b>33.41</b>	<b>New Business</b> <b>10/07/2020</b> <ul style="list-style-type: none"> <li>• Tracking Verizon and Comcast site visits.</li> <li>• Cupola lighting fixture and labor was donated by AEC.</li> <li>• Aurora was selected for the high density storage package. Color selections are upcoming. Installation/delivery expected early January.</li> <li>• G&amp;H refrigerant line mock-up to be provided this week.</li> <li>• Steve Child from S&amp;S Tower to coordinate with Kevin on a site visit.</li> <li>• Delta and AEC to visit across the street with Bill.</li> <li>• Russ Bassett samples dropped off for JHA.</li> <li>• New Era to hang cable on J-hooks in the attic.</li> <li>• Road sign mock-up upcoming.</li> <li>• Confirmed that the flooring is to be installed prior to millwork.</li> <li>• Dig It is waiting on confirmation that there will be no escalation on top coat after substantial completion.</li> <li>• Tracking permanent power schedule with Eversource. Need a date from AEC on when they will be ready.</li> <li>• Dave S. reached out to Larry Page for the scheduling of raising the heads before binder goes down.</li> <li>• Tracking interior signage submittal.</li> <li>• Discussion on the owner furnished projector in the training room; power/data exists for the hookup.</li> <li>• JHA following up with BER on energy credits.</li> <li>• Dig It to saw cut the road for the irrigation and fiber lines. Dave S. to coordinate with Dig It on the loam next week.</li> </ul>	Tower TOC  Tower TOC/Tower Tower/TOC JHA TOC JHA For Record Tower  Tower  TOC Tower TOC  JHA Tower/TOC

33.42	<ul style="list-style-type: none"> <li>Weather vane may not be possible due to UL certified lightning protection on the main building; discussion of lightning protection on the outbuilding as well. Pricing requested to make a decision.</li> </ul>	JHA/Tower
33.43	<ul style="list-style-type: none"> <li>Discussion on domestic water; give Dave S. notice when it needs to be turned on.</li> </ul>	TOC/Tower
33.44	<ul style="list-style-type: none"> <li>Brian is following up with Bill Fluhr on the site visit and upcoming report.</li> </ul>	JHA/SWE
33.45	<ul style="list-style-type: none"> <li>Plumbing access panel in the locker room to be reduced to 8x8".</li> </ul>	Tower
33.46	<ul style="list-style-type: none"> <li>Fall cookout next week prior to the meeting, October 14<sup>th</sup> at 11:00am.</li> </ul>	TOC
32.24	<ul style="list-style-type: none"> <li>Comm Tract is coordinating with the Chief. Verizon and Comcast to make a site visit.</li> </ul>	Tower
32.25	<ul style="list-style-type: none"> <li>Lighting at the cupola: fixture has been selected, just waiting pricing.</li> </ul>	TOC
32.26	<ul style="list-style-type: none"> <li>Donnegan Systems and Aurora pricing pending; decision upcoming.</li> </ul>	Tower
32.27	<ul style="list-style-type: none"> <li>G&amp;H refrigerant line mock-up upcoming.</li> </ul>	Tower
32.28	<ul style="list-style-type: none"> <li>Meeting with Dig It on Tuesday to discuss trench for the gate conduit.</li> </ul>	TOC
32.29	<ul style="list-style-type: none"> <li>Bill continues to follow up with Steve Child (S&amp;S); site visit upcoming.</li> </ul>	Tower
32.30	<ul style="list-style-type: none"> <li>AEC &amp; Delta to visit across the street at the fire station.</li> </ul>	TOC
32.31	<ul style="list-style-type: none"> <li>Meeting scheduled tomorrow at 4pm with Russ Bassett.</li> </ul>	TOC
32.32	<ul style="list-style-type: none"> <li>New Era: blocking is in for the TVs; should use J-hooks in the attic for cables.</li> </ul>	Tower
32.33	<ul style="list-style-type: none"> <li>Tower verifying if the carpet order has been released with the vendor.</li> </ul>	JHA
32.34	<ul style="list-style-type: none"> <li>JHA releasing ASI on added lockers in the Men's Locker Room.</li> </ul>	TOC
32.35	<ul style="list-style-type: none"> <li>Bill sent out the road sign to the team; awaiting comments back. Sign to say "Carver Police Department".</li> </ul>	Tower
32.36	<ul style="list-style-type: none"> <li>Tower verifying flooring/millwork work sequence.</li> </ul>	Tower
32.37	<ul style="list-style-type: none"> <li>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.</li> </ul>	Tower
32.38	<ul style="list-style-type: none"> <li>Tracking Eversource for permanent power: room has been painted, hanging panels now, and waiting on AEC to tie in.</li> </ul>	Tower/TOC
32.39	<ul style="list-style-type: none"> <li>Septic heads: need to coordinate with Larry Page on notice for setting the heads. Loam discussion: coordinating with Dig It.</li> </ul>	JHA
32.40	<ul style="list-style-type: none"> <li>Brian Humes to be on site next Tuesday 10/6 at 1pm.</li> </ul>	Tower
32.41	<ul style="list-style-type: none"> <li>Tracking interior signage submittal status.</li> </ul>	TOC
31.21	<ul style="list-style-type: none"> <li>Tracking Cyber Comm – waiting on a response on racks.</li> </ul>	For Record
31.22	<ul style="list-style-type: none"> <li>Speakers confirmed to be in the scope of the electrical FSB.</li> </ul>	TOC
31.23	<ul style="list-style-type: none"> <li>Comm Tract is coordinating with the Chief on schedule; Verizon and Comcast have been contacted and will make a site visit.</li> </ul>	JHA
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>	TOC
31.25	<ul style="list-style-type: none"> <li>Expecting updated Aurora pricing early next week.</li> </ul>	Tower
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/TOC
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>	TOC
31.29	<ul style="list-style-type: none"> <li>Bill to give Steve Child form 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		TOC

31.32	<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>	JHA
31.33	<ul style="list-style-type: none"> <li>JHA will coordinate with AEC + Russ Bassett regarding dispatch consoles.</li> </ul>	TOC
31.34	<ul style="list-style-type: none"> <li>New Era is on site beginning their access control work.</li> </ul>	Tower
31.35	<ul style="list-style-type: none"> <li>Question on whether HDMI is owned by AEC or New Era.</li> </ul>	For Record
31.36	<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>	Tower
31.37	<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
31.38	<ul style="list-style-type: none"> <li>Tower to confirm the carpet order has been released.</li> </ul>	TOC/JHA
31.39	<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>	JHA
31.40	<ul style="list-style-type: none"> <li>Information on the road sign to be sent to Bill from Brian.</li> </ul>	Tower
31.41	<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>	TOC/Tower
31.42	<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>	Tower
	<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>	

The next Carver Police Station meeting is scheduled for Wednesday, October 14<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). Please join us for a cookout prior to the meeting starting at 11:00am on Wednesday, October 14<sup>th</sup>.

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.