

# MEETING NOTES



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

**MEETING: 039**

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

**Meeting Date:** December 2, 2020 at 1:00pm  
**Next Meeting:** December 16, 2020 at 1:00pm

**Prepared by:** Alyssa Chatani – CHA

**Attending:**

- Chief Marc Duphily, Carver Police Department ☒
- Bryan Berriault, Carver Police Department ☐
- Mike Shaw, 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>12/02/2020</b>	
39.01	• Wallboard finishes – completing misc items in main building.	Tower
39.02	• Copper cupola will be starting on Tuesday of next week.	Tower
39.03	• Fiberglass columns and trim ongoing, last 2 columns installed and prepping for paint. Painting doors at outbuilding.	Tower
39.04	• Hareld glass back on site installing storefront glass.	Tower
39.05	• Interior door/frame paint ongoing, into next week.	Tower
39.06	• AEC measured for the secondary line install.	Tower
39.07	• Capital on site working on ceramic tile.	Tower
39.08	• Outbuilding ceiling grid and dispatch grid to be complete by 12/15.	Tower
39.09	• Casework ongoing; continuing window trim in the training room.	Tower
39.10	• Resilient flooring delivered and flooring is ongoing.	Tower
39.11	• Delta is on site working on the fire pump room.	Tower

39.12	• Working on a date for the exterior fence.	Tower
39.13	• Coming back out for diffusers in the main grid.	Tower
39.14	• Main building attic insulation upcoming.	Tower
39.15	• Overhead door install upcoming in the sally port.	Tower
39.16	• Dig It will return to finish the curbing.	Tower
38.01	• Barber to return to site this week to complete the outbuilding boarding and taping.	Tower
38.02	• Working on a date for Belcour to return for the roof/cupola.	Tower
38.03	• Fiberglass columns to be completed by Tuesday 11/24.	Tower
38.04	• Glass will be arriving on 11/20 including storefront glass.	Tower
38.05	• Exterior columns are being painted as well as trim/canopy.	Tower
38.06	• Electrical and mechanical are ongoing. Firestopping above ceilings to prepare for MEP overhead inspections.	Tower
38.07	• Downspout installation upcoming.	Tower
38.08	• Interior paint will continue over the next 2 weeks, starting door frame painting and misc touch ups.	Tower
38.09	• Casework continues as well as window trim.	Tower
38.10	• Wall tile starts next week, communications room flooring 11/24 & 11/25.	Tower
38.11	• Site fire protection upcoming: tie in exterior and then interior.	Tower
38.12	• Exterior concrete to take place on Friday, sidewalks and pads.	Tower
38.13	• Outbuilding insulation will be completed this week.	Tower
38.14	• Overhead door date upcoming at outbuilding.	Tower
38.15	• Continue plywood followed by sheet rock and taping at outbuilding.	Tower
38.16	• Curbing is ongoing, fencing will start next week.	Tower
38.17	• Substantial completion is mid-February with occupancy in early/mid-March.	Tower
37.01	• Roofing and cupola work is on hold.	Tower
37.02	• Fiberglass columns and trim to be completed by the 10 <sup>th</sup> .	Tower
37.03	• Storefront frames and glass to be completed by end of week.	Tower
37.04	• Interior door frame painting upcoming.	Tower
37.05	• Interior mechanical and electrical work ongoing at main building.	Tower
37.06	• Gutter and downspouts to be completed by early next week.	Tower
37.07	• All areas primed except the training room; first coat next week.	Tower
37.08	• Acoustical ceiling grid to be completed by next Thursday.	Tower
37.09	• Window trim began this week, millwork upcoming.	Tower
37.10	• JAILS completed detention ceilings and cells.	Tower
37.11	• Sitework: sidewalks and curbing are ongoing.	Tower
37.12	• Site fire protection ongoing this week and next.	Tower
37.13	• Rough trades in outbuilding ongoing, insulating 12 <sup>th</sup> + 13 <sup>th</sup>	Tower
37.14	• Overhead door at outbuilding upcoming.	Tower
<b>Site Logistics &amp; COVID-19 Impacts 12/02/2020</b>		
39.17	• Tower continues to monitor COVID-19 prevention.	Tower
38.18	• Tower continues to monitor COVID-19 prevention.	Tower
37.16	• Tower continues to monitor COVID-19 prevention.	Tower

39.18 38.19 37.17	<b>Submittals</b> <b>12/02/2020</b> <ul style="list-style-type: none"> <li>Wire partitions resubmittal/approval upcoming; door hardware is all set. Chief will need to authorize the keying form.</li> <li>No hot submittals.</li> <li>No hot submittals.</li> </ul>	JHA/TOC
39.19 39.20 39.21 38.20 38.21 37.18	<b>RFI's</b> <b>12/02/2020</b> <ul style="list-style-type: none"> <li>Dedication plaque was revised and returned to Tower.</li> <li>Vector files of the patch and seal to be sent to Tower.</li> <li>RFI responses (#51 and #52) to be returned on the tight tank and heavy duty cover.</li> <li>Dedication plaque was returned; final wording to be confirmed.</li> <li>Vector file of the patch and seal need to be sent from the Town.</li> <li>Dedication plaque is under review; no new RFIs.</li> </ul>	TOC TOC JHA  TOC TOC TOC
39.22 39.23 39.24 38.22 38.23 38.24 37.19 37.20 37.21	<b>PR's, ASI's, PCO's</b> <b>12/02/2020</b> <ul style="list-style-type: none"> <li>DPW will take care of the temporary striping due to Dig It's high cost.</li> <li>Tower working to reduce the road sign pricing. Electrical pricing for the road sign conduit upcoming.</li> <li>Motion by Dave Siedentopf, seconded by Dave Robertson to accept CO #6 in the amount of \$43,372.00. Motion passed 5 – 0.</li> <li>Tower to send out updated PCO log. New pricing submitted for condenser relocation and overhead door electrical at outbuilding.</li> <li>CO #6 to be finalized for the following requisition.</li> <li>ASI upcoming on the road sign.</li> <li>Locker pricing upcoming; Tower to self-perform drywall work for savings.</li> <li>JHA providing a sketch for the condensing unit relocation.</li> <li>PCO #41 to be a deduct change and the road sign change is upcoming.</li> </ul>	TOC Tower  TOC  Tower  Tower JHA Tower  JHA Tower/JHA
39.25 38.25 37.22	<b>Master Schedule</b> <b>12/02/2020</b> <ul style="list-style-type: none"> <li>Master schedule update upcoming; on schedule, no delays.</li> <li>Master schedule update upcoming; on schedule, no delays.</li> <li>Master schedule update upcoming; on schedule, no delays.</li> </ul>	Tower Tower Tower
39.26 38.26	<b>Certified Payroll</b> <b>12/02/2020</b> <ul style="list-style-type: none"> <li>Certified payrolls updated through end of October.</li> <li>Updated CPRs received today; CHA to review.</li> </ul>	CHA/Tower CHA/Tower

37.23	<ul style="list-style-type: none"> <li>Tower continuing to update CPRs.</li> </ul>	CHA/Tower
39.27 38.27 37.24	<b>As Built Drawings</b> <b>12/02/2020</b> <ul style="list-style-type: none"> <li>Dig It and AEC as-builts upcoming.</li> <li>Dig It and AEC as-builts upcoming.</li> <li>Dig It and AEC as-builts upcoming.</li> </ul>	Tower Tower Tower
39.28 38.28 37.25	<b>Requisitions</b> <b>12/02/2020</b> <ul style="list-style-type: none"> <li>Req #9 check will be dropped off Thursday, draft #10 upcoming.</li> <li>Tower to send over requisition #9 electronically.</li> <li>Req #8 check to be dropped off at trailer; hard executed copies left at trailer. Draft #9 sent out and comments upcoming.</li> </ul>	TOC/Tower Tower TOC/JHA
39.29 39.30 39.31  39.32 39.33 39.34 39.35 39.36  39.37 39.38 39.39 39.40 39.41 39.42 39.43 39.44 39.45  39.46 39.47 39.48  39.49  39.50	<b>New Business</b> <b>12/02/2020</b> <ul style="list-style-type: none"> <li>Radio tower date TBD by S&amp;S Towers.</li> <li>New Era due back for the A/V and access control.</li> <li>Discussion on a notification that can be programmed into access control for someone entering the lobby entrance.</li> <li>Permanent power by the holidays; secondary wire was ordered.</li> <li>JHA working on coordinating a call with BER on energy credits.</li> <li>Weathervane to be coordinated with Belcour next week.</li> <li>Question on P-8 within the booking area.</li> <li>Aurora to be on site Thursday to install the tracks for the high density storage in Evidence Storage.</li> <li>Fiber line work upcoming; Comm Tract will need to be coordinated.</li> <li>Overhead inspections by BER to be 12/11.</li> <li>Fitzmeyer and Tocci is working on the pre-functional checklists.</li> <li>Memorial to be moved after the flag poles are installed.</li> <li>Two additional trees will be coming down next week.</li> <li>Tower reviewing if chlorination of the water line took place.</li> <li>Window shades subcontractor is coming out Thursday/Friday.</li> <li>Chief has been following up with Cyber Comm, should be moving forward. Waiting to sign the contract for the console radio: Northeast 2Way Radio supplying telex infrastructure. Lead time is 2-3 weeks.</li> <li>WB Mason quote to be released; removing lectern and glass board.</li> <li>Discussion to add seal/patch to the lectern.</li> <li>Appliance pricing was received; Dave S. looking into a local vendor. Discussion on stainless appliances and Keurig for the coffee machine.</li> <li>Tower to coordinate what the size of the grounding wire is in regards to potentially installing the weathervane. Jon Delli to drop off on site.</li> <li>Attic stock to be stored in the outbuilding, seal on the floor before putting the storage in the outbuilding.</li> </ul>	TOC TOC TOC  Tower JHA Tower Tower/JHA TOC  Tower/TOC Tower/JHA CHA Tower/TOC TOC Tower Tower TOC  CHA/TOC TOC TOC  Tower  Tower

39.51	<ul style="list-style-type: none"> <li>• <b>Brian will drop off hard copies of PA #9 and CO #6 when on site 12/8 at about 1pm.</b></li> </ul>	JHA
39.52	<ul style="list-style-type: none"> <li>• <b>JHA/BER working on coordinating the window shade controls.</b></li> </ul>	JHA
38.29	<ul style="list-style-type: none"> <li>• Radio tower pad was poured on Monday; samples were taken for Briggs to test.</li> </ul>	TOC/CHA
38.30	<ul style="list-style-type: none"> <li>• Signed with New Era for the A/V scope.</li> </ul>	TOC
38.31	<ul style="list-style-type: none"> <li>• Permanent power date TBD with AEC.</li> </ul>	Tower
38.32	<ul style="list-style-type: none"> <li>• BER proposal to assist with energy credits will be rejected; they may be able to provide design load information. JHA recommends a conference call with Rich Fitz (BER) to discuss.</li> </ul>	JHA
38.33	<ul style="list-style-type: none"> <li>• Belcour weathervane discussion ongoing.</li> </ul>	Tower
38.34	<ul style="list-style-type: none"> <li>• CAMA provided new accent color recommendations; Tower to review with Dandis.</li> </ul>	Tower
38.35	<ul style="list-style-type: none"> <li>• Brian reached out to Aurora and they are planning to be on site in December to install the tracks for the high density storage.</li> </ul>	JHA
38.36	<ul style="list-style-type: none"> <li>• Fiber line work upcoming; Dig It to install conduit this week.</li> </ul>	Tower
38.37	<ul style="list-style-type: none"> <li>• Dig It final paving will be pushed to spring pending zero escalation.</li> </ul>	Tower
38.38	<ul style="list-style-type: none"> <li>• Generator to be moved on Friday; 56 day break results upcoming.</li> </ul>	Tower/CHA
38.39	<ul style="list-style-type: none"> <li>• Brian has coordinated with Mike Shaw on the console layout; no issues noted.</li> </ul>	TOC
38.40	<ul style="list-style-type: none"> <li>• MEP inspection dates for BER are potentially 12/8/20; Tower to confirm.</li> </ul>	JHA/Tower
38.41	<ul style="list-style-type: none"> <li>• The next meeting and all meetings hereafter will be held in the library conference room every other Wednesday at 1pm.</li> </ul>	For Record
38.42	<ul style="list-style-type: none"> <li>• Flag poles to be installed next week, memorial to be moved over the week after Thanksgiving.</li> </ul>	Tower
38.43	<ul style="list-style-type: none"> <li>• Tree closest to the walkway at the main entry to be removed tomorrow.</li> </ul>	TOC
38.44	<ul style="list-style-type: none"> <li>• Fencing dates to be communicated with the library; beginning to layout and mark posts.</li> </ul>	Tower/CHA
38.45	<ul style="list-style-type: none"> <li>• DPW is bringing in loam this week to the site.</li> </ul>	TOC
38.46	<ul style="list-style-type: none"> <li>• Dave S. spoke with Larry Page and they are waiting on final grade to raise the septic heads.</li> </ul>	TOC
38.47	<ul style="list-style-type: none"> <li>• Net clock location be installed per plans. Mike Shaw and E911 reviewed.</li> </ul>	For Record
38.48	<ul style="list-style-type: none"> <li>• Window trim was reviewed in the field; no issues.</li> </ul>	JHA
38.49	<ul style="list-style-type: none"> <li>• Window shade at the north exterior door at the training room will be field measured and coordinated as to not block access to the door.</li> </ul>	Tower
38.50	<ul style="list-style-type: none"> <li>• Not proceeding with painting the goosenecks.</li> </ul>	Tower
38.51	<ul style="list-style-type: none"> <li>• Cyber Comm next steps upcoming.</li> </ul>	Tower
38.52	<ul style="list-style-type: none"> <li>• Chief has been coordinating with Comm Tract on the fiber line installation at the street; will give notice next week.</li> </ul>	TOC
38.53	<ul style="list-style-type: none"> <li>• Tower working on updating the Google Drive with the latest documents.</li> </ul>	TOC
38.54	<ul style="list-style-type: none"> <li>• Tower reviewing the contract to determine who owns winter conditions.</li> </ul>	Tower
38.55	<ul style="list-style-type: none"> <li>• Discussion on occupancy: still targeting mid-March.</li> </ul>	Tower
38.56	<ul style="list-style-type: none"> <li>• Tower reviewing the possibility of upgrading the white board to a glass board in the training room.</li> </ul>	Tower

38.57	• Commissioning pre-functional checklists upcoming.	Tower
38.58	• Brian Humes to be on site December 8 <sup>th</sup> for a walk-through.	
38.59	• Lectern to be removed from the WB Mason quote.	CHA
37.26	• Steve Child (S&S) – needs a price to dig the hole for the foundation from Dig It; Tower sending to Kerry.	JHA CHA Tower
37.27	• A/V proposal to be finalized, New Era provided additional proposal for installation of the (3) racks \$4,107 (includes rack + labor to put it in + CMS); Ockers just racks proposal for \$3,200.	TOC
37.28	• Road sign will be moved further back; JHA providing design. Also adding one additional upright for the sign.	
37.29	• Eversource was here yesterday pulling the line from the pole to the xmfr; pushing for beginning of Dec. by AEC.	JHA
37.30	• Interior signage package returned; plaque outstanding only.	Tower
37.31	• BER proposal for assiting w/ energy credits.	
37.32	• Belcour weathervane discussion ongoing.	TOC
37.33	• Accent paint color; CAMA agreed to change to match with the carpet.	JHA
37.34	• High density storage, requesting to expedite track installation, then can backfill concrete and finish the flooring.	Tower JHA
37.35	• Dig It has been called for the fiber line; work upcoming.	JHA/TOC
37.36	• Dig It to provide in writing that final paving in the spring will not have a pricing escalation; temporary striping at the public side to be added	Tower Tower
37.37	• Generator move with AEC; Tower confirming date.	
37.38	• Concrete generator pad at 28 days hasn't reached 5000 psi; waiting for 56 day break results.	Tower
37.39	• Communications room – fiber optic line upcoming. Comcast work order completed.	CHA TOC
37.40	• Brian + Kevin discussed the console data/electrical layout on site.	
37.41	• Fire caulking upcoming; MEP overhead inspection dates.	For Record
37.42	• Biweekly meetings now, next meeting will be 11/18.	Tower/BER
37.43	• For appliances, JHA typically recommends black; RFS due 11/27; JHA to review for ADA counter heights, etc.	For Record CHA/JHA
37.44	• Move memorial over this week, sits on the sidewalk after poured. Discussed doweling it. Waiting until after the concrete is poured to bring it to site.	Tower/TOC
37.45	• Temp fence at the library, Tower to advise on schedule.	
37.46	• Coordinate Dig It on the loam with DPW; handhole to put in where the gate conduit terminates.	Tower Tower/TOC
37.47	• Larry page to return to raise the heads of the septic – put stake at each one to raise up.	TOC
37.48	• JHA reviewed refrigerate lines in the attic; approved.	
37.49	• Eliminating junction box at the gable where the lettering is going, Tower reviewing.	For Record Tower
37.50	• Net clock location – change the location/can coordinate with E911 – other options for the location, could be on the front wall; reviewing with Mike Shaw/Chief.	TOC
37.51	• Revise window trim detail – T&C was provided notice.	
37.52	• Concrete damaged on the public side, areas that need to be cut and repoured.	Tower Tower
37.53		

37.54	<ul style="list-style-type: none"><li>Kevin checking with the window shade at the egress door in the training room; Tower to ensure that it's coordinated.</li><li>Considering proposal to paint the goosenecks on the public side of the east slope; may be able to paint black; right now it's sheet metal.</li></ul>	Tower
37.55		JHA

**The next Carver Police Station meeting is scheduled for Wednesday, December 16<sup>th</sup> at 1:00 PM via conference line +1 (866) 780-3080, ID: 169 567 236# or with the option to meet at the library conference room (please bring a mask and remain six feet apart).**

**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.**