

MEETING NOTES



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

MEETING: 040

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

Meeting Date: December 16, 2020 at 1:00pm
Next Meeting: December 30, 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
	Schedule 12/16/2020	
40.01	• Barber to return for misc. touch-ups.	Tower
40.02	• Locker installation taking place this week.	Tower
40.03	• Ceiling tile to begin after above ceiling inspections.	Tower
40.04	• Interior glass to be installed at the end of this month.	Tower
40.05	• Interior door/frame paint continues this week.	Tower
40.06	• AEC is working on an electrical inspection for permanent power.	Tower
40.07	• Floor tile installation continues.	Tower
40.08	• Downspouts and transitions continue next week.	Tower
40.09	• Central Ceiling to continue outbuilding ceiling grid. Will install escutcheons in main building next week.	Tower
40.10	• Casework install continues with wainscoting.	Tower
40.11	• Bathroom accessories scheduled for 29 th and 30 th	Tower

40.12	• Site fire protection and fire pump room work continues next week.	Tower
40.13	• Fencing continues this week and next. Sitework, loam, and curbing to take place next week.	Tower
40.14	• HVAC outbuilding heaters installed in the ceiling.	Tower
40.15	• Main building attic insulation is 100% completed.	Tower
40.16	• Overhead door at the outbuilding upcoming.	Tower
40.17	• Heater to be installed at outbuilding for painting/finishes.	Tower
40.18	• Friday 12/18 confirmed for overhead inspections.	Tower
40.19	• Fire department walked through on Tuesday 12/15 will respond with the minor issues noted.	Tower
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		Tower

	<ul style="list-style-type: none"> Substantial completion is mid-February with occupancy in early/mid-March. 	
40.20 39.17 38.18	Site Logistics & COVID-19 Impacts 12/16/2020 <ul style="list-style-type: none"> Tower continues to monitor COVID-19 prevention. Tower continues to monitor COVID-19 prevention. Tower continues to monitor COVID-19 prevention. 	Tower Tower Tower
40.21 39.18 38.19	Submittals 12/16/2020 <ul style="list-style-type: none"> No hot submittals. Wire partitions resubmittal/approval upcoming; door hardware is all set. Chief will need to authorize the keying form. No hot submittals. 	JHA/TOC
40.22 39.19 39.20 39.21 38.20 38.21	RFI's 12/16/2020 <ul style="list-style-type: none"> Coordination issue with lights and diffusers in the corridors; will be proceeding with the change to address the 1" gap. Dedication plaque was revised and returned to Tower. Vector files of the patch and seal to be sent to Tower. RFI responses (#51 and #52) to be returned on the tight tank and heavy duty cover. Dedication plaque was returned; final wording to be confirmed. Vector file of the patch and seal need to be sent from the Town. 	Tower TOC TOC JHA TOC TOC
40.23 40.24 40.25 39.22 39.23 39.24 38.22 38.23 38.24	PR's, ASI's, PCO's 12/16/2020 <ul style="list-style-type: none"> Dig It will make temporary handicap ramps for C of O, DPW will provide temp striping. Working on electrical pricing for conduit regarding uplighting. New ASI sent out for coordination of window shades/lighting controls within the podium in Training Room. DPW will take care of the temporary striping due to Dig It's high cost. Tower working to reduce the road sign pricing. Electrical pricing for the road sign conduit upcoming. Motion by Dave Siedentopf, seconded by Dave Robertson to accept CO #6 in the amount of \$43,372.00. Motion passed 5 – 0. Tower to send out updated PCO log. New pricing submitted for condenser relocation and overhead door electrical at outbuilding. CO #6 to be finalized for the following requisition. ASI upcoming on the road sign. 	Tower/TOC Tower Tower TOC Tower TOC Tower Tower JHA

40.26 39.25 38.25	Master Schedule 12/16/2020 <ul style="list-style-type: none"> • Master schedule update upcoming; on schedule, no delays. • Master schedule update upcoming; on schedule, no delays. • Master schedule update upcoming; on schedule, no delays. 	Tower Tower Tower
40.27 39.26 38.26	Certified Payroll 12/16/2020 <ul style="list-style-type: none"> • CPR update upcoming; public records request received and closed. • Certified payrolls updated through end of October. • Updated CPRs received today; CHA to review. 	Tower CHA/Tower CHA/Tower
40.28 39.27 38.27	As Built Drawings 12/16/2020 <ul style="list-style-type: none"> • Dig It and AEC as-builts upcoming. • Dig It and AEC as-builts upcoming. • Dig It and AEC as-builts upcoming. 	Tower Tower Tower
40.29 39.28 38.28	Requisitions 12/16/2020 <ul style="list-style-type: none"> • Requisition #10 check will be cut next week. • Req #9 check will be dropped off Thursday, draft #10 upcoming. • Tower to send over requisition #9 electronically. 	TOC TOC/Tower Tower
40.30 40.31 40.32 40.33 40.34 40.35 40.36 40.37 40.38 40.39 40.40 40.41 40.42 40.43	New Business 12/16/2020 <ul style="list-style-type: none"> • Radio tower is paid, 10 week lead time from S&S. • New Era will be back on site Friday for the intercom work. • Discussion about programming chime on the public door. • Permanent power upcoming next week. • Rich from BER available Friday for a phone call regarding energy credits. • Fiber line upcoming; Comm Tract will need to be coordinated. • Commissioning meeting to be scheduled after permanent power. • New flag pole bases ordered and to be installed. • Window shade subcontractor was back on site to field measure. • All contractors signed and coordinated for Cyber Comm & Northeast. • Ship dates received from WB Mason, need 2-3 weeks' notice for installation. • Dave S. requested local vendor pricing for equipment/appliances. • Walls to be measured for additional mirrors in the outbuilding gym. • Transaction drawers to be installed by Tower, fire station is requesting to have the same unit installed. 	TOC TOC TOC Tower JHA TOC CHA Tower Tower TOC CHA TOC Tower TOC

40.44	• Water for the cistern is by the Town, fuel for the generator is by AEC.	TOC/Tower
40.45	• Traffic signage upcoming; coordinating with Dig It.	Tower
40.46	• Hardware issue at the egress door at the Training Room was forwarded to Hareld Glass.	Tower
40.47	• JHA will help to print the name tags for the interior signage.	JHA
39.29	• Radio tower date TBD by S&S Towers.	TOC
39.30	• New Era due back for the A/V and access control.	TOC
39.31	• Discussion on a notification that can be programmed into access control for someone entering the lobby entrance.	TOC
39.32	• Permanent power by the holidays; secondary wire was ordered.	Tower
39.33	• JHA working on coordinating a call with BER on energy credits.	JHA
39.34	• Weathervane to be coordinated with Belcour next week.	Tower
39.35	• Question on P-8 within the booking area.	Tower/JHA
39.36	• Aurora to be on site Thursday to install the tracks for the high density storage in Evidence Storage.	TOC
39.37	• Fiber line work upcoming; Comm Tract will need to be coordinated.	Tower/TOC
39.38	• Overhead inspections by BER to be 12/11.	Tower/JHA
39.39	• Fitzmeyer and Tocci is working on the pre-functional checklists.	CHA
39.40	• Memorial to be moved after the flag poles are installed.	Tower/TOC
39.41	• Two additional trees will be coming down next week.	TOC
39.42	• Tower reviewing if chlorination of the water line took place.	Tower
39.43	• Window shades subcontractor is coming out Thursday/Friday.	Tower
39.44	• 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.	TOC
39.45	• WB Mason quote to be released; removing lectern and glass board.	
39.46	• Discussion to add seal/patch to the lectern.	CHA/TOC
39.47	• Appliance pricing was received; Dave S. looking into a local vendor.	TOC
39.48	• Discussion on stainless appliances and Keurig for the coffee machine.	TOC
39.49	• 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.	Tower
39.50	• Attic stock to be stored in the outbuilding, seal on the floor before putting the storage in the outbuilding.	Tower
39.51	• Brian will drop off hard copies of PA #9 and CO #6 when on site 12/8 at about 1pm.	JHA
39.52	• JHA/BER working on coordinating the window shade controls.	JHA
38.29	• Radio tower pad was poured on Monday; samples were taken for Briggs to test.	TOC/CHA
38.30	• Signed with New Era for the A/V scope.	TOC
38.31	• Permanent power date TBD with AEC.	Tower
38.32	• 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.	JHA
38.33	• Belcour weathervane discussion ongoing.	Tower
38.34	• CAMA provided new accent color recommendations; Tower to review with Dandis.	Tower
38.35	• Brian reached out to Aurora and they are planning to be on site in December to install the tracks for the high density storage.	JHA

38.36	• Fiber line work upcoming; Dig It to install conduit this week.	Tower
38.37	• Dig It final paving will be pushed to spring pending zero escalation.	Tower
38.38	• Generator to be moved on Friday; 56 day break results upcoming.	Tower/CHA
38.39	• Brian has coordinated with Mike Shaw on the console layout; no issues noted.	TOC
38.40	• MEP inspection dates for BER are potentially 12/8/20; Tower to confirm.	JHA/Tower
38.41	• The next meeting and all meetings hereafter will be held in the library conference room every other Wednesday at 1pm.	For Record
38.42	• Flag poles to be installed next week, memorial to be moved over the week after Thanksgiving.	Tower
38.43	• Tree closest to the walkway at the main entry to be removed tomorrow.	TOC
38.44	• Fencing dates to be communicated with the library; beginning to layout and mark posts.	Tower/CHA
38.45	• DPW is bringing in loam this week to the site.	TOC
38.46	• Dave S. spoke with Larry Page and they are waiting on final grade to raise the septic heads.	TOC
38.47	• Net clock location be installed per plans. Mike Shaw and E911 reviewed.	For Record
38.48	• Window trim was reviewed in the field; no issues.	JHA
38.49	• 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.	Tower
38.50	• Not proceeding with painting the goosenecks.	Tower
38.51	• Cyber Comm next steps upcoming.	TOC
38.52	• Chief has been coordinating with Comm Tract on the fiber line installation at the street; will give notice next week.	TOC
38.53	• Tower working on updating the Google Drive with the latest documents.	Tower
38.54	• Tower reviewing the contract to determine who owns winter conditions.	Tower
38.55	• Discussion on occupancy: still targeting mid-March.	Tower
38.56	• Tower reviewing the possibility of upgrading the white board to a glass board in the training room.	Tower
38.57	• Commissioning pre-functional checklists upcoming.	CHA
38.58	• Brian Humes to be on site December 8 th for a walk-through.	JHA
38.59	• Lectern to be removed from the WB Mason quote.	CHA

The next Carver Police Station meeting is scheduled for Wednesday, December 30th 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.