

# MEETING NOTES



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

**MEETING: 041**

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

**Meeting Date:** December 30, 2020 at 1:00pm  
**Next Meeting:** January 13, 2021 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>12/30/2020</b>	
41.01	<ul style="list-style-type: none"> <li>Bathroom fixtures were delivered today, installation to begin in two weeks. Bathroom accessories begin 1/6-1/8.</li> </ul>	Tower
41.02	<ul style="list-style-type: none"> <li>Ceiling tile installation will begin next week.</li> </ul>	Tower
41.03	<ul style="list-style-type: none"> <li>Epoxy flooring upcoming, continuing to monitor floor temps.</li> </ul>	Tower
41.04	<ul style="list-style-type: none"> <li>Interior finish paint continues, wallcovering upcoming.</li> </ul>	Tower
41.05	<ul style="list-style-type: none"> <li>Electrical work continues with lighting and devices ongoing.</li> </ul>	Tower
41.06	<ul style="list-style-type: none"> <li>Floor tile continues, with remaining tile for walls and lobby bathrooms coming next week. Resilient flooring continues next week.</li> </ul>	Tower
41.07	<ul style="list-style-type: none"> <li>Transition and downspouts continuing next week.</li> </ul>	Tower
41.08	<ul style="list-style-type: none"> <li>Casework/millwork continue, finishing up the training room millwork.</li> </ul>	Tower
41.09	<ul style="list-style-type: none"> <li>Site fire protection to continue, tracking grading at fire pump room.</li> </ul>	Tower
41.10	<ul style="list-style-type: none"> <li>Exterior fencing through Wednesday of next week.</li> </ul>	Tower
41.11	<ul style="list-style-type: none"> <li>RGDs have been set, continuing to make hookups. Will return next</li> </ul>	Tower

41.12	• week to continue ductwork in the outbuilding.	Tower
41.13	• Overhead door was installed at outbuilding.	Tower
41.14	• Outbuilding interior painting upcoming, pending temperature.	Tower
41.15	• Dig It is finalizing the curbing, loam and light pole installation.	Tower/CHA
41.16	• Commissioning startup to potentially begin the week of 1/13 pending permanent power.	TOC/JHA
40.01	• Flooring prep needs to take place at high density storage, Aurora delivery dates TBD.	Tower
40.02	• Barber to return for misc. touch-ups.	Tower
40.03	• Locker installation taking place this week.	Tower
40.04	• Ceiling tile to begin after above ceiling inspections.	Tower
40.05	• Interior glass to be installed at the end of this month.	Tower
40.06	• Interior door/frame paint continues this week.	Tower
40.07	• AEC is working on an electrical inspection for permanent power.	Tower
40.08	• Floor tile installation continues.	Tower
40.09	• Downspouts and transitions continue next week.	Tower
40.10	• Central Ceiling to continue outbuilding ceiling grid. Will install escutcheons in main building next week.	
40.11	• Casework install continues with wainscoting.	Tower
40.12	• Bathroom accessories scheduled for 29 <sup>th</sup> and 30 <sup>th</sup>	Tower
40.13	• Site fire protection and fire pump room work continues next week.	Tower
40.14	• Fencing continues this week and next. Sitework, loam, and curbing to take place next week.	Tower
40.15	• HVAC outbuilding heaters installed in the ceiling.	Tower
40.16	• Main building attic insulation is 100% completed.	Tower
40.17	• Overhead door at the outbuilding upcoming.	Tower
40.18	• Heater to be installed at outbuilding for painting/finishes.	Tower
40.19	• Friday 12/18 confirmed for overhead inspections.	Tower
39.01	• Fire department walked through on Tuesday 12/15 will respond with the minor issues noted.	Tower
39.02	• Wallboard finishes – completing misc items in main building.	Tower
39.03	• Copper cupola will be starting on Tuesday of next week.	Tower
39.04	• Fiberglass columns and trim ongoing, last 2 columns installed and prepping for paint. Painting doors at outbuilding.	Tower
39.05	• Hareld glass back on site installing storefront glass.	Tower
39.06	• Interior door/frame paint ongoing, into next week.	Tower
39.07	• AEC measured for the secondary line install.	Tower
39.08	• Capital on site working on ceramic tile.	Tower
39.09	• Outbuilding ceiling grid and dispatch grid to be complete by 12/15.	Tower
39.10	• Casework ongoing; continuing window trim in the training room.	Tower
39.11	• Resilient flooring delivered and flooring is ongoing.	Tower
39.12	• Delta is on site working on the fire pump room.	
39.13	• Working on a date for the exterior fence.	Tower
39.14	• Coming back out for diffusers in the main grid.	Tower
39.15	• Main building attic insulation upcoming.	Tower
39.16	• Overhead door install upcoming in the sally port.	Tower
	• Dig It will return to finish the curbing.	Tower

<b>41.17</b> 40.20 39.17	<b>Site Logistics &amp; COVID-19 Impacts</b> <b>12/30/2020</b> <ul style="list-style-type: none"> <li>• <b>Tower continues to monitor COVID-19 prevention.</b></li> <li>• Tower continues to monitor COVID-19 prevention.</li> <li>• Tower continues to monitor COVID-19 prevention.</li> </ul>	<b>Tower</b> Tower Tower
<b>41.18</b> 40.21 39.18	<b>Submittals</b> <b>12/30/2020</b> <ul style="list-style-type: none"> <li>• <b>No hot submittals.</b></li> <li>• No hot submittals.</li> <li>• Wire partitions resubmittal/approval upcoming; door hardware is all set. Chief will need to authorize the keying form.</li> </ul>	JHA/TOC
<b>41.19</b> 40.22  39.19 39.20 39.21	<b>RFI's</b> <b>12/30/2020</b> <ul style="list-style-type: none"> <li>• <b>Clarification of mailbox numbering TBD.</b></li> <li>• Coordination issue with lights and diffusers in the corridors; will be proceeding with the change to address the 1" gap.</li> <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> </ul>	<b>Tower/JHA</b> Tower  TOC TOC JHA
<b>41.20</b> 40.23  40.24 40.25  39.22 39.23  39.24	<b>PR's, ASI's, PCO's</b> <b>12/30/2020</b> <ul style="list-style-type: none"> <li>• <b>Recent changes are under review.</b></li> <li>• Dig It will make temporary handicap ramps for C of O, DPW will provide temp striping.</li> <li>• Working on electrical pricing for conduit regarding uplighting.</li> <li>• New ASI sent out for coordination of window shades/lighting controls within the podium in Training Room.</li> <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> </ul>	<b>JHA</b> Tower/TOC  Tower Tower  TOC Tower  TOC
<b>41.21</b> 40.26 39.25	<b>Master Schedule</b> <b>12/30/2020</b> <ul style="list-style-type: none"> <li>• <b>Master schedule update upcoming; on schedule, no delays.</b></li> <li>• Master schedule update upcoming; on schedule, no delays.</li> <li>• Master schedule update upcoming; on schedule, no delays.</li> </ul>	<b>Tower</b> Tower Tower

<b>41.22</b> 40.27 39.26	<b>Certified Payroll</b> <b>12/30/2020</b> <ul style="list-style-type: none"> <li>• <b>CPR update sent by Tower, under review by CHA.</b></li> <li>• CPR update upcoming; public records request received and closed.</li> <li>• Certified payrolls updated through end of October.</li> </ul>	<b>CHA</b> Tower CHA/Tower
<b>41.23</b> 40.28 39.27	<b>As Built Drawings</b> <b>12/30/2020</b> <ul style="list-style-type: none"> <li>• <b>Dig It, AEC, Delta as-builts upcoming.</b></li> <li>• Dig It and AEC as-builts upcoming.</li> <li>• Dig It and AEC as-builts upcoming.</li> </ul>	<b>Tower</b> Tower Tower
<b>41.24</b> 40.29 39.28	<b>Requisitions</b> <b>12/30/2020</b> <ul style="list-style-type: none"> <li>• <b>Requisition #11 draft upcoming.</b></li> <li>• Requisition #10 check will be cut next week.</li> <li>• Req #9 check will be dropped off Thursday, draft #10 upcoming.</li> </ul>	<b>Tower</b> TOC TOC/Tower
<b>41.25</b> <b>41.26</b> <b>41.27</b> <b>41.28</b> <b>41.29</b> <b>41.30</b> <b>41.31</b>  <b>41.32</b> <b>41.33</b> <b>41.34</b> <b>41.35</b>  <b>41.36</b>   <b>41.37</b> <b>41.38</b> 40.30 40.31 40.32 40.33 40.34 40.35 40.36	<b>New Business</b> <b>12/30/2020</b> <ul style="list-style-type: none"> <li>• Tracking radio tower delivery date.</li> <li>• Programming for the lobby door chime to be coordinated.</li> <li>• Permanent power pending Eversource work.</li> <li>• BER conference call TBD for energy credits.</li> <li>• Tracking conduit for the fiber line.</li> <li>• New pole bases upcoming for the flag pole.</li> <li>• Window shades have been coordinated in the training room. Controls clarified within RFI-40.</li> <li>• Pricing upcoming for the additional mirrors in the outbuilding.</li> <li>• Tower following up with Dig It on site signage.</li> <li>• Egress door hardware is being coordinated with Hareld Glass.</li> <li>• Coordinating meeting regarding Communications Room 114 upcoming; AEC, Ockers, New Era, E911 and Cyber Comm.</li> <li>• Concern with potential echo in interview rooms, discussion of acoustical properties in that room to avoid echo.</li> <li>• Final pricing of the road sign upcoming, Tower to confirm lead time.</li> <li>• Doors will be delivered next week.</li> <li>• Radio tower is paid, 10 week lead time from S&amp;S.</li> <li>• New Era will be back on site Friday for the intercom work.</li> <li>• Discussion about programming chime on the public door.</li> <li>• Permanent power upcoming next week.</li> <li>• Rich from BER available Friday for a phone call regarding energy credits.</li> <li>• Fiber line upcoming; Comm Tract will need to be coordinated.</li> <li>• Commissioning meeting to be scheduled after permanent power.</li> </ul>	TOC TOC  JHA TOC Tower Tower  Tower Tower Tower TOC/CHA  JHA  Tower Tower TOC TOC TOC Tower JHA TOC CHA Tower

40.37	• New flag pole bases ordered and to be installed.	Tower
40.38	• Window shade subcontractor was back on site to field measure.	TOC
40.39	• All contractors signed and coordinated for Cyber Comm & Northeast.	CHA
40.40	• Ship dates received from WB Mason, need 2-3 weeks' notice for installation.	TOC
40.41	• Dave S. requested local vendor pricing for equipment/appliances.	Tower
40.42	• Walls to be measured for additional mirrors in the outbuilding gym.	TOC
40.43	• Transaction drawers to be installed by Tower, fire station is requesting to have the same unit installed.	TOC/Tower
40.44	• Water for the cistern is by the Town, fuel for the generator is by AEC.	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.	JHA
40.47	• JHA will help to print the name tags for the interior signage.	TOC
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.	Tower
39.32	• Permanent power by the holidays; secondary wire was ordered.	JHA
39.33	• JHA working on coordinating a call with BER on energy credits.	Tower
39.34	• Weathervane to be coordinated with Belcour next week.	Tower/JHA
39.35	• Question on P-8 within the booking area.	TOC
39.36	• Aurora to be on site Thursday to install the tracks for the high density storage in Evidence Storage.	Tower/TOC
39.37	• Fiber line work upcoming; Comm Tract will need to be coordinated.	Tower/JHA
39.38	• Overhead inspections by BER to be 12/11.	CHA
39.39	• Fitzmeyer and Tocci is working on the pre-functional checklists.	Tower/TOC
39.40	• Memorial to be moved after the flag poles are installed.	TOC
39.41	• Two additional trees will be coming down next week.	Tower
39.42	• Tower reviewing if chlorination of the water line took place.	Tower
39.43	• Window shades subcontractor is coming out Thursday/Friday.	TOC
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.	
39.45	• WB Mason quote to be released; removing lectern and glass board.	CHA/TOC
39.46	• Discussion to add seal/patch to the lectern.	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.	Tower
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.	JHA
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.	TOC/CHA
	• Radio tower pad was poured on Monday; samples were taken for Briggs to test.	

**The next Carver Police Station meeting is scheduled for Wednesday, January 13<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.**