

MEETING NOTES



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

MEETING: 006

Conference Line: +1 (866) 780-3080, ID: 346089263#

Meeting Date: April 1, 2020 at 2:00pm

Next Meeting: April 8, 2020 at 2:00pm

Prepared by: Alyssa Chatani – CHA

Attending: Chief Marc Duphily, Carver Police Department ☒
Bryan Berriault, Carver Police Department ☐
Chief Craig Weston, Carver Fire Department ☐
Michael Milanoski, 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 |
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| | Schedule 04/01/2020 | |
| 06.01 | <ul style="list-style-type: none">Footings are complete, wall forms will be for the next 2 weeks. Potentially pouring foundation walls on Friday pending weather. | Tower |
| 06.02 | <ul style="list-style-type: none">Site contractor is wrapping up drainage structures, coordinating duct banks on the site. | Tower |
| 06.03 | <ul style="list-style-type: none">With the library being closed, Dig It will perform work on the corner; approved with the town. | Tower |
| 06.04 | <ul style="list-style-type: none">JHA discussed site drawings that indicate work in rear parking lot of library for pavement cuts and new pavement in the lot; it was the location of the deep dig of the tank where original fire suppression was going. With the redesign, no excavation will be needed there. Tower said there are catch basins and a drain manhole as well as a hydrant to be installed; this work should be coordinated with Town, and considered before Library reopens. Dave S. to review. | TOC/Tower |

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| 06.05 | <ul style="list-style-type: none"> Underground plumbing and electrical drawings will be sent to Design Team and subcontractors, mechanical is coordinated with truss manufacturer. Above slab is still being coordinating. | Tower/JHA |
| 05.01 | <ul style="list-style-type: none"> There is a footing pour scheduled for tomorrow 31CY of concrete. Footings will be completed this week. Start on forms for foundation walls next week and backfill the following week. | Tower |
| 05.02 | <ul style="list-style-type: none"> Limited crew due to keeping 6ft. distance. | Tower |
| 05.03 | <ul style="list-style-type: none"> Briggs will be on site for rebar inspection and concrete testing. | CHA |
| 05.04 | <ul style="list-style-type: none"> Dig It is scheduled to return on Monday. | Tower |
| 05.05 | <ul style="list-style-type: none"> Underground plumbing coordination drawings are upcoming. | Tower |
| 04.01 | <ul style="list-style-type: none"> Dig It has been on site continuing footings; the first pour has been scheduled for Friday. Footings should be completed next week. | Tower |
| 04.02 | <ul style="list-style-type: none"> Tower is working on coordinating the electrical ductbanks with American Electrical and Dig It. | Tower |
| 04.03 | <ul style="list-style-type: none"> T&M work is complete for removing the old foundation. CHA and Tower to review. | CHA/Tower |
| 04.04 | <ul style="list-style-type: none"> Price proposal from Dig It was received for septic system to compare with the Town's vendor. | Tower/TOC |
| 04.05 | <ul style="list-style-type: none"> Report is upcoming on the UST removal. Ongoing. | TOC |
| 03.01 | <ul style="list-style-type: none"> S&S Concrete Forms out of Swansea, MA will be on site for foundations/footings. Rebar has been delivered. | Tower |
| 03.02 | <ul style="list-style-type: none"> Based on an RFI response, the decision will be to chase the old foundation and remove it when under the footprint of the building. This work will be performed on T&M. | Tower/CHA |
| 03.03 | <ul style="list-style-type: none"> There is a report upcoming on the removal of the USTs. | TOC |
| 03.04 | <ul style="list-style-type: none"> Structures were delivered Wednesday 3/11. | |
| 03.05 | <ul style="list-style-type: none"> Septic installer will start when foundations are complete. | TOC |
| 02.01 | <ul style="list-style-type: none"> Discussion on tank location: moving will provide savings but excavating will most likely be a wash; pending pricing. | |
| 02.02 | <ul style="list-style-type: none"> Drainage structures 1,2,3 have been installed. | |
| 02.03 | <ul style="list-style-type: none"> GGD was on site Tuesday 3/3, inspected and took photos of site. | |
| 02.04 | <ul style="list-style-type: none"> Proctor due from Briggs on Friday on site material; passing results will allow Tower Construction to move forward. | |
| 02.05 | <ul style="list-style-type: none"> Briggs will be on site on Thursday for compaction testing. | |
| 02.06 | <ul style="list-style-type: none"> Schedule was reviewed; Tower is digging for foundations, estimated one week for footings, one week for walls. Forms will be dropped this week. Friday they will work to pin the corners. | |
| 02.07 | <ul style="list-style-type: none"> Underground utilities and electrical ductbanks have been coordinated. | |
| 01.01 | <ul style="list-style-type: none"> The building permit has been issued. | |
| 01.02 | <ul style="list-style-type: none"> The baseline schedule was issued but will be revised to include more detail with shifted dates. Early sitework and underground work will conclude in May 2020, the building will go vertical in June 2020, and November/December 2020 interior finishes will commence with substantial completion at March 21, 2021. | |
| 01.03 | <ul style="list-style-type: none"> SWPPP has been submitted by Outback Engineering, pending comments from the engineers (GGD and EPA approval in progress). | |
| 01.04 | <ul style="list-style-type: none"> Drainage system has been installed. | |

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| 01.05 01.06 | <ul style="list-style-type: none"> • (2) USTs were removed from the site by the Town. • A three-week look ahead should be sent out weekly. Upcoming activities were reviewed: <ul style="list-style-type: none"> ○ Site work is pending structures delivery, layout to take place on Thursday and Friday. ○ Excavating will take place the week of March 2. ○ Rebar delivery is scheduled for next Thursday, March 5. ○ Pouring concrete the following week of March 9 pending weather; Tower owns winter conditions. | |
| 06.06 05.06 04.06 03.06 02.08 02.09 02.10 02.11 01.07 01.08 01.09 01.10 01.11 01.12 01.13 01.14 | Site Logistics 04/01/2020 <ul style="list-style-type: none"> • Project sign will be moved from fence to Center Street. • Project sign will be moved to Center Street. • Groundbreaking is on hold due to COVID-19. Project sign should be moved to Center Street. • Fence will be opened up for the ground breaking, and a pile of dirt will be prepared for Saturday. • Emergency contact list to be sent to project team. • Waiting on Eversource for temp. power. • Construction sign will be up after groundbreaking. • Site fence to be moved back by Tower. • Emergency contact list was sent by Maribel (Tower) and is to be revised and resent to the project team. • Project team to continue open communication with the library. Additional signage for the parking lot should be provided for enter/exit as well as possible re-striping for additional spaces. • The fire department is to provide a pad lock, CHA will coordinate. • The site logistics plan will be updated consistently with changes. The erosion plan called for a silt fence on the girl scout triangle, there shall be no work taking place on this area. • The police department will provide a security camera facing the site once temp power is up and running. • The construction sign will be installed next week. • Eversource has two work orders: fire pump and building are separate. • The silt fence impeding library parking spaces should be moved back. | Tower Tower Tower/TOC Tower Tower Tower Tower Tower TOC/Tower CHA/TOC Tower CPD Tower Tower |
| 06.07 | Submittals 04/01/2020 <ul style="list-style-type: none"> • Submittal turnaround is going well. Open submittals are framing, wall sheathing, detention equipment, stamped truss drawings: mechanical and truss manufacturer are coordinating clearances – a few minor adjustments are upcoming in a stamped drawing. | JHA/Tower |

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| 05.07 | <ul style="list-style-type: none"> Discussion on structural steel – there was an overhead wire in sally port that needs to be coordinated with steel. Markups will be upcoming. | Tower |
| 05.08 | <ul style="list-style-type: none"> Trusses have been released to date; will be coordinated with mechanical. | Tower |
| 05.09 | <ul style="list-style-type: none"> Submittals are still pending from Fabcour/Jails – with the current situation, Tower has been putting pressure on them to provide submittals. | Tower |
| 05.10 | <ul style="list-style-type: none"> JHA provided locker numbering system to the Town; approved. | JHA |
| 04.07 | <ul style="list-style-type: none"> Structural steel submittal has been returned. Trusses are a high priority. | JHA |
| 04.08 | <ul style="list-style-type: none"> Expediting the frames for Jail Cells from Fabcour as there is a long lead time. | Tower |
| 04.09 | <ul style="list-style-type: none"> Upcoming submittals are door/hardware, electrical and HVAC submittals are under engineers' review. | Tower/JHA |
| 03.07 | <ul style="list-style-type: none"> SWPPP has been resubmitted for record. | Tower/JHA |
| 03.08 | <ul style="list-style-type: none"> Discussion on windows, team approved fiberglass for exterior and interior by the Pella manufacturer as submitted by Tower. | Tower/JHA |
| 02.12 | <ul style="list-style-type: none"> Hot submittals are structural steel, wood truss. Potential conference call to discuss steel questions on returned R&R submittal. | Tower/JHA |
| 01.15 | <ul style="list-style-type: none"> Submittal log to be sent out and reviewed. Ongoing. | |
| 01.16 | <ul style="list-style-type: none"> Anchor bolts have been submitted and approved. | |
| 01.17 | <ul style="list-style-type: none"> All rebar has been approved with the exception of the outbuilding (changed within ASI #001). | JHA/Tower |
| 01.18 | <ul style="list-style-type: none"> Structural steel was revised and issued on 2/18. | |
| 01.19 | <ul style="list-style-type: none"> HVAC submittals are under review; there are (4) condensing units that are creating too long of a refrigerant run and will be relocated. | |
| 06.08 | <p>RFI's 04/01/2020</p> <ul style="list-style-type: none"> One open RFI: JHA to update with contact information provided from the Town. Conference call upcoming next week (Tuesday at 1pm) to confirm each opening with D/F/H. Dave S. to coordinate the Town's vendor availability with Tower's vendors. Tower to send invite. | TOC/Tower/CHA |
| 05.11 | <ul style="list-style-type: none"> No open RFIs at this time. | TOC |
| 04.10 | <ul style="list-style-type: none"> No upcoming RFIs. | JHA |
| 04.11 | <ul style="list-style-type: none"> Potential meeting with Steve Mahoney next week. | TOC |
| 04.12 | <ul style="list-style-type: none"> Frost wall detail RFI sent over to structural engineer. | |
| 03.09 | <ul style="list-style-type: none"> There is only one outstanding RFI on who the integrated technology vendor will be. Planning a potential meeting with them for next week. | Tower |
| 02.13 | <ul style="list-style-type: none"> Upcoming RFIs on communications/access control, antenna, and foundations. | |
| 01.20 | <ul style="list-style-type: none"> RFI log to be sent out and reviewed. Ongoing. | |

| | PR's, ASI's, PCO's 04/01/2020 | |
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| 06.09 | <ul style="list-style-type: none"> • Tower working on wrapping up pricing for open changes. | Tower |
| 05.12 | <ul style="list-style-type: none"> • Reviewed open PCOs: #1 will be fully executed to hire Delta for fire protection; #2 is ASI-001, pricing is upcoming; #3 is the BDA credit, waiting on supplemental information; #4 is ASI-003 being reviewed with American Electrical; #5 is the alternate for the outbuilding and pricing is upcoming; #6 is the septic system pricing, void as we are proceeding with town's vendor. | JHA/TOC |
| 04.14 | <ul style="list-style-type: none"> • Conference call with radio tower sub: Cyber Comm. Site drawings and Geotech report to be sent to Kevin Jay. Foundation design upcoming in 2-3 weeks. (4)-4" conduits confirmed and acceptable. Cyber Comm. to contact JHA if needed. Proceeding with 90' radio tower as requested. | JHA |
| 04.15 | | |
| 04.16 | <ul style="list-style-type: none"> • ASI #004 direction needed to finalize underground coordination. Mechanical locations for (4) exterior condensers will be moved, but little to no effect on the coordination. JHA to have changes sent out by end of week. | Tower |
| 04.17 | | Tower |
| 04.18 | <ul style="list-style-type: none"> • Pricing for the outbuilding alternate almost submitted, Tower is working on the final PR. | |
| 04.19 | <ul style="list-style-type: none"> • Relocation of the tank: forwarded to the team the revised scope with an explanation of the cost. Suggested to move 5-7' closer to building will provide savings, formal proposal to be provided. | JHA JHA |
| 04.20 | | |
| 04.21 | <ul style="list-style-type: none"> • Releasing Change Proposal #1 in order to get Delta under contract. | Tower |
| 03.10 | <ul style="list-style-type: none"> • Change Proposal #3 was reviewed by JHA and engineers and recommended to accept the credit for BDA for \$31,268.05. | Tower Tower |
| 03.11 | <ul style="list-style-type: none"> • Changer Proposal #4 for electrical riser revisions was submitted and reviewed by JHA, Tower to review/revise with electrical sub. | JHA Tower |
| 02.14 | <ul style="list-style-type: none"> • Change Proposal #2 for ASI 001 is upcoming. | |
| 02.15 | <ul style="list-style-type: none"> • Change Proposal #5 is outbuilding (upcoming) and Change Proposal #6 is septic system (for record). | Tower |
| | <ul style="list-style-type: none"> • Releasing Tower on the outbuilding alternate. The deadline is Monday 3/16 for updated pricing from subcontractors. | JHA |
| 01.21 | <ul style="list-style-type: none"> • Working with Delta on the relocation of the tank, changes will be made through shop drawings. | Tower/JHA |
| 01.22 | <ul style="list-style-type: none"> • ASIs are being priced by Tower Construction. Pending Eversource for ASI #003. Outbuilding scope still needs to be awarded to Tower. | |
| | <ul style="list-style-type: none"> • JHA to provide a formal request for removing the BDA (Town pursuing potential credit). | Tower/TOC |
| 01.23 | <ul style="list-style-type: none"> • Fire suppression scope has been re-bid and there is an ongoing discussion with Delta on the modified vertical section of the pump. There is a possibility to revise to a reinforced fiberglass tank. Ongoing. | JHA |
| | <ul style="list-style-type: none"> • The outbuilding scope will need to be officially awarded to Tower as it will begin to affect the foundation scope and interior. Tower to submit pricing for review and will be decided on no later than April 15. | |

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| | <ul style="list-style-type: none"> Discussion to add bollards to the outdoor condensing units. JHA to review. | |
| 06.10 | Master Schedule <ul style="list-style-type: none"> 3WLA schedule sent out: foundation walls, sitework, and electrical ductbanks ongoing. Library demo work will be incorporated. After walls and backfilling, then piers, and moving on to slab and underground utilities. | Tower |
| 06.11 | <ul style="list-style-type: none"> Master schedule will be updated with losing about a week or two due to manpower and COVID-19. | Tower |
| 05.13 | <ul style="list-style-type: none"> Master schedule will continue to be updated pending any changes from COVID-19. | Tower |
| 04.22 | <ul style="list-style-type: none"> Cyber Comm. coordination: plug in 3 week duration into schedule. Further activity with Cyber Comm to be coordinated into schedule. | Tower |
| 04.23 | <ul style="list-style-type: none"> COVID-19 could affect the master schedule. | Tower |
| 04.24 | <ul style="list-style-type: none"> CHA will provide sanitation kits on site. | CHA |
| 03.12 | <ul style="list-style-type: none"> Town of Carver to meet with Cyber Comm. Any impacts to be coordinated with Tower's drawings and schedule. | CHA/TOC |
| 02.17 | <ul style="list-style-type: none"> Septic system proposal upcoming from Dig It. | Tower |
| 01.24 | <ul style="list-style-type: none"> Cyber Comm has been selected as the radio tower vendor. Their schedule durations will need to be added to the overall schedule; a coordination meeting should be set before excavating for footings. | Tower/TOC |
| 01.25 | <ul style="list-style-type: none"> Septic system should be added to the master schedule; durations and activities to be coordinated between Tower and the Town's vendor. | Tower/TOC |
| 06.12 | Certified Payroll 04/01/2020 <ul style="list-style-type: none"> Certified Payroll reports are ongoing. All reports should be sent weekly to CHA: Joe and Alyssa. Ongoing. | Tower |
| 06.13 | As Built Drawings 04/01/2020 <ul style="list-style-type: none"> As Built Drawings should kept in site trailer and will be updated weekly and checked periodically by CHA. Ongoing. | Tower/CHA |
| 06.14 | New Business 04/01/2020 <ul style="list-style-type: none"> Trailer supplies will be dropped off this week. | Tower |
| 06.15 | <ul style="list-style-type: none"> IT/security call for next week to be scheduled. | TOC/Tower |
| 06.16 | <ul style="list-style-type: none"> Preliminary radio tower drawings to be coordinated with sitework. No issues with the design. | Tower |
| 06.17 | <ul style="list-style-type: none"> Draft requisition to be updated with comments. The final electronic copy should be sent to JHA, CHA, and then to the Town. Hard copies will be sent to JHA and JHA will forward to Bill instead of Town Hall. | Tower/JHA/CHA |

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| 06.18 | • Hand sanitizer on site; Tower ordered additional supplies. | Tower |
| 06.19 | • Dave S. informed the team that a road construction sign was added and speed limit was lowered to 15 MPH on Center Street. | TOC |
| 06.20 | • Added safety protocols due to COVID-19; due to new essential services issued, this project seems to qualify. Tower to open RFI. | Tower |
| 06.21 | • Town to issue the new executive order deeming construction essential through the Town's website. | TOC/CHA |
| 05.16 | • Printer will be dropped on site by the end of week. | Tower |
| 05.17 | • IT items: door security info. needed but the contact is out due to school shutdown. Town is coordinating a meeting. | TOC |
| 05.18 | • Preliminary radio tower drawings were received; official drawings will be issued after a purchase order. They have received Geotech reports. | TOC |
| 05.19 | • CHA has been on site and requested additional full bricks for the rebar install. | Tower |
| 05.20 | • JHA and TOC would like to receive OPM daily reports weekly; all inspections and field reports should also be circulated to the project team. | CHA/JHA |
| 05.21 | • T&M slip for Dig It work needs to be finalized. | Tower/CHA |
| 05.22 | • Draft requisition will be sent for March. | Tower |
| 05.23 | • CHA requested possible hand wash station on site. | Tower |
| 04.27 | • Prevailing wage rates to be sent to Cyber Comm to JHA. | JHA |
| 04.28 | • Office supplies for trailer, Kevin from Tower to pick up and bring to site. Tower working with Verizon for internet. | Tower |
| 04.29 | • Dave Geisser from Briggs was on site for test pits, found organic material and replaced it with stone. Report will be issued. | CHA |
| 04.30 | • Application #1 addressed and sent to Town of Carver, Town Admin. for signatures and should be paid in approx. 2 weeks. | TOC |
| 04.31 | • Dig It found unsuitables in back corner of site, received list and summary. To be sent to the project team for review. | Tower |
| 03.15 | • Emergency contact list has been issued. | Tower |
| 03.16 | • ASI #002 pricing is upcoming. ASI #004 moving condensing units over near the sally port based on submittal information. | CHA |
| 03.17 | • Dave S. to be added to distribution list to begin receiving construction and testing reports. | CHA |
| 02.20 | • Addendum 2 and half size was ordered from Projectdog and should be delivered this week. | Tower |
| 02.21 | • A piece of old foundation was found on site, Dig It will shoot the top to see if it will conflict with any utilities. Tower to follow up with RFI for tracking purposes. The known area will also be clouded on the as-builts for future reference. | JHA CHA |
| 02.22 | • Alternate for tanks was discussed, JHA to provide feedback. | |
| 01.28 | • The conformed set of drawings are available on Projectdog. All requests for electronic copies and CADD files can be sent to JHA. CHA has printed the conformed set for the Town. | CHA |
| 01.29 | • Briggs is confirmed as the Independent Testing Lab (ITL) on this project. The structural engineer and building commissioner should be included on the report distribution. | CHA |
| 01.30 | | |

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| 01.31 | <ul style="list-style-type: none">• The statement of special inspections reflects the required testing for the project; parking lots are optional but can be considered. The building official and the Town should sign for JHA's affidavit. | TOC/CHA |
| 01.32 | <ul style="list-style-type: none">• Integrated technology scope is owned by the Town. Steve Mahoney is working on this. Ongoing. | |
| 01.33 | <ul style="list-style-type: none">• Subcontractor meetings will be every Wednesday at 9am on site. CHA to attend. | |
| | <ul style="list-style-type: none">• Weekly construction meetings will be every Wednesday at 2pm. | |

The next Carver Police Station meeting is scheduled for Wednesday, April 8th at 2:00 PM at the conference line +1 (866) 780-3080, ID: 346089263#.

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.