

# MEETING NOTES



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

**MEETING: 045**

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

**Meeting Date:** February 24, 2021 at 1:00pm  
**Next Meeting:** March 10, 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
- 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 02/24/2021	
45.01	• Plumbing fixtures and sinks finalized; inspection will be on Friday.	Tower
45.02	• The countertops and backsplashes will be completed today.	Tower
45.03	• AEC is testing lines throughout the building to prepare for inspections.	Tower
45.04	• Concrete floor sealing today and completing the Sally Port on Friday.	Tower
45.05	• Painting continues, touching up the interior door frames.	Tower
45.06	• Plumbing/Fire Protection and Electrical inspections are scheduled for Friday. HVAC and Fire Alarm was signed off on Tuesday.	Tower
45.07	• This week caulking, construction cleaning, and interior signage will be completed.	Tower
45.08	• Glass and mirrors are completed.	Tower
45.09	• Wire mesh partitions are scheduled to be completed Monday-Wednesday next week.	Tower
45.10	• Outbuilding lighting fixtures are to be delivered.	Tower
45.11	• Dig It will be on site this week, as-builts to be sent in.	Tower

45.12	<ul style="list-style-type: none"> <li>• Board of Health inspection to be scheduled.</li> </ul>	Tower
45.13	<ul style="list-style-type: none"> <li>• Punch list walk scheduled for Monday by JHA and BER.</li> </ul>	JHA
45.14	<ul style="list-style-type: none"> <li>• Chlorination of the water lines completed by Gurney, documentation needs to be submitted as well as the NFPA 72.</li> </ul>	Tower
45.15	<ul style="list-style-type: none"> <li>• Need to confirm fire alarm testing with the Sally Port man door; it is the only door that needs to operate under alarm.</li> </ul>	Tower
45.16	<ul style="list-style-type: none"> <li>• Keys were delivered on site; final cores to be installed.</li> </ul>	Tower
45.17	<ul style="list-style-type: none"> <li>• Detention keys and access panel keys are handed off and signed off.</li> </ul>	TOC
45.18	<ul style="list-style-type: none"> <li>• Tower is coordinating the owner's training schedule.</li> </ul>	Tower
45.19	<ul style="list-style-type: none"> <li>• Pavement to be scheduled for final paving.</li> </ul>	Tower
45.20	<ul style="list-style-type: none"> <li>• Display case in the lobby has been ordered, stain shipping today for the lobby door.</li> </ul>	Tower
45.21	<ul style="list-style-type: none"> <li>• Almost all the doors will be replaced due to the color issue; delivery is approx. 6+ weeks away.</li> </ul>	Tower
45.22	<ul style="list-style-type: none"> <li>• Mike Shaw is coordinating with New Era to provide pricing on the access control rewiring once the new doors are installed.</li> </ul>	TOC
45.23	<ul style="list-style-type: none"> <li>• Condensers on the sidewalk is creating an icy condition; JHA to follow up with BER.</li> </ul>	JHA
44.01	<ul style="list-style-type: none"> <li>• Resilient flooring and base finishing up today in main building and outbuilding. Carpet tile is being installed in the records room.</li> </ul>	Tower
44.02	<ul style="list-style-type: none"> <li>• Tile grout, backsplash, countertops to be installed end of next week.</li> </ul>	Tower
44.03	<ul style="list-style-type: none"> <li>• Remaining sinks to be installed next week.</li> </ul>	Tower
44.04	<ul style="list-style-type: none"> <li>• Interior finish paint continues; sally port ceiling paint upcoming.</li> </ul>	Tower
44.05	<ul style="list-style-type: none"> <li>• Interior electrical and lighting is ongoing.</li> </ul>	Tower
44.06	<ul style="list-style-type: none"> <li>• Controls are scheduled for Thursday of next week.</li> </ul>	Tower
44.07	<ul style="list-style-type: none"> <li>• Detention area bench to be installed Feb. 15 to complete JAILS scope.</li> </ul>	Tower
44.08	<ul style="list-style-type: none"> <li>• Detention glass and mirrors to be installed next week.</li> </ul>	Tower
44.09	<ul style="list-style-type: none"> <li>• Door hardware and accessories to be finalized in outbuilding.</li> </ul>	Tower
44.10	<ul style="list-style-type: none"> <li>• Wire mesh partitions to be completed in the outbuilding.</li> </ul>	Tower
44.11	<ul style="list-style-type: none"> <li>• Fire suppression pump work is in progress, wiring to be done by AEC, water tight connections have been ordered.</li> </ul>	Tower
44.12	<ul style="list-style-type: none"> <li>• HVAC installation and T-stats are in progress; they are working on any bugs before Mitsubishi rep. is on site Thursday.</li> </ul>	Tower
44.13	<ul style="list-style-type: none"> <li>• Next Gen Doors is on site working on finalizing overhead doors. Discussion on having the door alarmed when it opens and closes, or if it is left open for too long. Controls are being removed from the sally port, to be in dispatch only. (There is in option to install a junction box which would give the ability to use controls in sally port if needed.)</li> </ul>	Tower
44.14	<ul style="list-style-type: none"> <li>• Mitsubishi will be on site with F&amp;T tomorrow.</li> </ul>	Tower
44.15	<ul style="list-style-type: none"> <li>• Fire Alarm pre-testing is in progress.</li> </ul>	Tower
44.16	<ul style="list-style-type: none"> <li>• Water testing for the cells is upcoming.</li> </ul>	Tower
44.17	<ul style="list-style-type: none"> <li>• A/V delayed due to weather, on site today in Quincy, A/V to begin tomorrow, MDF first and then dispatch area.</li> </ul>	Tower
44.18	<ul style="list-style-type: none"> <li>• Priority for furniture installation: Chiefs, 2nd in command, Det. Sgt., Conference Room, and then rooms with TVs: Patrol room and other office spaces.</li> </ul>	Tower
44.19	<ul style="list-style-type: none"> <li>• Ockers is on site today, began coring for switching data/phones, CyberComm installed all radio equipment.</li> </ul>	Tower

44.20	<ul style="list-style-type: none"> <li>Radio tower will be delivered on Monday, 2/22.</li> <li>American Fire will be on site for the radio transmitter for fire alarm monitoring, Monday 2/15.</li> <li>High density storage upcoming; installation will be through next week.</li> <li>JAILS/DPH checklist, one toilet fixture and glass is upcoming. Required to have electrical to the cell fixtures, cell speakers installed, cameras and mics, firestopping, pick-proof caulking, and access control has to be live. Cameras are not a requirement but two-way audio is. Water has to be functioning; hot water to the fixtures. Readers are to be installed but need to be tested and programmed. About 2 weeks away from the inspection. Evacuation plan needed for the inspection; procedural document for evacuation in case of an emergency. Standard evacuation or fire alarm release. The door between the cells and sally port should release the prisoners, but then wouldn't allow them to leave sally port; they would be detained. Per code, they need to be released within three minutes.</li> <li>Owner training attendees: Dave Siedentopf, Paul Finnley, (4) Sergeants, (1) Lead Dispatcher (Mike Shaw), and Chief = 8 total.</li> <li>Keys are to be delivered to the Chief, Tower following up with the status of the delivery.</li> <li>Substantial completion is 3/1; Joe will send a checklist.</li> <li>Bathroom fixtures to be completed by Friday.</li> <li>Tile and grout in the bathroom continues.</li> <li>Resilient flooring continues, working on getting blue tile.</li> <li>Painter is back on site for the next two weeks for final paint.</li> <li>Interior electrical is ongoing: communications room, fire alarm, etc.</li> <li>JAILS is on site finishing up the cell doors this week.</li> <li>Wallcovering installation to continue in lobby and conference room.</li> <li>Casework/millwork continues this week.</li> <li>Bathroom accessories begin next week.</li> <li>Interior glass continues on Friday.</li> <li>Carpet tile to be completed after the records room storage installed.</li> <li>HVAC work continues, soft start this week with AEC.</li> <li>Overhead doors are completed.</li> <li>Wire mesh partitions to be installed 2/1 + 2/2.</li> <li>Fire protection finishes continue next week in the main building.</li> <li>Generator has been started and tested this week.</li> <li>Next Commissioning meeting is 2/9.</li> <li>JHA issued DPH checklist to Tower. Inspection likely to be end of February, JHA will schedule when ready.</li> <li>Attendee list for owner's training needed and schedule TBD.</li> </ul>	Tower
44.21		Tower
44.22		JHA/Tower
44.23		
44.24		TOC
44.25		Tower
44.26		
43.01		Tower/CHA
43.02		Tower
43.03		Tower
43.04		Tower
43.05		Tower
43.06		Tower
43.07		Tower
43.08		Tower
43.09		Tower
43.10		Tower
43.11		Tower
43.12		Tower
43.13	Tower	
43.14	Tower	
43.15	Tower	
43.16	Tower	
43.17	Tower	
43.18	CHA JHA	
43.19	TOC	
	<b>Site Logistics &amp; COVID-19 Impacts 02/24/2021</b>	
45.24	<ul style="list-style-type: none"> <li><b>Tower continues to monitor COVID-19 prevention.</b></li> </ul>	<b>Tower</b>
44.27	<ul style="list-style-type: none"> <li>Tower continues to monitor COVID-19 prevention.</li> </ul>	Tower
43.20	<ul style="list-style-type: none"> <li>Tower continues to monitor COVID-19 prevention.</li> </ul>	Tower

<p>45.25 44.28 43.22</p>	<p><b>Submittals</b> <b>02/24/2021</b></p> <ul style="list-style-type: none"> <li>• <b>Closeout submittals upcoming: O&amp;Ms, As-Builts, and Warranties. The warranty date will still be March 1.</b></li> <li>• Closeout submittals upcoming: O&amp;Ms, As-Builts, and Warranties. The warranty date will still be March 1.</li> <li>• Closeout submittals upcoming: O&amp;Ms, As-Builts, and Warranties. The warranty date will be March 1.</li> </ul>	<p>Tower Tower Tower</p>
<p>45.26 44.29 43.23</p>	<p><b>RFI's</b> <b>02/24/2021</b></p> <ul style="list-style-type: none"> <li>• <b>No new RFIs.</b></li> <li>• No new RFIs.</li> <li>• No new RFIs.</li> </ul>	
<p>45.27 45.28 45.29 44.30 44.31 44.32 44.33 44.34 43.24</p>	<p><b>PR's, ASI's, PCO's</b> <b>02/24/2021</b></p> <ul style="list-style-type: none"> <li>• <b>The road sign fabrication is in process.</b></li> <li>• <b>The glass board is to be installed per A-6.1.</b></li> <li>• <b>Privacy screening pricing to be submitted at \$1,485. Hastie Fence will also be returning to have the guardrail raised up.</b></li> <li>• Road sign delivery date upcoming.</li> <li>• AEC to remove the conflicting light in dispatch; keep for attic stock.</li> <li>• The emergency light in the training room needs to be moved due to a conflict with the TV monitor.</li> <li>• Glass board was ordered and the white board will be mounted elsewhere. Location to be determined.</li> <li>• Alternative solution for the gate and privacy screening pricing upcoming. Hastie Fence will return to raise the guardrail.</li> <li>• Road sign has been approved by the ZBA, Tower to release the sign.</li> <li>• Motion by Dave Siedentopf, seconded by Chief Duphily to approve Change Order #7 in the amount of \$23,227.60. Motion passed 4 – 0.</li> </ul>	<p>Tower Tower Tower Tower Tower Tower TOC Tower Tower TOC</p>
<p>45.30 44.35 44.36 44.37 44.38 43.26</p>	<p><b>Master Schedule</b> <b>02/24/2021</b></p> <ul style="list-style-type: none"> <li>• <b>Top coat to be scheduled the first week of April. Move in date will now by April 13.</b></li> <li>• Asphalt top coat to be completed in early April.</li> <li>• Punch list less than two weeks away; Tower to coordinate.</li> <li>• Color issue with doors is being addressed.</li> <li>• Substantial completion date is March 1.</li> <li>• Tower to issue a remaining activities schedule.</li> </ul>	<p>Tower/TOC Tower Tower Tower Tower Tower</p>

<p>45.31 44.39 43.27</p>	<p><b>Certified Payroll</b> <b>02/24/2021</b></p> <ul style="list-style-type: none"> <li>FOIA request received for all certified payroll reports; Tower is working to get the files up to date.</li> <li>CPRs up to date through about mid-January for most subcontractors, no work or final reports need to be issued.</li> <li>CPR update to be issued by Tower, CHA to coordinate.</li> </ul>	<p>Tower Tower CHA</p>
<p>45.32 44.40 43.28</p>	<p><b>As Built Drawings</b> <b>02/24/2021</b></p> <ul style="list-style-type: none"> <li>Dig It and AEC as-builts to be submitted.</li> <li>Dig It has submitted electronically, AEC's as-builts are upcoming.</li> <li>AEC and Dig It are working on final as-builts.</li> </ul>	<p>Tower Tower Tower</p>
<p>45.33 44.41 43.29</p>	<p><b>Requisitions</b> <b>02/24/2021</b></p> <ul style="list-style-type: none"> <li>Requisition #12 hard copies to be delivered; draft for #13 upcoming.</li> <li>Requisition #12 will be paid next week; hard copies upcoming.</li> <li>Requisition #12 draft upcoming; check for #11 dropped off to Tower.</li> </ul>	<p>JHA/Tower TOC/JHA Tower</p>
<p>45.34 45.35 45.36 45.37 45.38 45.39  45.40 45.41 45.42  45.43 45.44 45.45 45.46  45.47 45.48 45.49 45.50 44.42 44.43</p>	<p><b>New Business</b> <b>02/24/2021</b></p> <ul style="list-style-type: none"> <li>Radio tower to be delivered on Friday 2/26.</li> <li>Energy credits from Mass Save are in progress for \$6,500.</li> <li>Peter Allegrini is working on the one-way film.</li> <li>The fire hydrant will be tested on Friday.</li> <li>Apparent rust on the shower was removed with magic eraser.</li> <li>AEC will install a data port in the Interview Room and an outlet in the Lobby Vestibule on T&amp;M.</li> <li>DPW to move the memorial over to the new station.</li> <li>The location for the future gate is on the as-builts.</li> <li>Discussion on risers at the septic field and how much they need to be raised up.</li> <li>Training schedule to be coordinated by Tower.</li> <li>Location for the final key box to be coordinated with the Chief.</li> <li>Pre-set colors for the cupola lighting to be programmed.</li> <li>Punch list walk by JHA is scheduled for Monday, Tower to send over a list on Friday for any incomplete items by room.</li> <li>JHA to issue substantial completion certification pending inspections.</li> <li>DPH inspection may be scheduled after JHA's pre-checklist review.</li> <li>Affidavits from JHA to be sent over for Certificate of Occupancy app.</li> <li>Tower is reviewing if the loam and seed is by the Town.</li> <li>Radio tower delivery is 2/22.</li> <li>Lobby door chime to be accomplished through programming. Mike</li> </ul>	<p>TOC TOC TOC Tower Tower Tower  TOC Tower TOC  Tower TOC Tower JHA/Tower  JHA JHA JHA Tower  TOC TOC</p>

	Shaw to coordinate.	
44.44	<ul style="list-style-type: none"> <li>Documents sent to Mass Save for the energy credits.</li> </ul>	TOC
44.45	<ul style="list-style-type: none"> <li>Comm Tract date upcoming for the fiber line.</li> </ul>	TOC
44.46	<ul style="list-style-type: none"> <li>Shade on the egress door in the Training Room is in conflict with the panic bar, shade to be removed.</li> </ul>	Tower
44.47	<ul style="list-style-type: none"> <li>Discussion of one way film on the two staff doors, and egress door.</li> </ul>	JHA
44.48	<ul style="list-style-type: none"> <li>Shade to be installed at dispatch; upcoming.</li> </ul>	Tower
44.49	<ul style="list-style-type: none"> <li>Ockers commented on dust in the Communications Room; doors to remain shut to avoid additional construction dust.</li> </ul>	Tower
44.50	<ul style="list-style-type: none"> <li>Dig It to remove two dead poles on site and construction sign; the sign will be stored at the DPW. Dig It to complete two remaining bollards.</li> </ul>	Tower
44.51	<ul style="list-style-type: none"> <li>Discussion on excavation for the uplighting; concrete can be pre-cast due to weather conditions.</li> </ul>	Tower
44.52	<ul style="list-style-type: none"> <li>HVAC unit information from G&amp;H upcoming, icy conditions on the sidewalk.</li> </ul>	Tower/JHA
44.53	<ul style="list-style-type: none"> <li>Discussion on testing the hydrant and triggering system.</li> </ul>	Tower
44.54	<ul style="list-style-type: none"> <li>Concern with handicap shower; there is staining on the shower unit. Plumber will be reviewing when he is on site.</li> </ul>	Tower
44.55	<ul style="list-style-type: none"> <li>Windowsill and apron to be installed at the window in 133.</li> </ul>	TOC
44.56	<ul style="list-style-type: none"> <li>Discussion regarding credentials for evidence storage and narcotics; keypad being priced from New Era for exterior door.</li> </ul>	TOC
44.57	<ul style="list-style-type: none"> <li>Surface mounted strobe at the entrance to be removed.</li> </ul>	Tower
43.30	<ul style="list-style-type: none"> <li>Radio tower to be delivered and installed on 2/10 + 2/11.</li> </ul>	TOC
43.31	<ul style="list-style-type: none"> <li>Lobby door chime to be programmed later in February with New Era.</li> </ul>	TOC
43.32	<ul style="list-style-type: none"> <li>Conference call held with BER regarding energy credits, Town will be coordinating with Entergy.</li> </ul>	TOC
43.33	<ul style="list-style-type: none"> <li>Fiber line conduit is complete, Comm Tract has been notified.</li> </ul>	TOC
43.34	<ul style="list-style-type: none"> <li>Hardware ordered for egress door</li> </ul>	Tower
43.35	<ul style="list-style-type: none"> <li>Hastie Fence will return to raise the guardrail; they will price out additional rollers for the gate and a privacy screen.</li> </ul>	Tower
43.36	<ul style="list-style-type: none"> <li>Exterior signage to be covered until opening.</li> </ul>	Tower
43.37	<ul style="list-style-type: none"> <li>Request from Ockers that the Comm. room is to be cleaned and dust free before their work 2/4 + 2/5.</li> </ul>	TOC/Tower
43.38	<ul style="list-style-type: none"> <li>E911 is scheduled to be on site 2/10 + 2/11.</li> </ul>	TOC
43.39	<ul style="list-style-type: none"> <li>Memorial stone to be moved by the DPW.</li> </ul>	TOC
43.40	<ul style="list-style-type: none"> <li>Dig It to remove stumps, construction sign, and two poles.</li> </ul>	Tower
43.41	<ul style="list-style-type: none"> <li>Tower is taking care of the door color issue; site rep review upcoming.</li> </ul>	Tower
43.42	<ul style="list-style-type: none"> <li>Appliance pricing received and is being reviewed.</li> </ul>	TOC
43.43	<ul style="list-style-type: none"> <li>Revised sign pricing sent over by Tower and is approved.</li> </ul>	Tower
43.44	<ul style="list-style-type: none"> <li>Dupont shelving and storage scheduled for 2/3 + 2/4.</li> </ul>	TOC
43.45	<ul style="list-style-type: none"> <li>Tracking the lighting fixture move in dispatch, AEC is reviewing the (2) interviews for the transaction counters.</li> </ul>	Tower
43.46	<ul style="list-style-type: none"> <li>Overhead door controls in the sally port were removed, all wiring to be terminated back to the Communications Room; door controls to be integrated in the dispatch consoles.</li> </ul>	Tower/TOC
43.47	<ul style="list-style-type: none"> <li>Brian Humes next site visit is 2/9, punch list will be scheduled for a future date.</li> </ul>	JHA

**The next Carver Police Station meeting is scheduled for Wednesday, March 10<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.**