

# MEETING NOTES



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

**MEETING: 047**

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

**Meeting Date:** March 24, 2021 at 1:00pm  
**Next Meeting:** April 8, 2021 at 12:00pm

**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 03/24/2021	
47.01	<ul style="list-style-type: none"> <li>• Testing and balancing completed this week, report upcoming; will be forwarded to JHA/BER and the new station’s insurance company.</li> </ul>	Tower
47.02	<ul style="list-style-type: none"> <li>• Cyber Comm and S&amp;S to be on site Wednesday and Thursday.</li> </ul>	TOC
47.03	<ul style="list-style-type: none"> <li>• New Era phone, security, and access control training on Thursday at 9am and Thursday at 4pm, admin training on Thursday at 2pm.</li> </ul>	TOC
47.04	<ul style="list-style-type: none"> <li>• Computers and monitors to be delivered and installed on Thursday.</li> </ul>	TOC
47.05	<ul style="list-style-type: none"> <li>• Verizon installation date upcoming.</li> </ul>	TOC
47.06	<ul style="list-style-type: none"> <li>• Paving will be on April 5.</li> </ul>	Tower
47.07	<ul style="list-style-type: none"> <li>• Display case shipment upcoming.</li> </ul>	Tower
47.08	<ul style="list-style-type: none"> <li>• Ceiling tile has been ordered including attic stock.</li> </ul>	Tower
47.09	<ul style="list-style-type: none"> <li>• Discussion on hydroseeding date and irrigation schedule this week.</li> </ul>	Tower
47.10	<ul style="list-style-type: none"> <li>• BER is checking with Mitsubishi on the condensers issue.</li> </ul>	JHA/BER
47.11	<ul style="list-style-type: none"> <li>• DPH inspection follow-up: issue with the lock to be addressed.</li> </ul>	Tower

46.01	<ul style="list-style-type: none"> <li>Owner’s training scheduled for this week; HVAC will be next week.</li> </ul>	Tower
46.02	<ul style="list-style-type: none"> <li>Wire mesh partitions are being finalized and the guardrail is being raised this week.</li> </ul>	Tower
46.03	<ul style="list-style-type: none"> <li>Final paving expected to be scheduled for the first week of April; will be a three day process and then striping. Irrigation work to be coordinated before paving; Bill is scheduling.</li> </ul>	Tower/TOC
46.04	<ul style="list-style-type: none"> <li>Punch list items are being addressed; display case – fabric has been approved and display case has been ordered.</li> </ul>	Tower
46.05	<ul style="list-style-type: none"> <li>Final balancing will be on the 22<sup>nd</sup> of March.</li> </ul>	Tower
46.06	<ul style="list-style-type: none"> <li>MEP punch list was issued to G&amp;H, AEC, Lapan and Delta.</li> </ul>	Tower
46.07	<ul style="list-style-type: none"> <li>Tower is marking up potential plan for sod in lieu of hydroseeding to determine the cost impact.</li> </ul>	Tower
46.08	<ul style="list-style-type: none"> <li>JHA is following up with BER on icy sidewalk conditions from condensers.</li> </ul>	JHA
46.09	<ul style="list-style-type: none"> <li>DPH inspection anticipated to be the week of 3/22.</li> </ul>	Tower
45.01	<ul style="list-style-type: none"> <li>Plumbing fixtures and sinks finalized; inspection will be on Friday.</li> </ul>	Tower
45.02	<ul style="list-style-type: none"> <li>The countertops and backsplashes will be completed today.</li> </ul>	Tower
45.03	<ul style="list-style-type: none"> <li>AEC is testing lines throughout the building to prepare for inspections.</li> </ul>	Tower
45.04	<ul style="list-style-type: none"> <li>Concrete floor sealing today and completing the Sally Port on Friday.</li> </ul>	Tower
45.05	<ul style="list-style-type: none"> <li>Painting continues, touching up the interior door frames.</li> </ul>	Tower
45.06	<ul style="list-style-type: none"> <li>Plumbing/Fire Protection and Electrical inspections are scheduled for Friday. HVAC and Fire Alarm was signed off on Tuesday.</li> </ul>	Tower
45.07	<ul style="list-style-type: none"> <li>This week caulking, construction cleaning, and interior signage will be completed.</li> </ul>	Tower
45.08	<ul style="list-style-type: none"> <li>Glass and mirrors are completed.</li> </ul>	Tower
45.09	<ul style="list-style-type: none"> <li>Wire mesh partitions are scheduled to be completed Monday-Wednesday next week.</li> </ul>	Tower
45.10	<ul style="list-style-type: none"> <li>Outbuilding lighting fixtures are to be delivered.</li> </ul>	Tower
45.11	<ul style="list-style-type: none"> <li>Dig It will be on site this week, as-builts to be sent in.</li> </ul>	Tower
45.12	<ul style="list-style-type: none"> <li>Board of Health inspection to be scheduled.</li> </ul>	JHA
45.13	<ul style="list-style-type: none"> <li>Punch list walk scheduled for Monday by JHA and BER.</li> </ul>	Tower
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>	TOC
45.17	<ul style="list-style-type: none"> <li>Detention keys and access panel keys are handed off and signed off.</li> </ul>	Tower
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>	TOC
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>	JHA
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>	Tower
44.01	<ul style="list-style-type: none"> <li>Resilient flooring and base finishing up today in main building and</li> </ul>	

44.02	outbuilding. Carpet tile is being installed in the records room.	Tower
44.03	<ul style="list-style-type: none"> <li>• Tile grout, backsplash, countertops to be installed end of next week.</li> </ul>	Tower
44.04	<ul style="list-style-type: none"> <li>• Remaining sinks to be installed next week.</li> </ul>	Tower
44.05	<ul style="list-style-type: none"> <li>• Interior finish paint continues; sally port ceiling paint upcoming.</li> </ul>	Tower
44.06	<ul style="list-style-type: none"> <li>• Interior electrical and lighting is ongoing.</li> </ul>	Tower
44.07	<ul style="list-style-type: none"> <li>• Controls are scheduled for Thursday of next week.</li> </ul>	Tower
44.08	<ul style="list-style-type: none"> <li>• Detention area bench to be installed Feb. 15 to complete JAILS scope.</li> </ul>	Tower
44.09	<ul style="list-style-type: none"> <li>• Detention glass and mirrors to be installed next week.</li> </ul>	Tower
44.10	<ul style="list-style-type: none"> <li>• Door hardware and accessories to be finalized in outbuilding.</li> </ul>	Tower
44.11	<ul style="list-style-type: none"> <li>• Wire mesh partitions to be completed in the outbuilding.</li> </ul>	Tower
44.12	<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
44.13	<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
	<b>Site Logistics &amp; COVID-19 Impacts</b> <b>03/24/2021</b>	
47.12	<ul style="list-style-type: none"> <li>• <b>Tower continues to monitor COVID-19 prevention.</b></li> </ul>	<b>Tower</b>
46.10	<ul style="list-style-type: none"> <li>• Tower continues to monitor COVID-19 prevention.</li> </ul>	Tower
45.24	<ul style="list-style-type: none"> <li>• Tower continues to monitor COVID-19 prevention.</li> </ul>	Tower
	<b>Submittals</b> <b>03/24/2021</b>	
47.13	<ul style="list-style-type: none"> <li>• <b>Closeout documents are being submitted by Tower.</b></li> </ul>	<b>Tower</b>
46.11	<ul style="list-style-type: none"> <li>• Subcontractors have a deadline of 3/17 for closeout documents.</li> </ul>	Tower
45.25	<ul style="list-style-type: none"> <li>• Closeout submittals upcoming: O&amp;Ms, As-Builts, and Warranties. The warranty date will still be March 1.</li> </ul>	Tower
	<b>RFI's</b> <b>03/24/2021</b>	
47.14	<ul style="list-style-type: none"> <li>• <b>No new RFIs.</b></li> </ul>	
46.12	<ul style="list-style-type: none"> <li>• No new RFIs.</li> </ul>	
45.26	<ul style="list-style-type: none"> <li>• No new RFIs.</li> </ul>	
	<b>PR's, ASI's, PCO's</b> <b>03/24/2021</b>	
47.15	<ul style="list-style-type: none"> <li>• <b>Tower is working on the door/color issue; credit upcoming.</b></li> </ul>	<b>Tower</b>
47.16	<ul style="list-style-type: none"> <li>• <b>Final change order upcoming.</b></li> </ul>	<b>Tower/JHA</b>
46.13	<ul style="list-style-type: none"> <li>• Road sign delivery date upcoming.</li> </ul>	Tower
46.14	<ul style="list-style-type: none"> <li>• Privacy fencing is being installed and guardrail is being raised.</li> </ul>	Tower
46.15	<ul style="list-style-type: none"> <li>• Credit upcoming for doors; only 7 will be replaced: (4) Lobby Doors, Chief's Office Door, Women's Locker Room Door and Records Door.</li> </ul>	Tower
45.27	<ul style="list-style-type: none"> <li>• The road sign fabrication is in process.</li> </ul>	Tower
45.28	<ul style="list-style-type: none"> <li>• The glass board is to be installed per A-6.1.</li> </ul>	Tower

45.29	<ul style="list-style-type: none"> <li>Privacy screening pricing to be submitted at \$1,485. Hastie Fence will also be returning to have the guardrail raised up.</li> </ul>	Tower
<p><b>47.17</b> 46.16 45.30</p>	<p><b>Master Schedule</b> <b>03/24/2021</b></p> <ul style="list-style-type: none"> <li><b>Top coat to be April 5, move in date to be April 13.</b></li> <li>Top coat to be early April, move in date is April 13.</li> <li>Top coat to be scheduled the first week of April. Move in date will now by April 13.</li> </ul>	<p><b>Tower/TOC</b> Tower/TOC Tower/TOC</p>
<p><b>47.18</b> 46.17 45.31</p>	<p><b>Certified Payroll</b> <b>03/24/2021</b></p> <ul style="list-style-type: none"> <li><b>Tower is working on providing up to date CPRs.</b></li> <li>Tower is working on providing up to date CPRs.</li> <li>FOIA request received for all certified payroll reports; Tower is working to get the files up to date.</li> </ul>	<p><b>Tower</b> Tower Tower</p>
<p><b>47.19</b> 46.18 45.32</p>	<p><b>As Built Drawings</b> <b>03/24/2021</b></p> <ul style="list-style-type: none"> <li><b>Stamped as-builts upcoming.</b></li> <li>Dig It owes stamped as-builts; digital copies will be submitted.</li> <li>Dig It and AEC as-builts to be submitted.</li> </ul>	<p><b>Tower</b> Tower Tower</p>
<p><b>47.20</b> 46.19 45.33</p>	<p><b>Requisitions</b> <b>03/24/2021</b></p> <ul style="list-style-type: none"> <li><b>Pencil req. for March upcoming.</b></li> <li>Discussion on Dig It and retainage; will not be reduced at this time.</li> <li>Requisition #12 hard copies to be delivered; draft for #13 upcoming.</li> </ul>	<p><b>Tower</b> Tower JHA/Tower</p>
<p><b>47.21</b> <b>47.22</b> <b>47.23</b> <b>47.24</b>  <b>47.25</b>  <b>47.26</b> <b>47.27</b> <b>47.28</b> 46.20 46.21</p>	<p><b>New Business</b> <b>03/24/2021</b></p> <ul style="list-style-type: none"> <li><b>Dishwasher delivery will be this Friday.</b></li> <li><b>Discussion on public tours to be discussed and planned by committee.</b></li> <li><b>Door locks not operating properly, Tower to check on this issue.</b></li> <li><b>All keys are labeled by door; hierarchy needed since keys are not stamped correctly.</b></li> <li><b>Dave S. went through the building with the custodian to make a list for equipment and supplies.</b></li> <li><b>Discussion on main corridor; to be buffed/cleaned before opening.</b></li> <li><b>Discussion on if final cleaning per specification was completed.</b></li> <li><b>Last meeting will be early April, but weekly calls will be set up.</b></li> <li>One-way film measurements have been taken by Peter A.</li> <li>Risers at the septic field are to be raised before sod.</li> </ul>	<p><b>TOC</b> <b>TOC</b> <b>Tower</b> <b>Tower/TOC</b>  <b>TOC</b>  <b>Tower</b> <b>Tower/TOC</b> <b>CHA</b> TOC TOC</p>

46.22	<ul style="list-style-type: none"> <li>• HVAC training to be scheduled.</li> </ul>	Tower
46.23	<ul style="list-style-type: none"> <li>• DPH inspection is pending New Era work in the cells.</li> </ul>	TOC/JHA
46.24	<ul style="list-style-type: none"> <li>• Tower checking on the dimensions at the main gate.</li> </ul>	Tower
46.25	<ul style="list-style-type: none"> <li>• Developing a plan for public tours of the station.</li> </ul>	TOC
46.26	<ul style="list-style-type: none"> <li>• Dave S. will order dumpster and recycling bin.</li> </ul>	TOC
46.27	<ul style="list-style-type: none"> <li>• Dishwasher delivery upcoming in April.</li> </ul>	TOC
46.28	<ul style="list-style-type: none"> <li>• Dave S. will review the washer/dryer set up.</li> </ul>	TOC
46.29	<ul style="list-style-type: none"> <li>• Punch list will be completed and sent to JHA, they will verify completion on site.</li> </ul>	Tower/JHA
46.30	<ul style="list-style-type: none"> <li>• Attic stock will be left in outbuilding; Tower to provide a list.</li> </ul>	Tower
46.31	<ul style="list-style-type: none"> <li>• Landscaping discussion; Town is responsible and will coordinate.</li> </ul>	TOC
45.34	<ul style="list-style-type: none"> <li>• Radio tower to be delivered on Friday 2/26.</li> </ul>	TOC
45.35	<ul style="list-style-type: none"> <li>• Energy credits from Mass Save are in progress for \$6,500.</li> </ul>	TOC
45.36	<ul style="list-style-type: none"> <li>• Peter Allegrini is working on the one-way film.</li> </ul>	TOC
45.37	<ul style="list-style-type: none"> <li>• The fire hydrant will be tested on Friday.</li> </ul>	Tower
45.38	<ul style="list-style-type: none"> <li>• Apparent rust on the shower was removed with magic eraser.</li> </ul>	Tower
45.39	<ul style="list-style-type: none"> <li>• AEC will install a data port in the Interview Room and an outlet in the Lobby Vestibule on T&amp;M.</li> </ul>	Tower
45.40	<ul style="list-style-type: none"> <li>• DPW to move the memorial over to the new station.</li> </ul>	TOC
45.41	<ul style="list-style-type: none"> <li>• The location for the future gate is on the as-builts.</li> </ul>	Tower
45.42	<ul style="list-style-type: none"> <li>• Discussion on risers at the septic field and how much they need to be raised up.</li> </ul>	TOC
45.43	<ul style="list-style-type: none"> <li>• Training schedule to be coordinated by Tower.</li> </ul>	Tower
45.44	<ul style="list-style-type: none"> <li>• Location for the final key box to be coordinated with the Chief.</li> </ul>	TOC
45.45	<ul style="list-style-type: none"> <li>• Pre-set colors for the cupola lighting to be programmed.</li> </ul>	Tower
45.46	<ul style="list-style-type: none"> <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> </ul>	JHA/Tower
45.47	<ul style="list-style-type: none"> <li>• JHA to issue substantial completion certification pending inspections.</li> </ul>	JHA
45.48	<ul style="list-style-type: none"> <li>• DPH inspection may be scheduled after JHA's pre-checklist review.</li> </ul>	JHA
45.49	<ul style="list-style-type: none"> <li>• Affidavits from JHA to be sent over for Certificate of Occupancy app.</li> </ul>	JHA
45.50	<ul style="list-style-type: none"> <li>• Tower is reviewing if the loam and seed is by the Town.</li> </ul>	Tower

**The next Carver Police Station meeting is scheduled for Thursday, April 8<sup>th</sup> at 12:00 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.**