



# Meeting #6

D.A. Sullivan & Sons, Inc.  
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**Project:** 19-017 - Westhampton Safety Complex  
48 Stage Rd.  
Westhampton, Massachusetts 01027

## Building Committee Meeting Minutes

**MEETING DATE:** 01/29/2020 **MEETING TIME:** 6:30 PM - 8:35 PM Eastern Time (US & Canada)

**MEETING LOCATION:** Town Hall

**OVERVIEW:**

**NOTES:**

**ATTACHMENTS:**

**ATTENDEES:**

### Attended

- ☒ Mark Sullivan (D.A. Sullivan & Sons, Inc.)
- ☐ Chris Sullivan (DiGiorgio Associates, Inc.)
- ☒ Phil Dowling (Town of Westhampton)
- ☒ Art Pichette (Town of Westhampton)
- ☒ David White (Town of Westhampton)
- ☒ John Zimmerman (Town of Westhampton)

### Attended

- ☐ Tom Lam (DiGiorgio Associates, Inc.)
- ☒ Chris Brooks (Town of Westhampton)
- ☒ Stephen Holt (Town of Westhampton)
- ☒ Laurie Sanders (Town of Westhampton)
- ☒ Stephan Wurmbrand (Town of Westhampton)

## Meeting Minutes

No	Title	Responsible	Due Date	Status
1.1	Approval of Minutes			Open
	<b>Official Documented Meeting Minutes:</b> Minutes of 1/9 approved.			
	<b>Previous Meeting Minutes:</b> <b>01/09/2020:</b> Minutes of 12/18 approved. <b>12/18/2019:</b> Minutes of 10/20 and 11/20 approved.			

## Design

No	Title	Responsible	Due Date	Status
2.1	Budget	Chris Sullivan (DiGiorgio Associates, Inc.)		Open
	<b>Official Documented Meeting Minutes:</b> Discussed meeting at DAI's office and reviewed budget items for consideration. Approved DAI's summary of meeting with additional note that the following items are to be pursued as formal Add-Alternates: - Addition of (now eliminated) Bay - Addition of (now eliminated) OH doors at back of building DAI to review reductions (and some additions) and to incorporate them into the revised design - for review/discussion at the next meeting.			

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact D.A. Sullivan & Sons, Inc. if there are any discrepancies or questions with the content of these minutes.



# Meeting #6

## Previous Meeting Minutes:

**01/09/2020:**

Discussed owner-initiated options to reduce budget of project; including:

- Delete 1 bay
- Delete OH doors at back of building
- Wood (vs. metal) construction
- Delete radiant heat
- Eliminate flat roof - single orientation with low/high sections
- 'Flip' building orientation
- Shift building back ~ 10'
- Ambulance to be eliminated; which puts more space into play (for compressor, etc)
- Discussed moving Mech equipment to otherwise empty 2nd floor (above offices); which could be used in future

Owner to send DAI formal listing of VE items.

**12/18/2019:**

Discussed email correspondence from Chris re potential VE items for the Building Committee to discuss. Consensus was for the Committee to rank each item (Yes/No/DK) and return to Mark - who will then compile results for DAI's use in presenting the more detailed Schematic estimate at the next meeting.

## 2.3 Civil / Exterior Review

Open

### Official Documented Meeting Minutes:

Discussed, again, layout of building on the site. The Building Committee will ask for the civil engineer to attend the next meeting to review.

### Previous Meeting Minutes:

**01/09/2020:**

Items to be reviewed by Civil Engineer include:

- Changing the layout of the building to a 'mirror' image
- Shifting the building back ~ 10', and putting parking at the backside of the building
- Discussed potential option of using aggregate piers in lieu of traditional foundation
- 'Steepness' of driveway to be reviewed

**12/18/2019:**

On hold while VE options are considered.

## 2.4 Layout

Chris Sullivan (**DiGiorgio Associates, Inc.**),

Phil Dowling (**Town of Westhampton**)

Closed

### Official Documented Meeting Minutes:

See Item 2.1. *CLOSED*

### Previous Meeting Minutes:

**01/09/2020:**

Owner received feedback from 3 local GCs who would bid on the potential project; all of whom thought the building could be completed within the \$4M budget. Accordingly, it was thought that the revisions suggested would be the best opportunity to ensure a building that could be afforded that also addressed the minimal needs of the Town. The Committee re-emphasized their commitment to bring the project in under budget.

**12/18/2019:**

Phil to pursue input from local GCs with Metal Building mfg relationships. Would like to pursue, as an option, a simplified design with one roof orientation for the entire length of the building, and the mechanical equipment above the offices.

## Meeting Schedule

No	Title	Responsible	Due Date	Status
3.1	Next Meeting		01/22/2020	Open

### Official Documented Meeting Minutes:

The next meeting will be on Wednesday, Feb 12th @ 6:30 PM.

### Previous Meeting Minutes:

**01/09/2020:** (None)

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

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