



Meeting #9

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: 03/25/2020 **MEETING TIME:** 6:30 PM - 7:40 PM Eastern Time (US & Canada)

MEETING LOCATION: Virtual Meeting (Call-in)

OVERVIEW:

NOTES:

ATTACHMENTS:

ATTENDEES:

Attended

- ☐ Mark Sullivan (D.A. Sullivan & Sons, Inc.)
- ☐ Chris Luchetti (DiGiorgio Associates, Inc.)
- ☐ Chris Sullivan (DiGiorgio Associates, Inc.)
- ☐ David Kelley (Meridian Associates)
- ☐ 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.)
- ☐ John McGee (DiGiorgio Associates, Inc.)
- ☐ John Ings (Meridian Associates)
- ☐ Chris Brooks (Town of Westhampton)
- ☐ Stephen Holt (Town of Westhampton)
- ☐ Laurie Sanders (Town of Westhampton)
- ☐ Stephan Wurmbrand (Town of Westhampton)

Meeting Schedule

No	Title	Responsible	Due Date	Status
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1.1	Next Meeting		03/25/2020	Open
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Official Documented Meeting Minutes:

The next meeting will be on Wednesday, April 8th @ 6:30 PM (virtual)

Previous Meeting Minutes:

02/26/2020:

The next meeting will be on Wednesday, **March 25th** at 6:30 PM at the Town Hall.

*Note the change to the meeting date.

02/12/2020: (None)

Meeting Minutes

No	Title	Responsible	Due Date	Status
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2.1	Approval of Minutes			Open
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Official Documented Meeting Minutes:

Minutes of the Feb 26th meeting were approved, along with notes from DAI.

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 #9

Previous Meeting Minutes:

02/26/2020:

Minutes of Feb 12th approved, along with Notes from DAI.

02/12/2020: (None)

General Business

No	Title	Responsible	Due Date	Status
3.1	Feedback from Local GCs	Phil Dowling (Town of Westhampton)	03/25/2020	Closed

Official Documented Meeting Minutes:

3-25 No conflict seen with limited input from local GCs on design. *CLOSED*

2-28 Phil will contact AG's office to review potential input from local GCs on cost estimates for project.

Previous Meeting Minutes:

02/26/2020: (None)

Design

No	Title	Responsible	Due Date	Status
4.1	Budget	Chris Sullivan (DiGiorgio Associates, Inc.)		Open

Attachments:

[PCM SD Estimate 3-20-20.xlsx](#)

Official Documented Meeting Minutes:

Reviewed the budget from PCM and compared it to the revised budget from DAI. Mark will further revise PCM's estimate to more adequately compare 'apples to apples', but in general it looks like both estimates are pointing to a \$4.5M project for the revised scope of Work.

The Committee authorized DAI to move forward with the design to the DD phase, with the intent of bidding the project in the fall (but not starting until the spring of 2021).

Previous Meeting Minutes:

02/26/2020:

Agreed to pursue 3rd party estimating firm to develop schematic budget based on final design. Mark to coordinate/schedule. Discussed Sitework by Owner - need to clarify specifically what will be done by Town. Tom will circulate list to coordinate.

02/12/2020:

Discussed several revisions with design team and members of the public (including Westhampton Boy Scouts), including:

- Rear OH doors
- Elimination of Bay
- Location of compressor
- Booking area (with sink)
- Location of Decon shower
- Future 2nd floor stair location
- Height of building

4.2 Civil / Exterior Review

Closed

Attachments:

[Updated Civil Dwgs 2-26-20.pdf](#)

Official Documented Meeting Minutes:

See Item #3.1. *CLOSED*

Previous Meeting Minutes:

02/26/2020:

Discussed FP line and domestic water line sizes and routes / size of cistern.

Plan will require sign-off by Conservation Commission & BOH. Laurie volunteered to walk site prior to review with Cons Comm. to confirm wetland delineation.

02/12/2020:

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Discussed 3 main options (at length) for the building in different locations on the site:

- Option 1 (No back OH doors)
- Option 2 (Potential for future OH doors in back)
- Option 3 (2 OH doors in back, delete existing shed, retaining wall, etc.)

A motion was approved 6-1 to pursue Option #2 and relocate the building in such a manner as to allow for 2 potential OH doors in the back, along with additional parking.

The design team will proceed accordingly with the intent to have a 3rd party estimator generate a final budget after these revisions have been addressed to the satisfaction of the Committee.

4.3 Layout Tom Lam (DiGiorgio Associates, Inc.) 03/25/2020 Closed

Attachments:

[Updated Arch 2-26-20.pdf](#) [Phil's 2nd Floor Suggestions.pdf](#)

Official Documented Meeting Minutes:

3-25 Agreed to move to DD-phase. See #3.1. *CLOSED*

2-28 See attached updated dwgs.

Reviewed interior layout with respect to 2nd floor (stair location, Mec/Elec Rms, etc). Elevator shaft will be constructed now - as will stub-ups for Plumbing/Mech/Elec.

Phil proposed changes to layout - Tom to confirm spacing, etc. (see attached).

It was agreed the the 2nd floor needs to be as flexible as possible for future use.

Previous Meeting Minutes:

02/26/2020: (None)

New Business

No	Title	Responsible	Due Date	Status
5.1	Design Schedule	Tom Lam (DiGiorgio Associates, Inc.)	04/08/2020	Open
Official Documented Meeting Minutes: Tom to put schedule together with project milestones - to review at the next meeting.				
5.2	Owner-Related Items	Stephen Holt (Town of Westhampton), Mark Sullivan (D.A. Sullivan & Sons, Inc.)	04/08/2020	Open
Official Documented Meeting Minutes: Members of the Building Committee to identify sitework and owner-furnished items. Mark to forward line-item estimate for their use/coordination.				
5.3	Wetlands	Laurie Sanders (Town of Westhampton)	04/08/2020	Open
Official Documented Meeting Minutes: Laurie to review wetland delineation and will review with design team.				

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