



Meeting #10

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: 04/08/2020 **MEETING TIME:** 6:30 PM - 7:35 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.)
- ☐ Amit Shah (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 15th @ 6:30 PM (virtual)

Previous Meeting Minutes:

03/25/2020:

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

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.

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 March 25th meeting were approved.

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 #10

Previous Meeting Minutes:

03/25/2020:

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

02/26/2020:

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

Invoices

No	Title	Responsible	Due Date	Status
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3.1	Review of Invoices			Open
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Official Documented Meeting Minutes:

Invoices for both DAI and DAS were reviewed/approved.

General Business

No	Title	Responsible	Due Date	Status
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4.1	Owner-Related Items	Mark Sullivan (D.A. Sullivan & Sons, Inc.), Stephen Holt (Town of Westhampton)	04/08/2020	Open
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Official Documented Meeting Minutes:

Town will further review Sitework related items with John to determine final scope. Discussed septic system, ADA compliance issues, thickness of pavement, existing water line, etc.

Previous Meeting Minutes:

03/25/2020:

Members of the Building Committee to identify sitework and owner-furnished items. Mark to forward line-item estimate for their use/coordination.

4.2	Wetlands	Laurie Sanders (Town of Westhampton)	04/08/2020	Closed
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Official Documented Meeting Minutes:

Laurie updated the wetlands delineation and will work with Dave moving forward. CLOSED

Previous Meeting Minutes:

03/25/2020:

Laurie to review wetland delineation and will review with design team.

4.3	Property Survey	Phil Dowling (Town of Westhampton)		Open
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Official Documented Meeting Minutes:

The formal, filed documents with the state do not reflect the updated plans on file with the Town - with respect to the 'rounded corner' of the property due to the most recently completed road work. Phil to pursue.

Design

No	Title	Responsible	Due Date	Status
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5.1	Budget			Open
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Attachments:

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

Official Documented Meeting Minutes:

Confirmed that wood construction is preferred vs. metal. DAI asked for help finding 3 mfgs., and will confirm if the length of spans required will be an issue. Morgan and Lester were noted as 2 mfgs to pursue, initially. DAS to get other names

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Meeting #10

Previous Meeting Minutes:

03/25/2020:

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).

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.

5.2 Design Schedule Tom Lam (**DiGiorgio Associates, Inc.**) 04/08/2020 Open

Attachments:

[Project Milestones 040720.pdf](#)

Official Documented Meeting Minutes:

Reviewed DAI's Milestone Schedule (attached) through DD and CA. Anticipated completion: end of June / early July.

Previous Meeting Minutes:

03/25/2020:

Tom to put schedule together with project milestones - to review at the next meeting.

New Business

No	Title	Responsible	Due Date	Status
6.1	Special Town Meeting			Open
	Official Documented Meeting Minutes: Discussed aligning the Special Town meeting with the bid date for the project. To be coordinated as the project moves forward.			
6.2	Local Approval Process	David Kelley (Meridian Associates)		Open
	Official Documented Meeting Minutes: Dave to pursue formal approval at local level (Cons Comm, Zoning Board, etc.)			
6.3	Room Data Sheets	Tom Lam (DiGiorgio Associates, Inc.)	04/15/2020	Open
	Official Documented Meeting Minutes: Tom to distribute Room Data Sheets for the Owner's review to confirm new/existing equipment.			

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