



# Meeting #11

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:** 04/15/2020 **MEETING TIME:** 6:30 PM - 7:45 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 22nd @ 6:30 PM (virtual)

### Previous Meeting Minutes:

#### 04/08/2020:

The next meeting will be on Wednesday, April 15th @ 6:30 PM (virtual)

#### 03/25/2020:

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

## 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 April 8th 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 #11

## Previous Meeting Minutes:

**04/08/2020:**

Minutes of March 25th meeting were approved.

**03/25/2020:**

Minutes of the Feb 26th meeting were 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:

No invoices were reviewed.

## Previous Meeting Minutes:

**04/08/2020:**

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	Stephen Holt (Town of Westhampton), Mark Sullivan (D.A. Sullivan & Sons, Inc.)	04/08/2020	Open
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## Official Documented Meeting Minutes:

Sitework review ongoing

## Previous Meeting Minutes:

**04/08/2020:**

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.

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

The certified layout in the County Registry is old, and the Hampshire County Council of Governments has disbanded. Mass DOT is now in charge of County Roads - Phil to pursue formal documentation, but the 'curved road' as shown is correct and can be used for design.

## Previous Meeting Minutes:

**04/08/2020:**

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.

4.3	Special Town Meeting			Open
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## Official Documented Meeting Minutes:

To be pursued further as the bid schedule develops.

## Previous Meeting Minutes:

**04/08/2020:**

Discussed aligning the Special Town meeting with the bid date for the project. To be coordinated as the project moves forward.

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# Meeting #11

## Design

No	Title	Responsible	Due Date	Status
5.1	Budget	Mark Sullivan (D.A. Sullivan & Sons, Inc.)		Open
<b>Attachments:</b> <a href="#">PCM SD Estimate 3-20-20.xlsx</a> <b>Official Documented Meeting Minutes:</b> DAS to pursue wood-building mfgs <b>Previous Meeting Minutes:</b> <b>04/08/2020:</b> 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 <b>03/25/2020:</b> 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).				
5.2	Design Schedule	Amit Shah (DiGiorgio Associates, Inc.), Tom Lam (DiGiorgio Associates, Inc.)	04/08/2020	Open
<b>Attachments:</b> <a href="#">Project Milestones 040720.pdf</a> <b>Official Documented Meeting Minutes:</b> DD-phase continues with individual room design confirmation. <b>Previous Meeting Minutes:</b> <b>04/08/2020:</b> Reviewed DAI's Milestone Schedule (attached) through DD and CA. Anticipated completion: end of June / early July. <b>03/25/2020:</b> Tom to put schedule together with project milestones - to review at the next meeting.				
5.3	Local Approval Process	David Kelley (Meridian Associates)		Open
<b>Official Documented Meeting Minutes:</b> DD dwgs (only) will be needed for local approval - not final CDs. Dave to pursue. <b>Previous Meeting Minutes:</b> <b>04/08/2020:</b> Dave to pursue formal approval at local level (Cons Comm, Zoning Board, etc.)				
5.4	Room Data Sheets		04/15/2020	Open
<b>Official Documented Meeting Minutes:</b> Tom and Amit reviewed Data Sheets and walked through filling out / adding information. The Owner will endeavor to return Data Sheets to Mark by Tuesday, so that DAI can review/update for next week's meeting. <b>Previous Meeting Minutes:</b> <b>04/08/2020:</b> Tom to distribute Room Data Sheets for the Owner's review to confirm new/existing equipment.				

## New Business

No	Title	Responsible	Due Date	Status
6.1	Geotechnical Engineer	Mark Sullivan (D.A. Sullivan & Sons, Inc.)		Open

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**Official Documented Meeting Minutes:**

DAI would like additional information from the Geotechnical Engineer re the existing soils; to inform the structural design, etc. Mark to pursue OTO (who did original study)

6.2 Hose Drying Cabinet

Open

**Official Documented Meeting Minutes:**

Steve asked for information / cut-sheets of proposed Hose Drying Cabinets. DAI to follow-up.

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