



Meeting #13

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: 04/29/2020 **MEETING TIME:** 6:30 PM - 8:25 PM Eastern Time (US & Canada)

MEETING LOCATION: Virtual Meeting (Call-in)

OVERVIEW:

Westhampton Public Safety / Weekly Meeting on Wednesdays @ 6:30 PM
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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
1.1	Next Meeting			Open

Official Documented Meeting Minutes:

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

Previous Meeting Minutes:

04/22/2020:

The next meeting will be on Wednesday, April 29th @ 6:30 PM (virtual)

04/15/2020:

The next meeting will be on Wednesday, April 22nd @ 6:30 PM (virtual)

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 #13

Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open
	Official Documented Meeting Minutes: The Meeting Minutes of 4/15 and 4/22 were approved.			
	Previous Meeting Minutes: 04/22/2020: No motion taken on the minutes of 4/15. 04/15/2020: Minutes of April 8th meeting were approved.			

Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open
	Official Documented Meeting Minutes: No invoices were reviewed.			
	Previous Meeting Minutes: 04/22/2020: No invoices were reviewed. 04/15/2020: No invoices were reviewed.			

General Business

No	Title	Responsible	Due Date	Status
4.1	Owner-Related Items	Stephen Holt (Town of Westhampton), Mark Sullivan (D.A. Sullivan & Sons, Inc.)		Open
	Official Documented Meeting Minutes: Ongoing			
	Previous Meeting Minutes: 04/22/2020: Phil reviewed list of site-related items to the DPW, who voiced the opinion that they could do footing excavation, too. To be reviewed further as the plans and details are further developed. 04/15/2020: Sitework review ongoing			
4.3	Special Town Meeting			Open
	Official Documented Meeting Minutes: To be pursued further as the bid schedule develops.			
	Previous Meeting Minutes: 04/22/2020: To be pursued further as the bid schedule develops. 04/15/2020: To be pursued further as the bid schedule develops.			

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Design

No	Title	Responsible	Due Date	Status
5.2	Design Schedule	Amit Shah (DiGiorgio Associates, Inc.), Tom Lam (DiGiorgio Associates, Inc.)	05/15/2020	Open
Attachments: Project Milestones 040720.pdf Official Documented Meeting Minutes: Still on track for completion mid-May. Previous Meeting Minutes: 04/22/2020: DD-phase is on track to be completed within ~ 3 weeks. 04/15/2020: DD-phase continues with individual room design confirmation.				
5.3	Local Approval Process	David Kelley (Meridian Associates)		Open
Official Documented Meeting Minutes: Ongoing Previous Meeting Minutes: 04/22/2020: Ongoing 04/15/2020: DD dwgs (only) will be needed for local approval - not final CDs. Dave to pursue.				
5.4	Room Data Sheets	Tom Lam (DiGiorgio Associates, Inc.), Amit Shah (DiGiorgio Associates, Inc.)		Open
Official Documented Meeting Minutes: Reviewed updated layouts for Police Squad Rm, Booking, Police Chief, Files Rm, Evidence Rm, IT Closet, Lobby, EOC Rm. Discussed proposed layouts for Sallyport, Fire Officer's Rm Fire Chief's Office, Decon Shower, Equip Wash, Gear Rm, Compressor Rm. DAI to update per comments and will present revised dwgs. at the next meeting. Previous Meeting Minutes: 04/22/2020: Reviewed several rooms, including Meeting/Training, Decon Shower, Lobby, Squad Rm, Booking, Evidence, Police Chief's Office. DAI to update per comments received and will present revised dwgs. at the next meeting. 04/15/2020: 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.				
5.5	Geotechnical Engineer	Mark Sullivan (D.A. Sullivan & Sons, Inc.)	05/06/2020	Open
Official Documented Meeting Minutes: Mark to follow-up with OTO re scope with respect to borings, leach field, etc. Previous Meeting Minutes: 04/22/2020: It was agreed to move forward with OTO to supplement the information they generated with the initial study. David Kelly will be the point person for the design team. 04/15/2020: 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)				

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5.6 Hose Drying Cabinet Stephen Holt (Town of Westhampton) Closed

Official Documented Meeting Minutes:

The hose drying cabinet will not be pursued at this time. *CLOSED*

Previous Meeting Minutes:

04/22/2020:

Information received - to be reviewed by the officers for feedback.

04/15/2020:

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

New Business

No	Title	Responsible	Due Date	Status
6.1	Equipment	Stephen Holt (Town of Westhampton)		Open

Description:

DAI asked that the Town review their equipment requirements for each Dept. Information to be forwarded to DAI prior to Tuesday of next week (for inclusion in Wednesday night's discussion)

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