



Meeting #14

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: 05/06/2020 **MEETING TIME:** 6:30 PM - 8:00 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 13th @ 6:30 PM (virtual)

Previous Meeting Minutes:

04/29/2020:

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

04/22/2020:

The next meeting will be on Wednesday, April 29th @ 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 #14

Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open
Official Documented Meeting Minutes: The Meeting Minutes of 5/5/20 were approved.				
Previous Meeting Minutes: 04/29/2020: The Meeting Minutes of 4/15 and 4/22 were approved. 04/22/2020: No motion taken on the minutes of 4/15.				

Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open
Official Documented Meeting Minutes: DAS' invoice for April was approved.				
Previous Meeting Minutes: 04/29/2020: No invoices were reviewed. 04/22/2020: No invoices were reviewed.				

General Business

No	Title	Responsible	Due Date	Status
4.1	Owner-Related Items	Phil Dowling (Town of Westhampton), Stephen Holt (Town of Westhampton)		Open
Official Documented Meeting Minutes: A review of Civil-related items will take place next week, with reps from the Town on hand to discuss their scope of work.				
Previous Meeting Minutes: 04/29/2020: Ongoing 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.				
4.3	Special Town Meeting			Open
Official Documented Meeting Minutes: To be pursued further as the bid schedule develops.				
Previous Meeting Minutes: 04/29/2020: To be pursued further as the bid schedule develops. 04/22/2020: To be pursued further as the bid schedule develops.				

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Design

No	Title	Responsible	Due Date	Status
5.1	Design Schedule	Tom Lam (DiGiorgio Associates, Inc.), Amit Shah (DiGiorgio Associates, Inc.)	05/15/2020	Open
Attachments: Project Milestones 040720.pdf				
Official Documented Meeting Minutes: MEP narratives received for review/discussion. Civil dwgs. forwarded this date. Structural information forthcoming. The Town asked for the design to include provisions (Structural/Electrical) for the future installation of a PV array on the roof.				
Previous Meeting Minutes: 04/29/2020: Still on track for completion mid-May. 04/22/2020: DD-phase is on track to be completed within ~ 3 weeks.				
5.2	Local Approval Process	David Kelley (Meridian Associates)		Open
Official Documented Meeting Minutes: Ongoing				
Previous Meeting Minutes: 04/29/2020: Ongoing 04/22/2020: Ongoing				
5.3	Room Data Sheets	Amit Shah (DiGiorgio Associates, Inc.), Tom Lam (DiGiorgio Associates, Inc.)		Open
Official Documented Meeting Minutes: Reviewed last weeks room layouts. Focused discussion was held on the Apparatus Bay(s). Each of 7 bays was reviewed with respect to vehicles, equipment, and appliances. Sound attenuation was requested for the Compressor Rm. A Sprinkler Rm location needs to be established. The Police Chief asked for the inclusion, if possible, of a single-use bathroom for his office. It was agreed that a corrugated metal ceiling (flat) on the bottom side of the trusses would be sufficient in the Apparatus Bay. CMU locations were reviewed - Amit will address for next week.				
Previous Meeting Minutes: 04/29/2020: 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.				
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.				
5.4	Geotechnical Engineer	Tom Lam (DiGiorgio Associates, Inc.)	05/06/2020	Open

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Official Documented Meeting Minutes:

Next week's discussion will begin with Civil-related items. Tom to check if his engineers have reached-out to OTO yet.

Previous Meeting Minutes:

04/29/2020:

Mark to follow-up with OTO re scope with respect to borings, leach field, etc.

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.

5.5 Equipment

Amit Shah (**DiGiorgio Associates, Inc.**),
Stephen Holt (**Town of Westhampton**)

Open

Official Documented Meeting Minutes:

05/05/20: Discussion continues. Reviewed extractor location, desk orientations/sizes, plan table, file cabinets - and equipment specific to the Apparatus Bays.

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)

Previous Meeting Minutes:

04/29/2020: (None)

New Business

No	Title	Responsible	Due Date	Status
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