



# Meeting #16

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:** 05/20/2020 **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 Hipolito (Griffith and Vary 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.)
- ☐ Ron Furbish (Griffith and Vary 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, June 3rd @ 6:30 PM (virtual)

### Previous Meeting Minutes:

**05/13/2020:**

The next meeting will be on Wednesday, May 20th @ 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 #16

**05/06/2020:**

The next meeting will be on Wednesday, May 13th @ 6:30 PM (virtual)

## Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open
	<b>Official Documented Meeting Minutes:</b> The Meeting Minutes of 5/13/20 were approved.			
	<b>Previous Meeting Minutes:</b> <b>05/13/2020:</b> The Meeting Minutes of 5/13/20 were approved. <b>05/06/2020:</b> The Meeting Minutes of 5/5/20 were approved.			

## Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open
	<b>Official Documented Meeting Minutes:</b> One invoice from DiGiorgio for \$15,000 was approved by the Committee.			
	<b>Previous Meeting Minutes:</b> <b>05/13/2020:</b> No open invoices were in need of review. <b>05/06/2020:</b> DAS' invoice for April was approved.			

## General Business

No	Title	Responsible	Due Date	Status
4.1	Owner-Related Items	Stephen Holt (Town of Westhampton), Phil Dowling (Town of Westhampton), David Kelley (Meridian Associates)		Open
	<b>Official Documented Meeting Minutes:</b> Review is ongoing with Town. Steve questioned the need for a new perc-test. Tom to pursue with engineer.			
	<b>Previous Meeting Minutes:</b> <b>05/13/2020:</b> Ongoing. Discussed subsurface infiltration basin, paving specs (2" binder w/ 3/4 stone, 2" topcoat w/ 1/2" stone), bituminous curb (vs. concrete) and sidewalks throughout <b>05/06/2020:</b> A review of Civil-related items will take place next week, with reps from the Town on hand to discuss their scope of work.			
4.3	Special Town Meeting			Open
	<b>Official Documented Meeting Minutes:</b> To be pursued further as the bid schedule develops.			
	<b>Previous Meeting Minutes:</b> <b>05/13/2020:</b> To be pursued further as the bid schedule develops. <b>05/06/2020:</b>			

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To be pursued further as the bid schedule develops.

## Design

No	Title	Responsible	Due Date	Status
5.1	Design Related Issues / Schedule	Tom Lam ( <b>DiGiorgio Associates, Inc.</b> ), Amit Shah ( <b>DiGiorgio Associates, Inc.</b> ), David Kelley ( <b>Meridian Associates</b> ), David Hipolito ( <b>Griffith and Vary Inc.</b> )	05/15/2020	Open

### Attachments:

[Project Milestones 040720.pdf](#)

### Official Documented Meeting Minutes:

Discussed propane tank location (and above vs. below ground).

Reviewed 2 options for proposed heating zones, and chose 1 (partial vs. full-control), along with 4 zones at the 2nd floor.

Agreed that a transfer switch will not be required, and that exit signs, etc. with battery backup will suffice.

Signed-off on a diesel tank for the generator and fire pump.

Reviewed both Air Vac 911 and Point-of-Capture exhaust removal systems. Agreed to utilize a Point-of-Capture system along with a supplemental general exhaust for the most flexibility and performance.

Agreed on exterior elevations of Fire Pump Rm, and most flooring finishes. Amit/Tom to pursue potential alternatives to VCT.

### Previous Meeting Minutes:

#### 05/13/2020:

Civil: discussed fire pump location - will pursue separate 'outhouse' at NE corner. Sound attenuation a concern because of neighbors. Bldg. generator will be in same area.

MEP: Propane (vs. Electric) is design preference. Central air with zone controls, propane heaters in the Apparatus Bay, exhaust system(s) discussed. Reviewed lighting layout(s) and controls.

#### 05/06/2020:

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.

5.2	Local Approval Process	David Kelley ( <b>Meridian Associates</b> )		Open
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### Official Documented Meeting Minutes:

Permitting can be formally pursued at the completion of the DD-phase (soon).

### Previous Meeting Minutes:

#### 05/13/2020:

Ongoing

#### 05/06/2020:

Ongoing

5.3	Room Data Sheets	Amit Shah ( <b>DiGiorgio Associates, Inc.</b> ), Tom Lam ( <b>DiGiorgio Associates, Inc.</b> ), David Hipolito ( <b>Griffith and Vary Inc.</b> )		Open
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### Previous Meeting Minutes:

#### 05/13/2020:

Confirmed last week's room layouts.

Discussed Stairwell, Compressor Rm, Electric Rm, Work Area reconfiguration, small (new) toilet by Booking/Processing.

Reviewed 2nd Floor Layout - Plumbing to be roughed for future bathrooms

#### 05/06/2020:

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.

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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.

- 5.4 Geotechnical Engineer David Kelley (**Meridian Associates**),  
Phil Dowling (**Town of Westhampton**) 05/06/2020 Open

**Previous Meeting Minutes:**

**05/13/2020:**

Boring locations discussed. Phil to coordinate with DPW

**05/06/2020:**

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

- 5.5 Equipment Tom Lam (**DiGiorgio Associates, Inc.**),  
Amit Shah (**DiGiorgio Associates, Inc.**),  
Stephen Holt (**Town of Westhampton**) Open

**Official Documented Meeting Minutes:**

Fire cabinet dimensions shared with Tom/Amit. Tom to confirm if information on any other equipment is needed.

**Previous Meeting Minutes:**

**05/13/2020:**

Some existing equipment specs still needed for coordination.

**05/06/2020:**

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

04/29/20: 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)

- 5.6 Low Voltage Wiring Open

**Previous Meeting Minutes:**

**05/13/2020:**

Stephan noted that the low voltage wiring should be coordinated for final implementation by Owner.

## New Business

No	Title	Responsible	Due Date	Status
6.1	Epoxy Flooring	Tom Lam ( <b>DiGiorgio Associates, Inc.</b> ), Amit Shah ( <b>DiGiorgio Associates, Inc.</b> )		Open

**Official Documented Meeting Minutes:**

Phil asked for a chance to review the proposed specs on the Epoxy Flooring. Tom to pursue.

- 6.2 End of DD-Phase 06/03/2020 Open

**Official Documented Meeting Minutes:**

Tom asked, once the updated dwgs. are sent around for review, for a formal sign-off on the DD phase of the Safety Complex. The Committee will still have an opportunity to make changes in the future, but essentially the plans as-designed will be approved - which will allow the engineering team to fully pursue the MEP packages and for the architectural team to start developing more a detailed design. To be discussed at the next meeting.

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