



Meeting #17

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: 06/03/2020 **MEETING TIME:** 6:30 PM - 8:50 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)
- ☒ Tom Martin (Town of Westhampton)
- ☒ Laurie Sanders (Town of Westhampton)
- ☒ Stephan Wurmbrand (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)
- ☒ Art Pichette (Town of Westhampton)
- ☐ David White (Town of Westhampton)
- ☒ John Zimmerman (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 17th @ 6:30 PM (virtual)

Previous Meeting Minutes:

05/20/2020:

The next meeting will be on Wednesday, June 3rd @ 6:30 PM (virtual)

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 #17

Meeting Minutes

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

Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open
	Official Documented Meeting Minutes: No open invoices were in need of review.			
	Previous Meeting Minutes: 05/20/2020: One invoice from DiGiorgio for \$15,000 was approved by the Committee. 05/13/2020: No open invoices were in need of review.			

General Business

No	Title	Responsible	Due Date	Status
4.1	Owner-Related Items	John Ings (Meridian Associates), Tom Martin (Town of Westhampton), David Kelley (Meridian Associates)		Open
	Official Documented Meeting Minutes: A lengthy discussion was had with Tom Martin re the storm water management requirements, perc tests, runoff, retention ponds, etc. Dave Kelley and John Ings will continue discussion with Tom as final design is developed.			
	Previous Meeting Minutes: 05/20/2020: Review is ongoing with Town. Steve questioned the need for a new perc-test. Tom to pursue with engineer. 05/13/2020: 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			
4.3	Special Town Meeting			Open
	Official Documented Meeting Minutes: To be pursued further as the bid schedule develops.			
	Previous Meeting Minutes: 05/20/2020: To be pursued further as the bid schedule develops. 05/13/2020: To be pursued further as the bid schedule develops.			

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Design

No	Title	Responsible	Due Date	Status
5.1	Design Related Issues / Schedule	John Ings (Meridian Associates), David Hipolito (Griffith and Vary Inc.), David Kelley (Meridian Associates), Amit Shah (DiGiorgio Associates, Inc.), Tom Lam (DiGiorgio Associates, Inc.)	05/15/2020	Open
Attachments: Project Milestones 040720.pdf				
Official Documented Meeting Minutes: Reviewed Civil design; including propane tank size/location, bituminous curbs, snow storage: Authorization to move forward to CDs approved. Reviewed MEP designs; including FP overview, floor drains, cleanouts, wall mounted toilets (Amit to review), hose bib locations, exhaust system, lighting/controls, power, outlet locations: Authorization to move forward to CDs approved. Final review of Architectural DD plans to occur at next meeting.				
Previous Meeting Minutes: 05/20/2020: 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. 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.				
5.2	Local Approval Process	David Kelley (Meridian Associates)		Open
Official Documented Meeting Minutes: Formal permitting discussion can now be moved forward.				
Previous Meeting Minutes: 05/20/2020: Permitting can be formally pursued at the completion of the DD-phase (soon). 05/13/2020: Ongoing				
5.3	Room Data Sheets	Tom Lam (DiGiorgio Associates, Inc.), Amit Shah (DiGiorgio Associates, Inc.)		Open
Official Documented Meeting Minutes: Final list to be distributed by Tom/Amit for review by Town.				
Previous Meeting Minutes: 05/20/2020: (None) 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				
5.4	Geotechnical Engineer	Phil Dowling (Town of Westhampton), David Kelley (Meridian Associates)	05/06/2020	Closed

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Official Documented Meeting Minutes:

See Item #5.1. *CLOSED*

Previous Meeting Minutes:

05/20/2020: *(None)*

05/13/2020:

Boring locations discussed. Phil to coordinate with DPW

5.5 Low Voltage Wiring

Open

Previous Meeting Minutes:

05/20/2020: *(None)*

05/13/2020:

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

5.6 Equipment

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

Closed

Official Documented Meeting Minutes:

See Item #5.3. *CLOSED*

Previous Meeting Minutes:

05/20/2020:

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

05/13/2020:

Some existing equipment specs still needed for coordination.

5.7 Epoxy Flooring

Amit Shah (**DiGiorgio Associates, Inc.**),
Tom Lam (**DiGiorgio Associates, Inc.**)

Open

Previous Meeting Minutes:

05/20/2020:

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

5.8 End of DD-Phase

06/03/2020

Open

Official Documented Meeting Minutes:

All disciplines other than Architectural were approved to move forward to the CD phase. Architectural sign-off forthcoming.

Previous Meeting Minutes:

05/20/2020:

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.

New Business

No	Title	Responsible	Due Date	Status
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