



Meeting #18

D.A. Sullivan & Sons, Inc.
82-84 North Street
Northampton, Massachusetts 01060
Phone: (413) 584-0310
Fax: (413) 585-5710

Project: 19-017 - Westhampton Safety Complex
48 Stage Rd.
Westhampton, Massachusetts 01027

Building Committee Meeting Minutes

MEETING DATE: 06/17/2020

MEETING TIME: 6:30 PM - Eastern Time (US & Canada)

MEETING LOCATION: Virtual Meeting (Call-in)

OVERVIEW:

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

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/701086549>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 701-086-549

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/701086549>

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, July 1st @ 6:30 PM (virtual)

Previous Meeting Minutes:

06/03/2020:

The next meeting will be on Wednesday, June 17th @ 6:30 PM (virtual)

05/20/2020:

The next meeting will be on Wednesday, June 3rd @ 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 #18

Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open
	Official Documented Meeting Minutes: The Meeting Minutes of 6/3/20 were approved.			
	Previous Meeting Minutes: 06/03/2020: The Meeting Minutes of 5/20/20 were approved. 05/20/2020: 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: One invoice from DAS for the month of May was approved.			
	Previous Meeting Minutes: 06/03/2020: No open invoices were in need of review. 05/20/2020: One invoice from DiGiorgio for \$15,000 was approved by the Committee.			

General Business

No	Title	Responsible	Due Date	Status
4.1	Owner-Related Items	David Kelley (Meridian Associates), Tom Martin (Town of Westhampton), John Ings (Meridian Associates)		Open
	Official Documented Meeting Minutes: No update - ongoing.			
	Previous Meeting Minutes: 06/03/2020: 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. 05/20/2020: Review is ongoing with Town. Steve questioned the need for a new perc-test. Tom to pursue with engineer.			
4.3	Special Town Meeting			Open
	Previous Meeting Minutes: 06/03/2020: To be pursued further as the bid schedule develops. 05/20/2020: To be pursued further as the bid schedule develops.			

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 #18

Design

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

Attachments:

[Project Milestones 040720.pdf](#)

Official Documented Meeting Minutes:

Discussed floor plans and exterior elevations. Reviewed Morton Bldg as metal bldg mfg to use in the baseline specifications. Agreed to use Pella Windows as the standard for windows to be used (single hung, clear). Agreed on location of fire suppression tank, transformer, and generator pads. Also reviewed flooring options (samples being mailed to Owner).

Town authorized to move forward into CDs. Tom hopes that CDs will be 75% complete by mid July and that the bid set should be ready by the end of the month.

Previous Meeting Minutes:

06/03/2020:

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.

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.

5.2	Local Approval Process	David Kelley (Meridian Associates)		Open
-----	------------------------	------------------------------------	--	------

Previous Meeting Minutes:

06/03/2020:

Formal permitting discussion can now be moved forward.

05/20/2020:

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

5.3	Room Data Sheets	Amit Shah (DiGiorgio Associates, Inc.), Tom Lam (DiGiorgio Associates, Inc.)		Open
-----	------------------	---------------------------------------------------------------------------------	--	------

Official Documented Meeting Minutes:

Amit to forward Room Data Sheets to the Town for 'one last look' before finalizing plans.

Previous Meeting Minutes:

06/03/2020:

Final list to be distributed by Tom/Amit for review by Town.

05/20/2020: (None)

5.5	Low Voltage Wiring			Open
-----	--------------------	--	--	------

Previous Meeting Minutes:

06/03/2020: (None)

05/20/2020: (None)

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 #18

5.7 Epoxy Flooring

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

Open

Previous Meeting Minutes:

06/03/2020: (None)

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

Closed

Official Documented Meeting Minutes:

Architecturals approved to move forward to the CD phase. *CLOSED*

Previous Meeting Minutes:

06/03/2020:

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

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
----	-------	-------------	----------	--------

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.