



Meeting #8

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: 02/26/2020 **MEETING TIME:** 7:00 PM - 9:00 PM Eastern Time (US & Canada)

MEETING LOCATION: Town Library

OVERVIEW:

NOTES:

ATTACHMENTS:

ATTENDEES:

Attended

- ☒ Mark Sullivan (D.A. Sullivan & Sons, 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)

Attended

- ☒ Tom Lam (DiGiorgio Associates, Inc.)
- ☐ Chris Sullivan (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)

Meeting Schedule

No	Title	Responsible	Due Date	Status
1.1	Next Meeting		03/25/2020	Open

Official Documented Meeting Minutes:

The next meeting will be on Wednesday, **March 25th** at 6:30 PM at the Town Hall.

*Note the change to the meeting date.

Previous Meeting Minutes:

02/12/2020: (None)

01/29/2020:

The next meeting will be on Wednesday, Feb 12th @ 6:30 PM.

Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open

Official Documented Meeting Minutes:

Minutes of Feb 12th approved, along with Notes from DAI.

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 #8

Previous Meeting Minutes:

02/12/2020: (None)

01/29/2020:

Minutes of 1/9 approved.

Design

No	Title	Responsible	Due Date	Status
3.1	Budget	Chris Sullivan (DiGiorgio Associates, Inc.)		Open
Official Documented Meeting Minutes: Agreed to pursue 3rd party estimating firm to develop schematic budget based on final design. Mark to coordinate/schedule. Discussed Sitework by Owner - need to clarify specifically what will be done by Town. Tom will circulate list to coordinate.				
Previous Meeting Minutes: 02/12/2020: Discussed several revisions with design team and members of the public (including Westhampton Boy Scouts), including: - Rear OH doors - Elimination of Bay - Location of compressor - Booking area (with sink) - Location of Decon shower - Future 2nd floor stair location - Height of building 01/29/2020: Discussed meeting at DAI's office and reviewed budget items for consideration. Approved DAI's summary of meeting with additional note that the following items are to be pursued as formal Add-Alternates: - Addition of (now eliminated) Bay - Addition of (now eliminated) OH doors at back of building DAI to review reductions (and some additions) and to incorporate them into the revised design - for review/discussion at the next meeting.				
3.2	Civil / Exterior Review			Open
Attachments: Updated Civil Dwgs 2-26-20.pdf				
Official Documented Meeting Minutes: Discussed FP line and domestic water line sizes and routes / size of cistern. Plan will require sign-off by Conservation Commission & BOH. Laurie volunteered to walk site prior to review with Cons Comm. to confirm wetland delineation.				
Previous Meeting Minutes: 02/12/2020: Discussed 3 main options (at length) for the building in different locations on the site: - Option 1 (No back OH doors) - Option 2 (Potential for future OH doors in back) - Option 3 (2 OH doors in back, delete existing shed, retaining wall, etc.) A motion was approved 6-1 to pursue Option #2 and relocate the building in such a manner as to allow for 2 potential OH doors in the back, along with additional parking. The design team will proceed accordingly with the intent to have a 3rd party estimator generate a final budget after these revisions have been addressed to the satisfaction of the Committee. 01/29/2020: Discussed, again, layout of building on the site. The Building Committee will ask for the civil engineer to attend the next meeting to review.				
3.3	Survey	Stephen Holt (Town of Westhampton)	03/25/2020	Closed
Official Documented Meeting Minutes: Confirmed property line boundaries with respect to location of the road, etc. <i>CLOSED</i>				

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Meeting #8

Previous Meeting Minutes:

02/12/2020: (None)

New Business

No	Title	Responsible	Due Date	Status
4.1	Layout	Tom Lam (DiGiorgio Associates, Inc.)	03/25/2020	Open
Description: See attached updated dwgs. Reviewed interior layout with respect to 2nd floor (stair location, Mec/Elec Rms, etc). Elevator shaft will be constructed now - as will stub-ups for Plumbing/Mech/Elec. Phil proposed changes to layout - Tom to confirm spacing, etc. (see attached). It was agreed the the 2nd floor needs to be as flexible as possible for future use.				
Attachments: Phil's 2nd Floor Suggestions.pdf Updated Arch 2-26-20.pdf				
4.2	Feedback from Local GCs	Phil Dowling (Town of Westhampton)	03/25/2020	Open
Description: Phil will contact AG's office to review potential input from local GCs on cost estimates for project.				

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