



# Meeting #4

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:** 12/18/2019 **MEETING TIME:** 6:00 PM - 9:10 PM Eastern Time (US & Canada)

**MEETING LOCATION:** Town Hall Annex

**OVERVIEW:**

**NOTES:**

**ATTACHMENTS:**

**ATTENDEES:**

### Attended

- ☒ Mark Sullivan (D.A. Sullivan & Sons, Inc.)
- ☐ Chris Sullivan (DiGiorgio Associates, Inc.)
- ☒ 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.)
- ☒ Chris Brooks (Town of Westhampton)
- ☒ Stephen Holt (Town of Westhampton)
- ☒ Laurie Sanders (Town of Westhampton)
- ☒ Stephan Wurmbrand (Town of Westhampton)

## Meeting Minutes

No	Title	Responsible	Due Date	Status
1.1	Approval of Minutes			Open
<b>Official Documented Meeting Minutes:</b> Minutes of 10/20 and 11/20 approved.				
<b>Previous Meeting Minutes:</b> <b>11/20/2019:</b> Approval of last meeting's minutes was tabled until next meeting, as recently revised minutes have yet to be reviewed by committee members				

## Design

No	Title	Responsible	Due Date	Status
2.1	Budget	Chris Sullivan (DiGiorgio Associates, Inc.)		Open
<b>Official Documented Meeting Minutes:</b> Discussed email correspondence from Chris re potential VE items for the Building Committee to discuss. Consensus was for the Committee to rank each item (Yes/No/DK) and return to Mark - who will then compile results for DAI's use in presenting the more detailed Schematic estimate at the next meeting.				
<b>Previous Meeting Minutes:</b> <b>11/20/2019:</b>				

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.



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Chris brought forward concerns about original AM Fogerty estimate used in the Study phase; especially the \$200/SF cost for metal buildings. DAI anticipates ~ \$358/SF. This could impact the viability of the current overall budget and, by default, design. It was therefore agreed to pause the design process and get a Schematic estimate from DAI before proceeding any further

2.2 Alternates Closed

**Official Documented Meeting Minutes:**

See above. *CLOSED*

**Previous Meeting Minutes:**

**11/20/2019:**

Discussed potential need to pursue an Alternate to eliminate one garage bay, among other items. Chris will include that item (and potentially others) in the Schematic estimate

2.3 Civil / Exterior Review Open

**Official Documented Meeting Minutes:**

On hold while VE options are considered.

**Previous Meeting Minutes:**

**11/20/2019:**

Discussed outstanding issues concerning proposed layout:

- Possible survey discrepancy - could hold-up pursuit of variance
- Perc test data needed

2.4 Layout Chris Sullivan (DiGiorgio Associates, Inc.), Open  
Phil Dowling (Town of Westhampton)

**Official Documented Meeting Minutes:**

Phil to pursue input from local GCs with Metal Building mfg relationships. Would like to pursue, as an option, a simplified design with one roof orientation for the entire length of the building, and the mechanical equipment above the offices.

**Previous Meeting Minutes:**

**11/20/2019:**

Chris presented updated plans; including elevations, sections, and 3D model.

Will forward room data sheets to the Committee for their review prior to next meeting.

## Meeting Schedule

No	Title	Responsible	Due Date	Status
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3.1 Next Meeting 01/09/2020 Closed

**Official Documented Meeting Minutes:**

Meeting adjourned at 7:30 PM. Next meeting scheduled for Thursday, Jan 9th, at 6:00 PM.

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.