



Meeting #19

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: 07/01/2020

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

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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

Previous Meeting Minutes:

06/17/2020:

The next meeting will be on Wednesday, July 1st @ 6:30 PM (virtual)

06/03/2020:

The next meeting will be on Wednesday, June 17th @ 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 #19

Meeting Minutes

No	Title	Responsibile	Due Date	Status
2.1	Approval of Minutes			Open
Previous Meeting Minutes:				
06/17/2020:				
The Meeting Minutes of 6/3/20 were approved.				
06/03/2020:				
The Meeting Minutes of 5/20/20 were approved.				

Invoices

No	Title	Responsibile	Due Date	Status
3.1	Review of Invoices			Open
Previous Meeting Minutes:				
06/17/2020:				
One invoice from DAS for the month of May was approved.				
06/03/2020:				
No open invoices were in need of review.				

General Business

No	Title	Responsibile	Due Date	Status
4.1	Owner-Related Items	John Ings (Meridian Associates), Tom Martin (Town of Westhampton), David Kelley (Meridian Associates)		Open
Previous Meeting Minutes:				
06/17/2020:				
No update - ongoing.				
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.				
4.3	Special Town Meeting			Open
Previous Meeting Minutes:				
06/17/2020: (None)				
06/03/2020:				
To be pursued further as the bid schedule develops.				

Design

No	Title	Responsibile	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:

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Meeting #19

[Project Milestones 040720.pdf](#)

Previous Meeting Minutes:

06/17/2020:

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.

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.

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

Previous Meeting Minutes:

06/17/2020: (None)

06/03/2020:

Formal permitting discussion can now be moved forward.

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

Previous Meeting Minutes:

06/17/2020:

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

06/03/2020:

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

5.5 Low Voltage Wiring Open

Previous Meeting Minutes:

06/17/2020: (None)

06/03/2020: (None)

5.7 Epoxy Flooring Amit Shah (**DiGiorgio Associates, Inc.**),
Tom Lam (**DiGiorgio Associates, Inc.**) Open

Previous Meeting Minutes:

06/17/2020: (None)

06/03/2020: (None)

New Business

No	Title	Responsible	Due Date	Status
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