



# Meeting #20

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:** 07/22/2020 **MEETING TIME:** 6:30 PM - 8:10 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:

[Meeting Minutes 07012020.pdf](#)

### 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, September 9th @ 6:30 PM (virtual)

### Previous Meeting Minutes:

**07/01/2020:** (None)

**06/17/2020:**

The next meeting will be on Wednesday, July 1st @ 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 #20

## Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open
	<b>Official Documented Meeting Minutes:</b> The Meeting Minutes of 7/1/20 were approved.			
	<b>Previous Meeting Minutes:</b> <b>07/01/2020:</b> (None) <b>06/17/2020:</b> The Meeting Minutes of 6/3/20 were approved.			

## Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open
	<b>Official Documented Meeting Minutes:</b> Invoices for DiGiorgio and DAS were approved.			
	<b>Previous Meeting Minutes:</b> <b>07/01/2020:</b> (None) <b>06/17/2020:</b> One invoice from DAS for the month of May was approved.			

## 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
	<b>Previous Meeting Minutes:</b> <b>07/01/2020:</b> (None) <b>06/17/2020:</b> No update - ongoing.			
4.3	Special Town Meeting			Open
	<b>Previous Meeting Minutes:</b> <b>07/01/2020:</b> (None) <b>06/17/2020:</b> (None)			

## 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

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## Meeting #20

### Official Documented Meeting Minutes:

Discussed finishes, inc. walk-off mat, rubber tile, LVT, laminates, painting, and ceilings. Amit to bundle color boards (loose samples) and forward to town for review.

Also reviewed stone veneer vs. different color of metal building on bottom/top (preferred option).

Empty conduits to be run to the roof to allow for future PV array.

OH doors should only have 1 panel of glass.

### Previous Meeting Minutes:

**07/01/2020:** (None)

**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.

#### 5.2 Local Approval Process

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

David Kelley (**Meridian Associates**)

Open

### Official Documented Meeting Minutes:

Final dwg. completion date set for Aug 14th. Specs to follow after that.

Formal review by Town can then follow. Amit & consultants to follow-up.

### Previous Meeting Minutes:

**07/01/2020:** (None)

**06/17/2020:** (None)

#### 5.3 Room Data Sheets

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

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

Closed

### Official Documented Meeting Minutes:

General overview of layout confirmed. This issue can be closed and will be addressed via final finish selections/specifications.

**CLOSED**

### Previous Meeting Minutes:

**07/01/2020:** (None)

**06/17/2020:**

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

#### 5.5 Low Voltage Wiring

Open

### Previous Meeting Minutes:

**07/01/2020:** (None)

**06/17/2020:** (None)

#### 5.7 Epoxy Flooring

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

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

Closed

### Official Documented Meeting Minutes:

This issue can be closed and will be addressed via final finish selections/specifications. **CLOSED**

### Previous Meeting Minutes:

**07/01/2020:** (None)

**06/17/2020:** (None)

## New Business

No	Title	Responsible	Due Date	Status
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## Meeting #20

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6.1	Waterline	David Kelley ( <b>Meridian Associates</b> )	Open
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**Official Documented Meeting Minutes:**

Discussed existing waterline. Design calls for 2" minimum but existing 1" should suffice, according to the Town. Engineer to follow-up with the local inspector.

6.2	Demolition	Amit Shah ( <b>DiGiorgio Associates, Inc.</b> )	Open
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**Official Documented Meeting Minutes:**

Discussed Demolition work to be done by Town. A narrative or specific notes will be required on the plans/specs to delineate what is being done by the Town, and what the site will look like to the GCs when the project begins. Amit to pursue.

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