



Meeting #21

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: 10/28/2020 **MEETING TIME:** 6:30 PM - 8:25 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, Nov 4th @ 6:30 PM (virtual)

Previous Meeting Minutes:

07/22/2020:

The next meeting will be on Wednesday, September 9th @ 6:30 PM (virtual)

07/01/2020: (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 #21

Meeting Minutes

No	Title	Responsibile	Due Date	Status
2.1	Approval of Minutes			Open
	Official Documented Meeting Minutes: The minutes of the last meeting were approved.			
	Previous Meeting Minutes: 07/22/2020: The Meeting Minutes of 7/1/20 were approved. 07/01/2020: (None)			

Invoices

No	Title	Responsibile	Due Date	Status
3.1	Review of Invoices			Open
	Official Documented Meeting Minutes: The Invoice for OTO (Geotechnical consultant) was approved.			
	Previous Meeting Minutes: 07/22/2020: Invoices for DiGiorgio and DAS were approved. 07/01/2020: (None)			

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: 07/22/2020: (None) 07/01/2020: (None)			
4.3	Special Town Meeting			Open
	Official Documented Meeting Minutes: The hope is to have the project out to bid by the ~ 20th of November. After receipt of bids (6 week bidding period) 2 separate votes by the Town will be required to ratify the project.			
	Previous Meeting Minutes: 07/22/2020: (None) 07/01/2020: (None)			

Design

No	Title	Responsibile	Due Date	Status
5.1	Design Related Issues / Schedule	Amit Shah (DiGiorgio Associates, Inc.), Tom Lam (DiGiorgio Associates, Inc.)	05/15/2020	Open

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Official Documented Meeting Minutes:

Reviewed the specifications and comments from the Owner. All comments to be finalized for next week's meeting and are to be included in the Google Doc setup by Amit.

All outstanding specification sections, too, are to be included/updated.

Items reviewed included: exterior lighting, OH door controls, drop-cords for power, exterior outlets, battery backup for lighting fixtures, heat pumps, vehicle exhaust, CO2 sensors, air flow at Locker Room, lighting in apparatus bay, ceiling fans

Previous Meeting Minutes:

07/22/2020:

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.

07/01/2020: (None)

5.2 Local Approval Process Amit Shah (DiGiorgio Associates, Inc.) Open

Official Documented Meeting Minutes:

Formal/final review ongoing.

Previous Meeting Minutes:

07/22/2020:

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.

07/01/2020: (None)

5.3 Low Voltage Wiring Closed

Official Documented Meeting Minutes:

Discussed pathway system for low voltage wiring - an FF&E system that will be addressed by the Owner at a later date. *CLOSED*

Previous Meeting Minutes:

07/22/2020: (None)

07/01/2020: (None)

5.4 Waterline David Kelley (Meridian Associates) Open

Previous Meeting Minutes:

07/22/2020:

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.

5.5 Demolition Amit Shah (DiGiorgio Associates, Inc.) Open

Official Documented Meeting Minutes:

Owner's work to be included (among other areas) in the Summary of Work portion of the Specifications.

Previous Meeting Minutes:

07/22/2020:

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

New Business

No	Title	Responsible	Due Date	Status
6.1	BidDocs	Amit Shah (DiGiorgio Associates, Inc.)	11/04/2020	Open

Description:

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Mark recommended using BidDocs Online for the bid service. Amit to follow-up on the pricing model, in the hopes of having DiGiorgio include it as an additional service.

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