



Meeting #47

D.A. Sullivan & Sons, Inc.
82-84 North Street
Northampton, Massachusetts 01060
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Project: 19-017 - Westhampton Safety Complex
48 Stage Rd.
Westhampton, Massachusetts 01027

Building Committee Meeting Minutes

MEETING DATE: 03/09/2022 **MEETING TIME:** 6:30 PM - 7:20 PM Eastern Time (US & Canada)

MEETING LOCATION: Westhampton Town Hall

OVERVIEW:

See Town's website for call-in / login information.

NOTES:

Also in attendance:

ATTACHMENTS:

ATTENDEES:

Attended

- Mike Diggins (D.A. Sullivan & Sons, Inc.)
- Amit Shah (DiGiorgio Associates, Inc.)
- David Antosz (Town of Westhampton)
- Phil Dowling (Town of Westhampton)
- Floyd Fisher (Town of Westhampton)
- Art Pichette (Town of Westhampton)
- David White (Town of Westhampton)
- John Zimmerman (Town of Westhampton)

Attended

- Mark Sullivan (D.A. Sullivan & Sons, Inc.)
- David Kelley (Meridian Associates)
- Chris Brooks (Town of Westhampton)
- Doug Finn (Town of Westhampton)
- Stephen Holt (Town of Westhampton)
- Laurie Sanders (Town of Westhampton)
- Stephan Wurmbrand (Town of Westhampton)

Meeting Schedule

No	Title	Responsible	Due Date	Status
1.1	Next Meeting			Open

Previous Meeting Minutes:

02/09/2022: (None)
01/12/2022: (None)

Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open

Previous Meeting Minutes:

02/09/2022:
The Meeting Minutes of Jan 12th were approved.
01/12/2022:

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 #47

The Meeting Minutes of Dec 8th were approved.

Invoices

No	Title	Responsible	Due Date	Status
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3.1	Review of Invoices			Open
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Official Documented Meeting Minutes:

The following invoices were reviewed/approved:

- WJM: \$316,010
- DiGiorgio (monthly invoice): \$5,368.50 - This invoice was tabled, pending the receipt of backup re Meridian's hours

Previous Meeting Minutes:

02/09/2022:

The following invoices were reviewed/approved:

- Willscot (trailer): \$735.00 - It was agreed to pay only \$580 as the Town awaits an adjustment to the monthly invoice(s)
- DiGiorgio (monthly invoice): \$3,312.50 - It was agreed to pay only \$1,692.50 (does not include Christopher's hours)
- LiRo (testing): \$1,140.00

WJM's monthly invoice is being amended as directed. Phil and Steve to review/process pending receipt.

01/12/2022:

The following invoices were reviewed/approved:

- Willscot (trailer): \$733.40
- DiGiorgio (monthly invoice): \$10,870.77
- DAS (OPM - Nov & Dec): \$8,300.00
- DiGiorgio (2nd floor fit-out): \$12,600.00 (funded by ARPA)
- WJM (monthly invoice): \$264,903.00

General Business

No	Title	Responsible	Due Date	Status
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4.1	Finance	Phil Dowling (Town of Westhampton)		Open
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Previous Meeting Minutes:

02/09/2022: (None)

01/12/2022:

Pricing received from WJM for the 2nd floor fit-out. Phil is pursuing a grant through the DPH to fund this work. The timing is important because approval/action will be needed by early February in order to maintain the construction schedule.

4.2	Schedule	Mike Diggins (D.A. Sullivan & Sons, Inc.)		Open
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Description:

Official Documented Meeting Minutes:

The metal fascia is currently being installed around the building. The Metal roofing/siding will follow.

Previous Meeting Minutes:

02/09/2022: (None)

01/12/2022:

The building material is starting to arrive at the site, and framing has begun. The trusses are anticipated to be delivered next week. Build-out of the shell is expected to take another 4 weeks.

4.3	Town's Website	Doug Finn (Town of Westhampton)		Closed
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Previous Meeting Minutes:

02/09/2022: (None)

01/12/2022: (None)

Change Orders / PCOs

No	Title	Responsible	Due Date	Status
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5.1	Open COs / PCOs	Mark Sullivan (D.A. Sullivan & Sons, Inc.)		Open
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Previous Meeting Minutes:

02/09/2022: (None)

01/12/2022: (None)

5.2	Retaining Wall	Amit Shah (DiGiorgio Associates, Inc.)		Open
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Previous Meeting Minutes:

02/09/2022: (None)

01/12/2022: (None)

Design

No	Title	Responsible	Due Date	Status
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6.1	Attic FP			Open
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Official Documented Meeting Minutes:

A meeting is still trying to be coordinated with the architect to review the Attic FP and other code-related issues.

Previous Meeting Minutes:

02/09/2022:

The Owner expressed frustration with the need for additional Fire Protection in the attic spaces. This is in addition to the additional FP needed between the 1st and 2nd floors.

Pending receipt of the forthcoming PCO from WJM for this additional work, a meeting has been requested with the architect to discuss these code required 'misses'.

New Business

No	Title	Responsible	Due Date	Status
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7.1	Access Control / Security			Open
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Description:

Discussed the need to coordinate access control and security. A review of the plans will be done and a separate meeting will be held to address this specific issue(s). Separate RFPs will more than likely be issued for this work.

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