



Meeting #48

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: 04/20/2022

MEETING TIME: 6:30 PM - 7:35 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

Official Documented Meeting Minutes:

Meetings will be scheduled for the next 3 Wednesdays, starting on 4/27, in an effort to resolve any outstanding issues.

Previous Meeting Minutes:

03/09/2022: (None)

02/09/2022: (None)

Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open

Official Documented Meeting Minutes:

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 #48

Meeting Minutes #46 and #47 were approved.

Previous Meeting Minutes:

03/09/2022: (None)

02/09/2022:

The Meeting Minutes of Jan 12th were approved.

Invoices

No	Title	Responsible	Due Date	Status
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3.1 Review of Invoices

Open

Official Documented Meeting Minutes:

- WJM's pay application #11 for \$24,643 was approved.
- Willscott's (trailer) invoice for \$597.49 was approved, as was (in advance) the next two month's invoices - so as not to be assessed a late charge because of timing issues with BC Meetings and approvals.
- Liro's wood framing inspection for \$1,956.00 was approved. Mike to coordinate with Amit re future inspections if/when needed

Previous Meeting Minutes:

03/09/2022:

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

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.

General Business

No	Title	Responsible	Due Date	Status
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4.1 Finance

Phil Dowling (Town of Westhampton)

Open

Previous Meeting Minutes:

03/09/2022: (None)

02/09/2022: (None)

4.2 Schedule

Mike Diggins (D.A. Sullivan & Sons, Inc.)

Open

Description:

Previous Meeting Minutes:

03/09/2022:

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

02/09/2022: (None)

Change Orders / PCOs

No	Title	Responsible	Due Date	Status
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Meeting #48

5.1 Open COs / PCOs Mark Sullivan (D.A. Sullivan & Sons, Inc.) Open

Previous Meeting Minutes:

03/09/2022: (None)

02/09/2022: (None)

5.2 Retaining Wall Amit Shah (DiGiorgio Associates, Inc.) Closed

Previous Meeting Minutes:

03/09/2022: (None)

02/09/2022: (None)

Design

No	Title	Responsible	Due Date	Status
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6.1 Attic FP Open

Official Documented Meeting Minutes:

Phil recapped the meeting with Christopher re perceived Errors and Omissions in the design. A formal letter has been drafted and will be forwarded to legal council for review, prior to being sent to the architect.

Previous Meeting Minutes:

03/09/2022:

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

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

Official Documented Meeting Minutes:

Mike submitted the final marked-up plan(s) for Security/AV, etc. DAS will follow-up with Brian Hackworth to develop the Town's formal RFP. In the meantime electrical conduits will be run where necessary to capture any required future wiring.

Previous Meeting Minutes:

03/09/2022: (None)

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