



Meeting #64

D.A. Sullivan & Sons, Inc.
82-84 North Street
Northampton, Massachusetts 01060
Phone: (413) 584-0310
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Project: 19-017 - Westhampton Safety Complex
48 Stage Rd.
Westhampton, Massachusetts 01027

Building Committee Meeting Minutes

MEETING DATE: 11/15/2023 **MEETING TIME:** 6:00 PM - 7:00 PM Eastern Time (US & Canada)

MEETING LOCATION: Westhampton Town Hall

OVERVIEW:

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

NOTES:

Also in attendance: Scott Johndrow

ATTACHMENTS:

ATTENDEES:

Attended

- ☐ Mike Diggins (D.A. Sullivan & Sons, Inc.)
- ☐ Chris Luchetti (DiGiorgio Associates, 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)
- ☐ Todd Alexander (Town of Westhampton / Building Inspe)

Attended

- ☒ Mark Sullivan (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)

Meeting Schedule

No	Title	Responsible	Due Date	Status
1.1	Next Meeting			Open
	Official Documented Meeting Minutes:			
	TBD			
	Previous Meeting Minutes:			
	08/02/2023: TBD			
	05/03/2023: TBD			

Meeting Minutes

No	Title	Responsible	Due Date	Status
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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 #64

2.1 Approval of Minutes

Open

Previous Meeting Minutes:

08/02/2023: Meeting Minutes #61 & #62 were approved

05/03/2023: No Meeting Minutes were approved

Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open

Previous Meeting Minutes:

08/02/2023: No invoices were approved.

05/03/2023: No Invoices were reviewed

General Business

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

Official Documented Meeting Minutes:

There is still \$34,675 left in the Project Budget. \$10K is still being withheld in retainage.

Previous Meeting Minutes:

08/02/2023: (None)

05/03/2023: (None)

4.2	Snow Guards			Open
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Previous Meeting Minutes:

08/02/2023: (None)

05/03/2023: (None)

4.3	Radio System			Open
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Official Documented Meeting Minutes:

Total cost of system will be ~ \$31K (of which \$12K has already been paid).

Previous Meeting Minutes:

08/02/2023: On-going - antenna mast has been installed.

05/03/2023: (None)

4.4	Security System			Open
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Description:

Screens were installed at the Police Office

Doug reviewed overall security system. Motion approved to move forward with work at a NTE limit of \$6K

Official Documented Meeting Minutes:

Camera installation is still on-going.

Previous Meeting Minutes:

08/02/2023: Screens were installed at the Police Office

Doug reviewed overall security system. Motion approved to move forward with work at a NTE limit of \$6K

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Meeting #64

4.5 Open Items

Open

Official Documented Meeting Minutes:

- Ceiling hatch installed at Apparatus Bay
- Septic system: 1 float changed, but middle float now not working
- Roof leaks: 3 of the 5 areas have been addressed. 2 leaks remain
- Manhole above tight tanks still taking-on water

Previous Meeting Minutes:

08/02/2023: - There are still several items that need to be addressed:

- Escutcheons have dropped at ceiling level
- Air-drop is leaking
- Tight tank is still filling-up when it rains (area above tight tank)
- 2 more roof leaks discovered
- Septic system pump turns on when needed, but then stays on

05/03/2023: Chief White noted that there is an air leak at one of the retractable hoses (front end / east bay), and that there is still an active leak at the roof cricket.

Both items are punchlist items that need to be addressed by WJM.

Steve will compile a full list of open items and will forward to Mark for coordination.

Change Orders / PCOs

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

Official Documented Meeting Minutes:

Phil noted that KP Law has already given their opinion with respect to WJM's claim for additional GCs - and has rejected that claim.

Phil to forward final ruling.

Previous Meeting Minutes:

08/02/2023: Discussed, again the Open PCO for Additional General Conditions. It was agreed that no further discussion would be had until all outstanding issues had been addressed (roof leaks, tight tanks, pump @ septic system).

KP Law responded that they needed more information before rendering a legal opinion. On-going

05/03/2023: Discussed at length the proposal from WJM re Additional General Conditions.

It was agreed that Steve and Phil would work on a cover letter and will forward everything to KP Law for their opinion, before taking any action.

Design

No	Title	Responsible	Due Date	Status
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New Business

No	Title	Responsible	Due Date	Status
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7.1 Gutters/Downspouts

Open

Official Documented Meeting Minutes:

Discussed the need for additional gutters/downspouts.

One quote received so far - for \$45K. Other quotes will be pursued.

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