



Meeting #24

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: 12/16/2020 **MEETING TIME:** 6:30 PM - 7:30 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, Dec 29th @ 6:30 PM (virtual)

Previous Meeting Minutes:

12/10/2020: (None)

11/04/2020:

No formal meetings scheduled for the future. After the plans/specs are issued, meetings can be scheduled if questions come-up or the need arises.

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 #24

Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open
Official Documented Meeting Minutes: The minutes of 11/11, 11/18, & 12/3 were approved.				
Previous Meeting Minutes: 12/10/2020: (None) 11/04/2020: The minutes of 7/22 and 10/28 were approved.				

Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open
Official Documented Meeting Minutes: One invoice for \$41.87 to DiGiorgio was approved.				
Previous Meeting Minutes: 12/10/2020: There were no outstanding invoices to review. 11/04/2020: There were no outstanding invoices to review.				

General Business

No	Title	Responsible	Due Date	Status
4.2	Special Town Meeting			Open
Official Documented Meeting Minutes: Over two dozen people were in attendance at the walk-thru this morning; a great turn-out. After receipt of bids (6 week bidding period) 2 separate votes by the Town will be required to ratify the project.				
Previous Meeting Minutes: 12/10/2020: Project is out to bid. Pre-bid walk-thru is on Wed 12/16 @ 10: 00 AM. After receipt of bids (6 week bidding period) 2 separate votes by the Town will be required to ratify the project. 11/04/2020: 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.				
4.3	BidDocs	Amit Shah (DiGiorgio Associates, Inc.)	11/04/2020	Closed
Official Documented Meeting Minutes: Plans received and distributed. <i>CLOSED</i>				
Previous Meeting Minutes: 12/10/2020: Amit will have hard copies forwarded to DAS for distribution to the Town. 11/04/2020: Discussed the fee structure of BidDocs. Amit noted that, as they haven't had any reimbursable costs to date, the fee for BidDocs could be incorporated into their original contract. If the final costs require, it could be an additional service through DiGiorgio.				

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Meeting #24

Reviewed the notion of plan deposits to the Town if bidders request hard copies. Amit to review/coordinate with BidDocs.

Calendar:

- Final, coordinated information to Bid Docs during the week of 11/23
- Post to Central Register Dec 2nd
- Sub Bids: Thursday, Jan 7th @ 2:00 PM
- General Bids: Thursday, Jan 14th @ 2:00 PM

Design

No	Title	Responsible	Due Date	Status
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5.1	Design Related Issues / Schedule	Tom Lam (DiGiorgio Associates, Inc.), Amit Shah (DiGiorgio Associates, Inc.)	05/15/2020	Open
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Official Documented Meeting Minutes:

This will be addressed by Addendum (to be issued 12/18)

Previous Meeting Minutes:

12/10/2020:

Discussed Vehicle Exhaust System. Amit to review with AG's office re how to reference in Specifications.

11/04/2020:

Amit to address recent comments and will update/finalize the specifications for next week.

5.2	Local Approval Process	John Ings (Meridian Associates), Amit Shah (DiGiorgio Associates, Inc.)		Open
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Previous Meeting Minutes:

12/10/2020:

This process will begin immediately. Amit/John to pursue with the Town.

11/04/2020:

This process will begin immediately. Amit/John to pursue with the Town.

New Business

No	Title	Responsible	Due Date	Status
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6.1	Town Provided Equipment	Stephen Holt (Town of Westhampton)		Open
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Official Documented Meeting Minutes:

Steve is working on a listing of Town provided equipment.

6.2	Security Systems	Chris Brooks (Town of Westhampton)		Open
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Official Documented Meeting Minutes:

Chris is getting pricing on Security systems to be utilized.

6.3	Construction Fence	Amit Shah (DiGiorgio Associates, Inc.), Mark Sullivan (D.A. Sullivan & Sons, Inc.)		Open
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Official Documented Meeting Minutes:

Discussed need for clarity with respect to the construction fence. It should be delineated on the plans.

Mark to follow-up with Amit.

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