



# Meeting #25

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:** 12/29/2020 **MEETING TIME:** 6:30 PM - 7:50 PM Eastern Time (US & Canada)

**MEETING LOCATION:** Virtual Meeting (Call-in)

### OVERVIEW:

Westhampton Public Safety / Weekly Meeting on Wednesdays @ 6:30 PM

Please join my meeting from your computer, tablet or smartphone.

<https://us02web.zoom.us/j/82453878323?pwd=WXZZR0NlTnJabU1OYWd6dVQrQyt5dz09>

**Meeting ID:** 824 5387 8323

**Passcode:** 649677

### 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
	<b>Official Documented Meeting Minutes:</b> The next meeting will be on Wednesday, Jan 6th @ 6:30 PM (virtual)			
	<b>Previous Meeting Minutes:</b> <b>12/16/2020:</b> The next meeting will be on Wednesday, Dec 29th @ 6:30 PM (virtual) <b>12/10/2020:</b> (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 #25

## Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open
	<b>Official Documented Meeting Minutes:</b> The minutes of 12/10 and 12/16 were approved.			
	<b>Previous Meeting Minutes:</b> <b>12/16/2020:</b> The minutes of 11/11, 11/18, & 12/3 were approved. <b>12/10/2020:</b> (None)			

## Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open
	<b>Official Documented Meeting Minutes:</b> One invoice from OTO was tabled for further review.			
	<b>Previous Meeting Minutes:</b> <b>12/16/2020:</b> One invoice for \$41.87 to DiGiorgio was approved. <b>12/10/2020:</b> There were no outstanding invoices to review.			

## General Business

No	Title	Responsible	Due Date	Status
4.1	Special Town Meeting			Open
	<b>Official Documented Meeting Minutes:</b> The bid dates are going to have to be bumped by one week, in order to issue 2 more Addenda. - Filed Bids: 1/14 - General Bids: 1/22 <b>Previous Meeting Minutes:</b> <b>12/16/2020:</b> 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. <b>12/10/2020:</b> 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.			
4.2	Security Systems	Chris Brooks (Town of Westhampton)		Open
	<b>Official Documented Meeting Minutes:</b> Chris got some budget pricing on different systems. Ongoing <b>Previous Meeting Minutes:</b> <b>12/16/2020:</b> Chris is getting pricing on Security systems to be utilized.			
4.3	Town Provided Equipment	Stephen Holt (Town of Westhampton)		Open
	<b>Official Documented Meeting Minutes:</b> Steve is working on a listing of Town provided equipment.			

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# Meeting #25

## Previous Meeting Minutes:

**12/16/2020:**

Steve is working on a listing of Town provided equipment.

4.4 Construction Fence

Mark Sullivan (**D.A. Sullivan & Sons, Inc.**),  
Amit Shah (**DiGiorgio Associates, Inc.**)

Open

## Official Documented Meeting Minutes:

To be addressed in the forthcoming Addendum.

## Previous Meeting Minutes:

**12/16/2020:**

Discussed need for clarity with respect to the construction fence. It should be delineated on the plans.  
Mark to follow-up with Amit.

## Design

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

## Official Documented Meeting Minutes:

No questions have been received to date regarding this issue. Will hold-off on any further direction until the 2nd Addendum (if any questions are received).

## Previous Meeting Minutes:

**12/16/2020:**

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

**12/10/2020:**

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

5.2 Local Approval Process

Amit Shah (**DiGiorgio Associates, Inc.**),  
John Ings (**Meridian Associates**)

Open

## Official Documented Meeting Minutes:

Amit will get an update with the Civil Eng. team re status of local approvals.

## Previous Meeting Minutes:

**12/16/2020:** (None)

**12/10/2020:**

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

## New Business

No	Title	Responsible	Due Date	Status
6.1	Rendering	Phil Dowling ( <b>Town of Westhampton</b> ), Amit Shah ( <b>DiGiorgio Associates, Inc.</b> )		Open

## Official Documented Meeting Minutes:

Discussed pursuing a professional rendering for presentations. Amit will review Town's budget with his consultant to determine if something can be done for ~ \$600.

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