



Meeting #46

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: 02/09/2022

MEETING TIME: 6:30 PM - 7:05 PM Eastern Time (US & Canada)

MEETING LOCATION: Westhampton Town Hall

OVERVIEW:

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

NOTES:

Also in attendance:
- Marilyn Witherell

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:

01/12/2022: (None)

12/08/2021: (None)

Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open

Official Documented Meeting Minutes:

The Meeting Minutes of Jan 12th were approved.

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 #46

Previous Meeting Minutes:

01/12/2022:

The Meeting Minutes of Dec 8th were approved.

12/08/2021:

The Meeting Minutes of Nov 3rd were approved.

Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open

Official Documented Meeting Minutes:

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.

Previous Meeting Minutes:

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

12/08/2021:

The following invoices were reviewed/approved:

- Concrete sealer: \$1,052.10
- Willscot: \$586.65
- DiGiorgio: \$6,373.25
- DAI: \$19,800.00
- DAS: \$7,370.00
- Liro: \$420.00
- Liro: \$1,560.00
- WJM: \$133,740.00

General Business

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

Previous Meeting Minutes:

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.

12/08/2021:

Discussed use of ARPA funds for the 2nd floor fit-out. Final pricing from WJM is still pending. To be continued.

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

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Meeting #46

Previous Meeting Minutes:

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.

12/08/2021:

Mike updated everyone on the pending schedule:

- Masonry is being stocked to take advantage of the warmer weather
- Kurtz (metal bldg. rep) was on-site verifying dimensions, in anticipation of the building delivery - currently scheduled for the 1st week in January

4.3 Town's Website Doug Finn (Town of Westhampton) Open

Previous Meeting Minutes:

01/12/2022: (None)

12/08/2021:

Concern was raised by people in attendance that not enough information is being posted for Town members. More transparency was requested with respect to the Meeting Minutes, the project schedule, and general access to information on the project. More discussion was had about posting information to the Town's website to update everyone.

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

Previous Meeting Minutes:

01/12/2022: (None)

12/08/2021: (None)

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

Previous Meeting Minutes:

01/12/2022: (None)

12/08/2021:

Retaining wall blocks are scheduled to be delivered in early January

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 Attic FP Open

Official Documented Meeting Minutes:

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'.

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