



Meeting #57

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: 11/02/2022 **MEETING TIME:** 5:30 PM - 6:50 PM Eastern Time (US & Canada)

MEETING LOCATION: Westhampton Town Hall

OVERVIEW:

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

NOTES:

Also in attendance:

David Doneski (Town Atty)

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)

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
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1.1	Next Meeting			Open
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Official Documented Meeting Minutes:

The next meeting is tentatively scheduled for the 1st Wednesday night in Dec; TBD.

Previous Meeting Minutes:

10/12/2022: (None)

09/07/2022: (None)

Meeting Minutes

No	Title	Responsible	Due Date	Status
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2.1	Approval of Minutes			Open
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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 #57

Previous Meeting Minutes:

10/12/2022: (None)

09/07/2022: Meeting Minutes #53 (July) and #54 (August) were approved.

Invoices

No	Title	Responsible	Due Date	Status
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3.1 Review of Invoices Open

Official Documented Meeting Minutes:

Pay application #18 from WJM was approved (minus the Change Order for the OH Door, which has not been formally acted upon).

Previous Meeting Minutes:

10/12/2022: WJM's Pay Application #17 was approved (6-0).

09/07/2022: WJM's Pay Application #16 was approved by a vote of 5-0.

General Business

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

Official Documented Meeting Minutes:

Reviewed existing and proposed future budget numbers. There are still some change orders that need to be processed by WJM.

On-going.

Previous Meeting Minutes:

10/12/2022: (None)

09/07/2022: (None)

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

Official Documented Meeting Minutes:

The paving has been completed.

ALL MEP trades are done with their work on the 1st floor.

Light fixtures in AB are going in. Permanent power later this week.

Painter is coming back this week, light fixture installation continues, and vehicle exhaust system is wrapping-up.

Previous Meeting Minutes:

10/12/2022: Exterior Concrete work has been completed, and bollard installation is done.

Paving is scheduled for the end of this month.

Ceiling installation is on-going in the Apparatus Bay. OH Door installation nearly complete.

Interior MEP work continues.

09/07/2022: Discussed requirements for the Town's equipment to be stored in the building - even before final CO is issued (if possible):

- OH Doors

- Apparatus Bay Ceiling and Electric Drops from Ceiling

- Vehicle Exhaust System

- Floor Sealer (by Owner)

These items will be emphasized with the GC and every effort will be made to prioritize this work.

4.3 Roof Leaks Mark Sullivan (D.A. Sullivan & Sons, Inc.) Closed

Official Documented Meeting Minutes:

No new leaks have been found in several weeks. **CLOSED**

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Meeting #57

Previous Meeting Minutes:

10/12/2022: No new leaks have been discovered, though the roof will continue to be monitored.

09/07/2022: Phil expressed concern over some recent roof leaks. Some were a result of the roof-fan framing (which isn't done), but others were not. Mark to follow-up with WJM.

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

Official Documented Meeting Minutes:

Reviewed phone/data system: scope and pricing.

Previous Meeting Minutes:

10/12/2022: (None)

09/07/2022: Chief White asked about the status of the Comcast state-line. Mark to follow-up with Mike and advise.

Change Orders / PCOs

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

Previous Meeting Minutes:

10/12/2022: (None)

09/07/2022: Underlayment at the 2nd floor rooms was needed to receive flooring - this work was approved at the bi-weekly job meetings.

Design

No	Title	Responsible	Due Date	Status
6.1	Settlement with LiRo			Open

Description:

Reviewed letter of response to LiRo with David Doneski (Town's atty). The architect has remained engaged throughout and all parties are moving the project toward a successful conclusion.

Previous Meeting Minutes:

10/12/2022: (None)

New Business

No	Title	Responsible	Due Date	Status
7.1	2nd Floor Fit-Out			Open

Official Documented Meeting Minutes:

Discussed future of 2nd floor; possible uses and configurations.

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