



# Meeting #58

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:** 12/07/2022 **MEETING TIME:** 5:30 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:

### 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
1.1	Next Meeting			Open

#### Previous Meeting Minutes:

**11/02/2022:** The next meeting is tentatively scheduled for the 1st Wednesday night in Dec; TBD.

**10/12/2022:** (None)

### Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open

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 #58

## Previous Meeting Minutes:

11/02/2022: (None)

10/12/2022: (None)

## Invoices

No	Title	Responsible	Due Date	Status
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3.1 Review of Invoices Open

### Official Documented Meeting Minutes:

Reviewed/approved the following invoices:

- WJM Pay App #19 (\$181,165)
- Bollard Sleeves (\$1,994.63)
- Sherwin Williams (\$1,141.17) - *HOLD*
- SFI Deposit - *HOLD*
- Northeast Paving: \$77,497

### Previous Meeting Minutes:

11/02/2022: Pay application #18 from WJM was approved (minus the Change Order for the OH Door, which has not been formally acted upon).

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

## 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:

Discussed the Temp Electric account (3 accounts). The Electrical bill spiked from \$300 to \$1,500.  
WJM to call and disconnect service.

Phil noted that another \$10K should be added to the IT Budget to finish hardware purchasing, etc.  
- (telephone system, security cameras, etc.)

A furniture list needs to be put together before final purchases are made. On-going

### Previous Meeting Minutes:

11/02/2022: Reviewed existing and proposed future budget numbers. There are still some change orders that need to be processed by WJM. On-going.

10/12/2022: (None)

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

### Previous Meeting Minutes:

11/02/2022: 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.  
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.

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

**Previous Meeting Minutes:**

11/02/2022: Reviewed phone/data system: scope and pricing.

10/12/2022: (None)

## 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:**

Reviewed open PCOs (Boulanger's (ductwork), OH Doors, Additional GCs).

Mark to continue discussions with WJM re the Additional GCs.

**Previous Meeting Minutes:**

11/02/2022: (None)

10/12/2022: (None)

## Design

No	Title	Responsible	Due Date	Status
6.1	Settlement with LiRo			Open

**Official Documented Meeting Minutes:**

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:**

11/02/2022: (None)

10/12/2022: (None)

## New Business

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

**Previous Meeting Minutes:**

11/02/2022: Discussed future of 2nd floor; possible uses and configurations.

7.2 Exterior Lighting Open

**Official Documented Meeting Minutes:**

Discussed exterior lights, some of which are on a (very sensitive) motion sensor.

Mike to review adjustment(s) with Goodless Electric.

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