



# Meeting #50

D.A. Sullivan & Sons, Inc.  
82-84 North Street  
Northampton, Massachusetts 01060  
Phone: (413) 584-0310  
Fax: (413) 585-5710

**Project:** 19-017 - Westhampton Safety Complex  
48 Stage Rd.  
Westhampton, Massachusetts 01027

## Building Committee Meeting Minutes

**MEETING DATE:** 05/04/2022

**MEETING TIME:** 6:30 PM - 7:10 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.)
- ☐ 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
<b>Official Documented Meeting Minutes:</b> The next meeting is scheduled for Wednesday May 11th at Town Hall.				
<b>Previous Meeting Minutes:</b> <b>04/27/2022:</b> The next meeting will be Wednesday May 4th at Town Hall. <b>04/20/2022:</b> Meetings will be scheduled for the next 3 Wednesdays, starting on 4/27, in an effort to resolve any outstanding issues.				

### 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 #50

**Official Documented Meeting Minutes:**

Meeting Minutes #49 were approved.

**Previous Meeting Minutes:**

04/27/2022: (None)

04/20/2022:

Meeting Minutes #46 and #47 were approved.

## Invoices

No	Title	Responsible	Due Date	Status
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3.1 Review of Invoices Open

**Official Documented Meeting Minutes:**

The April pay app from WJM was approved, pending resolution of comments/adjustments requested by the architect and DAS.

**Previous Meeting Minutes:**

04/27/2022: (None)

04/20/2022:

- WJM's pay application #11 for \$24,643 was approved.
- Willscott's (trailer) invoice for \$597.49 was approved, as was (in advance) the next two month's invoices - so as not to be assessed a late charge because of timing issues with BC Meetings and approvals.
- Liro's wood framing inspection for \$1,956.00 was approved. Mike to coordinate with Amit re future inspections if/when needed

## 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:**

Phil reviewed the Budget and the implications of pursuing the spray-foam insulation. Because of a pending state grant application, along with available ARPA-funds, the consensus was to pursue this change. A formal RFP has been issued to the contractor, and Mark will reach out to WJM tomorrow.

**Previous Meeting Minutes:**

04/27/2022: (None)

04/20/2022: (None)

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

**Official Documented Meeting Minutes:**

The Site contractor has remobilized, and the retaining wall construction is underway. Meanwhile, Masonry and MEP work continue at the interior of the building.

**Previous Meeting Minutes:**

04/27/2022: (None)

04/20/2022: (None)

## 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:**

04/27/2022: (None)

04/20/2022: (None)

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# Meeting #50

## Design

No	Title	Responsible	Due Date	Status
6.1	Attic FP			Closed

**Official Documented Meeting Minutes:**  
See Item 4.1 above. **CLOSED**

**Previous Meeting Minutes:**

**04/27/2022:**

Discussed the letter that is being sent to the architect that summarizes the Town's position relative to the PCOs that are code-related. Town council will review/amend prior to it being released.

The letter is essentially a recap of the meeting held last week on-site with Christopher.

**04/20/2022:**

Phil recapped the meeting with Christopher re perceived Errors and Omissions in the design. A formal letter has been drafted and will be forwarded to legal council for review, prior to being sent to the architect.

## New Business

No	Title	Responsible	Due Date	Status
7.1	Access Control / Security			Open

**Previous Meeting Minutes:**

**04/27/2022:**

The plans were sent to Brian Hackworth - Mark will follow-up regarding putting a basic specification package together for pricing.

**04/20/2022:**

Mike submitted the final marked-up plan(s) for Security/AV, etc. DAS will follow-up with Brian Hackworth to develop the Town's formal RFP. In the meantime electrical conduits will be run where necessary to capture any required future wiring.

7.2	Wall/Roof Insulation	Mark Sullivan (D.A. Sullivan & Sons, Inc.)		Closed
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**Official Documented Meeting Minutes:**  
See Item 4.1 above. **CLOSED**

**Previous Meeting Minutes:**

**04/27/2022:**

Reviewed the pros & cons of changing to a spray-foam insulation at both the exterior walls and the underside of the roof (instead of the underside of the trusses). Mark had pricing on the roof - will pursue a separate price on the walls. If acceptable, a formal RFP will be issued to the general contractor.

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