



# Meeting #54

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:** 08/10/2022 **MEETING TIME:** 6:30 PM - 7:45 PM Eastern Time (US & Canada)

**MEETING LOCATION:** Westhampton Town Hall

### OVERVIEW:

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

### NOTES:

Also in attendance:

Scott Johndrow (Selectboard)

### 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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#### Previous Meeting Minutes:

**07/06/2022:** (None)

**06/22/2022:**

The next meeting is scheduled for Wednesday July 6th @ 6:30 PM at Town Hall.

### 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 #54

## Previous Meeting Minutes:

**07/06/2022:**

Meeting Minutes #50, 51, & 52 were approved by a vote of 5-0.

**06/22/2022:** (None)

## Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open

## Previous Meeting Minutes:

**07/06/2022:**

The June pay application from WJM was approved (5-0), pending receipt of the stored material certificate(s).

**06/22/2022:** (None)

## General Business

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

## Official Documented Meeting Minutes:

Reviewed current budget and projected deficit of ~ \$181K, which will be covered with remaining ARPA funds.

## Previous Meeting Minutes:

**07/06/2022:**

Phil reviewed the overall project budget. A resolution with the architect has been reached, which will allow the project team to move forward toward completion. A formal response from DiLiro is forthcoming.

**06/22/2022:**

Discussed the bldg. mfg's concerns about the spray foam application at the roof - namely that the expanding foam *could* cause issues with the fasteners and lead to a problem. After checking with spray foam applicators and spray foam mfgs. - this issue wasn't thought to be of concern. As Lester will still warranty the metal coatings, etc - a motion was approved to move forward with the spray foam application.

Prior to that work, however, all existing leaks must be addressed. Also, a post-installation inspection will be performed by Mike.

Note: Christopher has not signed-off on the wall application, as the current submittal doesn't specifically address the requirements of NFPA 285 - which is required. Mark to follow-up with WJM re documentation.

4.2	Schedule	Mike Diggins (D.A. Sullivan & Sons, Inc.)		Open
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## Official Documented Meeting Minutes:

GWB/taping continues. MEP work underway.

Fire Protection work to begin next week.

Blacktop tentatively scheduled for the end of August / early September (by the Town).

## Previous Meeting Minutes:

**07/06/2022:** (None)

**06/22/2022:**

All window and door casings are now done (existing siding was removed/replaced with Tyvek underneath).

Almost all interior framing has been completed at this point. The metal panels at the back of the building will be done this week.

Spray foam at the roof level can now begin next week - MEP trades to follow.

## Change Orders / PCOs

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

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# Meeting #54

## Official Documented Meeting Minutes:

Reviewed and approved Change Order #8:

- PCO #20 Fire Blocking
- PCO #21 AV Security
- PCO #22 Furring out wall at Apparatus Bay
- PCO #23 Tyvek @ front of building
- PCO #24 Metal ceiling blocking

## Previous Meeting Minutes:

07/06/2022: (None)

06/22/2022: (None)

## Design

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

## Official Documented Meeting Minutes:

Will schedule a site meeting with Brian Hackworth to review remaining scope of AV-related work. Mike to meet with Brian next week after the regular job meeting.

## Previous Meeting Minutes:

07/06/2022: (None)

06/22/2022: (None)

6.2 ACT @ 2nd Floor Closed

Amit Shah (DiGiorgio Associates, Inc.)

## Official Documented Meeting Minutes:

Will be coordinated with WJM and architect, along with MEP trades. **CLOSED**

## Previous Meeting Minutes:

07/06/2022: (None)

06/22/2022:

Reviewed ACT locations at 2nd floor. Where needed, the ceilings could be lowered (minimally) to accommodate MEP installations above. Amit will confirm that no ceiling is required in the Mech Rm.

## New Business

No	Title	Responsible	Due Date	Status
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7.1 Exhaust Fans Open

## Official Documented Meeting Minutes:

Discussed location of exhaust fans at roof - which will be visible from the street. The consensus was to relocate them to the back of the building if possible. To be reviewed further with the architect.

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