



Meeting #55

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: 09/07/2022 **MEETING TIME:** 6:00 PM - 6:45 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:

08/10/2022: (None)

07/06/2022: (None)

Meeting Minutes

No	Title	Responsible	Due Date	Status
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2.1	Approval of Minutes			Open
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Official Documented Meeting Minutes:

Meeting Minutes #53 (July) and #54 (August) 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 #55

Previous Meeting Minutes:

08/10/2022: (None)

07/06/2022:

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

Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open

Official Documented Meeting Minutes:

WJM's Pay Application #16 was approved by a vote of 5-0.

Previous Meeting Minutes:

08/10/2022: (None)

07/06/2022:

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

General Business

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

Previous Meeting Minutes:

08/10/2022:

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

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.

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

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.

Previous Meeting Minutes:

08/10/2022:

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).

07/06/2022: (None)

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 #55

Official Documented Meeting Minutes:

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

Previous Meeting Minutes:

08/10/2022:

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

07/06/2022: (None)

Design

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

Official Documented Meeting Minutes:

No issues were found with this review. **CLOSED**

Previous Meeting Minutes:

08/10/2022:

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.

07/06/2022: (None)

New Business

No	Title	Responsible	Due Date	Status
7.1	Exhaust Fans			Closed

Official Documented Meeting Minutes:

All roof fans will be relocated to the back of the building. **CLOSED**

Previous Meeting Minutes:

08/10/2022:

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.

7.2	Roof Leaks	Mark Sullivan (D.A. Sullivan & Sons, Inc.)		Open
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Official Documented Meeting Minutes:

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.

7.3	Comcast	Mike Diggins (D.A. Sullivan & Sons, Inc.)		Open
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Official Documented Meeting Minutes:

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

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