



# Meeting #59

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:** 01/18/2023

**MEETING TIME:** 5:30 PM - 6:30 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:

**12/07/2022:** (None)

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

### 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 #59

## Previous Meeting Minutes:

12/07/2022: (None)

11/02/2022: (None)

## Invoices

| No | Title | Responsible | Due Date | Status |
|----|-------|-------------|----------|--------|
|----|-------|-------------|----------|--------|

3.1 Review of Invoices Open

### Official Documented Meeting Minutes:

Reviewed/approved WJM Pay App #20 (\$73,450).

### Previous Meeting Minutes:

12/07/2022: 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

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).

## General Business

| No | Title | Responsible | Due Date | Status |
|----|-------|-------------|----------|--------|
|----|-------|-------------|----------|--------|

4.1 Finance Phil Dowling (Town of Westhampton) Open

### Previous Meeting Minutes:

12/07/2022: 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

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.

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

### Previous Meeting Minutes:

12/07/2022: (None)

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.

4.3 Exterior Lighting Open

### Previous Meeting Minutes:

12/07/2022: 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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# Meeting #59

## Change Orders / PCOs

| No  | Title           | Responsible                                | Due Date | Status |
|---|-----------------|--|----------|--------|
| 5.1   | Open COs / PCOs | Mark Sullivan (D.A. Sullivan & Sons, Inc.) |          | Open   |
| <b>Official Documented Meeting Minutes:</b><br>Discussed pending CO #11 and remaining open PCOs.<br>The desire is to wrap-up everything asap. Mark to work with WJM on outstanding revisions to open PCOs.<br><br>Paint attic stock will not be required.<br>It was confirmed that Temporary Power and the 1st tank of Propane was the responsibility of WJM.<br><br><b>Previous Meeting Minutes:</b><br><b>12/07/2022:</b> Reviewed open PCOs (Boulanger's (ductwork), OH Doors, Additional GCs).<br>Mark to continue discussions with WJM re the Additional GCs.<br><b>11/02/2022:</b> (None) |                 |  |          |        |

## Design

| No   | Title                | Responsible | Due Date | Status |
|--|----------------------|-------------|----------|--------|
| 6.1  | Settlement with LiRo |             |          | Open   |
| <b>Official Documented Meeting Minutes:</b><br>LiRo asked for something in writing from the Town re not needing the BDA system (the credit for the BDA system will be taken instead, as the system is not needed).<br><br><b>Previous Meeting Minutes:</b><br><b>12/07/2022:</b> 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.<br><b>11/02/2022:</b> (None) |                      |             |          |        |

## New Business

| No   | Title     | Responsible | Due Date | Status |
|--|-----------|-------------|----------|--------|
| 7.1  | Insurance |             |          | Closed |
| <b>Official Documented Meeting Minutes:</b><br>Reviewed insurance requirements for the Town to formally take over the building.<br>Doug is finalizing the policy with the Town's provider. <b>CLOSED</b> |           |             |          |        |

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