



# Meeting #45

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:** 01/12/2022

**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:  
- Barbara Pelissier  
- Marilyn Witherell

### 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>Previous Meeting Minutes:</b>				
12/08/2021: (None)				
11/03/2021: (None)				

### Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open
<b>Official Documented Meeting Minutes:</b>				
The Meeting Minutes of Dec 8th 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 #45

## Previous Meeting Minutes:

**12/08/2021:**

The Meeting Minutes of Nov 3rd were approved.

**11/03/2021:**

The Meeting Minutes from the Sept & Oct meetings were approved.

## Invoices

No	Title	Responsible	Due Date	Status
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3.1	Review of Invoices			Open
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## Official Documented Meeting Minutes:

The following invoices were reviewed/approved:

- Willscot (trailer): \$733.40
- DiGiorgio (monthly invoice): \$10,870.77
- DAS (OPM - Nov & Dec): \$8,300.00
- DiGiorgio (2nd floor fit-out): \$12,600.00 (funded by ARPA)
- WJM (monthly invoice): \$264,903.00

## Previous Meeting Minutes:

**12/08/2021:**

The following invoices were reviewed/approved:

- Concrete sealer: \$1,052.10
- Willscot: \$586.65
- DiGiorgio: \$6,373.25
- DA: \$19,800.00
- DAS: \$7,370.00
- Liro: \$420.00
- Liro: \$1,560.00
- WJM: \$133,740.00

**11/03/2021:**

October invoices for WJM, DAS, and Liro were approved.

## General Business

No	Title	Responsible	Due Date	Status
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4.1	Finance	Phil Dowling (Town of Westhampton)		Open
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## Official Documented Meeting Minutes:

Pricing received from WJM for the 2nd floor fit-out. Phil is pursuing a grant through the DPH to fund this work. The timing is important because approval/action will be needed by early February in order to maintain the construction schedule.

## Previous Meeting Minutes:

**12/08/2021:**

Discussed use of ARPA funds for the 2nd floor fit-out. Final pricing from WJM is still pending. To be continued.

**11/03/2021:** (None)

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

## Official Documented Meeting Minutes:

The building material is starting to arrive at the site, and framing has begun. The trusses are anticipated to be delivered next week. Build-out of the shell is expected to take another 4 weeks.

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# Meeting #45

## Previous Meeting Minutes:

**12/08/2021:**

Mike updated everyone on the pending schedule:

- Masonry is being stocked to take advantage of the warmer weather
- Kurtz (metal bldg. rep) was on-site verifying dimensions, in anticipation of the building delivery - currently scheduled for the 1st week in January

4.3 Town's Website

Doug Finn (**Town of Westhampton**)

Open

## Previous Meeting Minutes:

**12/08/2021:**

Concern was raised by people in attendance that not enough information is being posted for Town members. More transparency was requested with respect to the Meeting Minutes, the project schedule, and general access to information on the project. More discussion was had about posting information to the Town's website to update everyone.

**11/03/2021:**

Reviewed how best to keep the general public aware of progress at the site. Discussed possibly posting updates, pictures, etc. on the Town's website. On-going

## 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:

**12/08/2021:** (None)

**11/03/2021:** (None)

5.2 Retaining Wall

Amit Shah (**DiGiorgio Associates, Inc.**)

Open

## Previous Meeting Minutes:

**12/08/2021:**

Retaining wall blocks are scheduled to be delivered in early January

**11/03/2021:**

Discussed placement of Pole Lights (in front of or behind) at retaining wall. Design input is still needed from the architect.

## Design

No	Title	Responsible	Due Date	Status
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## New Business

No	Title	Responsible	Due Date	Status
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