



Meeting #44

D.A. Sullivan & Sons, Inc.
82-84 North Street
Northampton, Massachusetts 01060
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Project: 19-017 - Westhampton Safety Complex
48 Stage Rd.
Westhampton, Massachusetts 01027

Building Committee Meeting Minutes

MEETING DATE: 12/08/2021 **MEETING TIME:** 6:30 PM - 7:20 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

Previous Meeting Minutes:

11/03/2021: (None)
10/20/2021: (None)

Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open

Official Documented Meeting Minutes:

The Meeting Minutes of Nov 3rd 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 #44

Previous Meeting Minutes:

11/03/2021:

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

10/20/2021: (None)

Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open

Official Documented Meeting Minutes:

The following invoices were reviewed/approved:

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

Previous Meeting Minutes:

11/03/2021:

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

10/20/2021: (None)

General Business

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

Official Documented Meeting Minutes:

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

Previous Meeting Minutes:

11/03/2021: (None)

10/20/2021: (None)

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

Official Documented Meeting Minutes:

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
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Official Documented Meeting Minutes:

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.

Previous Meeting Minutes:

11/03/2021:

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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
5.1	Open COs / PCOs	Mark Sullivan (D.A. Sullivan & Sons, Inc.)		Open
Previous Meeting Minutes: 11/03/2021: (None) 10/20/2021: It was agreed to pursue formal discussions with the Lester rep regarding the lack of credit for the lumber pricing. Mark to follow-up with WJM.				
5.2	Retaining Wall	Amit Shah (DiGiorgio Associates, Inc.)		Open
Official Documented Meeting Minutes: Retaining wall blocks are scheduled to be delivered in early January Previous Meeting Minutes: 11/03/2021: Discussed placement of Pole Lights (in front of or behind) at retaining wall. Design input is still needed from the architect. 10/20/2021: Discussed ROM quote from WJM for the retaining wall (in lieu of rip-rap). Motion was approved to move forward (for now) with material only cost (~ \$33K). Phil will pursue design with mfg. and forward to Amit/engineer for sign-off.				

Design

No	Title	Responsible	Due Date	Status
6.1	Elimination of Curbs	Mark Sullivan (D.A. Sullivan & Sons, Inc.)		Closed
Official Documented Meeting Minutes: This item will be closed, as the Town is doing the paving/curbs. CLOSED Previous Meeting Minutes: 11/03/2021: (None) 10/20/2021: It was agreed to eliminate the curbing at the upper parking lot; to facilitate snow plowing. Mark to pursue with Amit, who will issue a formal credit proposal request.				

New Business

No	Title	Responsible	Due Date	Status
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