



Meeting #65

D.A. Sullivan & Sons, Inc.
82-84 North Street
Northampton, Massachusetts 01060
Phone: (413) 584-0310
Fax: (413) 585-5710

Project: 19-017 - Westhampton Safety Complex
48 Stage Rd.
Westhampton, Massachusetts 01027

Building Committee Meeting Minutes

MEETING DATE: 01/10/2024 **MEETING TIME:** 6:00 PM - 7:00 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

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)
- ☐ Todd Alexander (Town of Westhampton / Building Inspe)

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
	Official Documented Meeting Minutes:			
	TBD			
	Previous Meeting Minutes:			
	11/15/2023: TBD			
	08/02/2023: TBD			

Meeting Minutes

No	Title	Responsible	Due Date	Status
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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 #65

2.1 Approval of Minutes

Open

Previous Meeting Minutes:

11/15/2023: (None)

08/02/2023: Meeting Minutes #61 & #62 were approved

Invoices

No	Title	Responsible	Due Date	Status
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3.1 Review of Invoices

Open

Previous Meeting Minutes:

11/15/2023: (None)

08/02/2023: No invoices were approved.

General Business

No	Title	Responsible	Due Date	Status
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4.1 Finance

Phil Dowling (Town of Westhampton)

Open

Official Documented Meeting Minutes:

Discussed a few items that need to be addressed (outside of WJM's contract):

- Status update on the radio system was given. Still have \$5K allocated for actual radios
- Want to pursue a gasket under the OH doors to prevent water infiltration during driving rains
- Received a quote from Mr. Gutter for \$20,742 for a system similar to the one used at Town Hall
- Discussed pursuing additional snow guards above door entrances. On-going

Previous Meeting Minutes:

11/15/2023: There is still \$34,675 left in the Project Budget. \$10K is still being withheld in retainage.

08/02/2023: (None)

4.2 Snow Guards

Closed

Official Documented Meeting Minutes:

See Item 4.1 above. **CLOSED**

Previous Meeting Minutes:

11/15/2023: (None)

08/02/2023: (None)

4.3 Radio System

Closed

Official Documented Meeting Minutes:

See Item 4.1 above. **CLOSED**

Previous Meeting Minutes:

11/15/2023: Total cost of system will be ~ \$31K (of which \$12K has already been paid).

08/02/2023: On-going - antenna mast has been installed.

4.4 Security System

Open

Description:

Screens were installed at the Police Office

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Meeting #65

Doug reviewed overall security system. Motion approved to move forward with work at a NTE limit of \$6K

Official Documented Meeting Minutes:

Only a couple of cameras remain to be installed - almost done.

Previous Meeting Minutes:

11/15/2023: Camera installation is still on-going.

08/02/2023: Screens were installed at the Police Office

Doug reviewed overall security system. Motion approved to move forward with work at a NTE limit of \$6K

4.5 Gutters/Downspouts

Closed

Official Documented Meeting Minutes:

See Item 4.1 above. **CLOSED**

Previous Meeting Minutes:

11/15/2023: Discussed the need for additional gutters/downspouts.

One quote received so far - for \$45K. Other quotes will be pursued.

4.6 Open Items

Closed

Official Documented Meeting Minutes:

- Septic system: 1 float changed, but middle float now not working. 1/10 Owner will address remaining item separately. **CLOSED**

- Roof leaks: 3 of the 5 areas have been addressed. 2 leaks remain. 1/10 Leaks have now been satisfactorily addressed. **CLOSED**

- Manhole above tight tanks still taking-on water. 1/10 Owner will address separately. **CLOSED**

Previous Meeting Minutes:

11/15/2023: - Ceiling hatch installed at Apparatus Bay

- Septic system: 1 float changed, but middle float now not working

- Roof leaks: 3 of the 5 areas have been addressed. 2 leaks remain

- Manhole above tight tanks still taking-on water

08/02/2023: - There are still several items that need to be addressed:

- Escutcheons have dropped at ceiling level

- Air-drop is leaking

- Tight tank is still filling-up when it rains (area above tight tank)

- 2 more roof leaks discovered

- Septic system pump turns on when needed, but then stays on

Change Orders / PCOs

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

Official Documented Meeting Minutes:

KP Law still wants more information from the Town. The Town to forward for review/comment.

Previous Meeting Minutes:

11/15/2023: Phil noted that KP Law has already given their opinion with respect to WJM's claim for additional GCs - and has rejected that claim. Phil to forward final ruling.

08/02/2023: Discussed, again the Open PCO for Additional General Conditions. It was agreed that no further discussion would be had until all outstanding issues had been addressed (roof leaks, tight tanks, pump @ septic system).

KP Law responded that they needed more information before rendering a legal opinion. On-going

Design

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No	Title	Responsible	Due Date	Status
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Reviewed possibility of adding stand-alone (self-supporting) canopies over exterior entrances. A few options were discussed. Conversation continues.

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