



Meeting #27

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: 01/20/2021 **MEETING TIME:** 6:30 PM - 7:55 PM Eastern Time (US & Canada)

MEETING LOCATION: Virtual Meeting (Call-in)

OVERVIEW:

See Town's website for call-in / login information.

NOTES:

ATTACHMENTS:

ATTENDEES:

Attended

- ☒ Mark Sullivan (D.A. Sullivan & Sons, Inc.)
- ☐ Chris Luchetti (DiGiorgio Associates, Inc.)
- ☐ Amit Shah (DiGiorgio Associates, Inc.)
- ☐ David Hipolito (Griffith and Vary Inc.)
- ☐ David Kelley (Meridian Associates)
- ☒ Phil Dowling (Town of Westhampton)
- ☐ Tom Martin (Town of Westhampton)
- ☒ Laurie Sanders (Town of Westhampton)
- ☒ Stephan Wurmbrand (Town of Westhampton)

Attended

- ☐ Tom Lam (DiGiorgio Associates, Inc.)
- ☐ John McGee (DiGiorgio Associates, Inc.)
- ☐ Ron Furbish (Griffith and Vary Inc.)
- ☐ John Ings (Meridian Associates)
- ☒ Chris Brooks (Town of Westhampton)
- ☒ Stephen Holt (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

Official Documented Meeting Minutes:

The next meeting will be on Monday, Jan 25th @ 7:30 PM (virtual)

Previous Meeting Minutes:

01/06/2021:

The next meeting will be on Wednesday, Jan 20th @ 6:30 PM (virtual)

12/29/2020:

The next meeting will be on Wednesday, Jan 6th @ 6:30 PM (virtual)

Meeting Minutes

No	Title	Responsible	Due Date	Status
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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 #27

Official Documented Meeting Minutes:

The meeting minutes of 1/6 were approved.

Previous Meeting Minutes:

01/06/2021:

The amended Minutes of 12/29 were approved.

12/29/2020:

The minutes of 12/10 and 12/16 were approved.

Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open

Official Documented Meeting Minutes:

No open invoices were reported/reviewed.

Previous Meeting Minutes:

01/06/2021:

Invoices from DAI and OTO were approved.

12/29/2020:

One invoice from OTO was tabled for further review.

General Business

No	Title	Responsible	Due Date	Status
4.1	Special Town Meeting			Open

Official Documented Meeting Minutes:

Discussed potential time-table for Special Town Meeting, and issues that need to be addressed prior: including the ballot wording, sending the motion/article to Finance, and the final ballot vote.

The initial date for the Special Town Meeting was established as 2/17, with a ballot vote the following Saturday (3/6).

Previous Meeting Minutes:

01/06/2021: (None)

12/29/2020:

The bid dates are going to have to be bumped by one week, in order to issue 2 more Addenda.

- Filed Bids: 1/14

- General Bids: 1/22

4.2	Security Systems	Chris Brooks (Town of Westhampton)		Open
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Previous Meeting Minutes:

01/06/2021: (None)

12/29/2020:

Chris got some budget pricing on different systems. Ongoing

4.3	Town Provided Equipment	Stephen Holt (Town of Westhampton)		Open
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Official Documented Meeting Minutes:

Discussed having the Town pursue a roll-off container, renting a dumpster, etc in preparation of relocating/removing the contents of the existing building.

Previous Meeting Minutes:

01/06/2021:

Steve is working on a listing of Town provided equipment.

12/29/2020:

Steve is working on a listing of Town provided equipment.

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Meeting #27

Design

No	Title	Responsible	Due Date	Status
5.1	Design Related Issues / Schedule	Amit Shah (DiGiorgio Associates, Inc.), Tom Lam (DiGiorgio Associates, Inc.)	05/15/2020	Open

Official Documented Meeting Minutes:

Discussed the Filed-Bid results from last week. There were multiple bids for every division, and the numbers were very close - which is a great sign. The sum-total of the Filed Bids was ~ \$1.8M, which would indicate that the overall numbers for the General Bid will be favorable.

Previous Meeting Minutes:

01/06/2021:

Reviewed again the site-related work by the owner. Phil is working with the DPW on revised scope.

Discussed the Demolition of the existing building by the owner. The Town will put together the bid-docs, along with pictures of the building and a layout plan.

12/29/2020:

No questions have been received to date regarding this issue. Will hold-off on any further direction until the 2nd Addendum (if any questions are received).

Discussed Town's duties with respect to the Sitework.

5.2	Local Approval Process	Amit Shah (DiGiorgio Associates, Inc.), John Ings (Meridian Associates)		Open
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Official Documented Meeting Minutes:

The ZBA met last night and formally approved the variance for the project.

Previous Meeting Minutes:

01/06/2021:

Amit will get an update with the Civil Eng. team re status of local approvals.

12/29/2020:

Amit will get an update with the Civil Eng. team re status of local approvals.

5.3	Rendering	Phil Dowling (Town of Westhampton), Amit Shah (DiGiorgio Associates, Inc.)		Closed
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Official Documented Meeting Minutes:

The rendering has been completed (looks great!) and was referenced in the ZBA meeting last night. It will be used to generate support as we move forward. *CLOSED*

Previous Meeting Minutes:

01/06/2021:

Rendering was approved and is on-going. Phil presented the work-in-progress.

12/29/2020:

Discussed pursuing a professional rendering for presentations. Amit will review Town's budget with his consultant to determine if something can be done for ~ \$600.

New Business

No	Title	Responsible	Due Date	Status
6.1	Budget Review	Phil Dowling (Town of Westhampton)		Open

Official Documented Meeting Minutes:

Phil reviewed a working document that presented the overall budget for the project. This budget needs to be all-inclusive (soft costs, hard costs, owner-provided equipment, etc.). Discussion will continue with the hope of finalizing the numbers asap.

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6.2 Project Support

Open

Official Documented Meeting Minutes:

Reviewed how to promote the project after the general bids are received.

Discussed flyers, postcards, use of the rendering(s), video, Zoom calls and in-person meetings.

The time table is very short, so all efforts will need to be impactful.

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