



Meeting #26

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: 01/06/2021 **MEETING TIME:** 6:30 PM - 7:50 PM Eastern Time (US & Canada)

MEETING LOCATION: Virtual Meeting (Call-in)

OVERVIEW:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/701086549>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 701-086-549

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)
- ☒ Chris Brooks (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)
- ☒ Phil Dowling (Northeast Painting Associates, Inc.)
- ☒ 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
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Official Documented Meeting Minutes:

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

Previous Meeting Minutes:

12/29/2020:

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

12/16/2020:

The next meeting will be on Wednesday, Dec 29th @ 6:30 PM (virtual)

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 #26

Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open
	Official Documented Meeting Minutes: The amended Minutes of 12/29 were approved.			
	Previous Meeting Minutes: 12/29/2020: The minutes of 12/10 and 12/16 were approved. 12/16/2020: The minutes of 11/11, 11/18, & 12/3 were approved.			

Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open
	Official Documented Meeting Minutes: Invoices from DAI and OTO were approved.			
	Previous Meeting Minutes: 12/29/2020: One invoice from OTO was tabled for further review. 12/16/2020: One invoice for \$41.87 to DiGiorgio was approved.			

General Business

No	Title	Responsible	Due Date	Status
4.1	Special Town Meeting			Open
	Previous Meeting Minutes: 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 12/16/2020: Over two dozen people were in attendance at the walk-thru this morning; a great turn-out. After receipt of bids (6 week bidding period) 2 separate votes by the Town will be required to ratify the project.			
4.2	Security Systems	Chris Brooks (Town of Westhampton)		Open
	Previous Meeting Minutes: 12/29/2020: Chris got some budget pricing on different systems. Ongoing 12/16/2020: Chris is getting pricing on Security systems to be utilized.			
4.3	Town Provided Equipment	Stephen Holt (Town of Westhampton)		Open
	Official Documented Meeting Minutes: Steve is working on a listing of Town provided equipment. Previous Meeting Minutes: 12/29/2020: Steve is working on a listing of Town provided equipment.			

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12/16/2020:

Steve is working on a listing of Town provided equipment.

4.4 Construction Fence

Amit Shah (**DiGiorgio Associates, Inc.**),
Mark Sullivan (**D.A. Sullivan & Sons, Inc.**)

Closed

Previous Meeting Minutes:

12/29/2020:

To be addressed in the forthcoming Addendum.

12/16/2020:

Discussed need for clarity with respect to the construction fence. It should be delineated on the plans.
Mark to follow-up with Amit.

Design

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

Official Documented Meeting Minutes:

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.

Previous Meeting Minutes:

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.

12/16/2020:

This will be addressed by Addendum (to be issued 12/18)

5.2 Local Approval Process

John Ings (**Meridian Associates**),
Amit Shah (**DiGiorgio Associates, Inc.**)

Open

Official Documented Meeting Minutes:

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

Previous Meeting Minutes:

12/29/2020:

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

12/16/2020: (None)

5.3 Rendering

Amit Shah (**DiGiorgio Associates, Inc.**),
Phil Dowling (**Northeast Painting Associates, Inc.**)

Open

Official Documented Meeting Minutes:

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

Previous Meeting Minutes:

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
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