



Meeting #32

D.A. Sullivan & Sons, Inc.
82-84 North Street
Northampton, Massachusetts 01060
Phone: (413) 584-0310
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Project: 19-017 - Westhampton Safety Complex
48 Stage Rd.
Westhampton, Massachusetts 01027

Building Committee Meeting Minutes

MEETING DATE: 03/24/2021 **MEETING TIME:** 6:30 PM - 7:12 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

- ☒ Mike Diggins (D.A. Sullivan & Sons, Inc.)
- ☐ Tom Lam (DiGiorgio Associates, Inc.)
- ☐ David Kelley (Meridian Associates)
- ☒ David Antosz (Town of Westhampton)
- ☒ Stephen Holt (Town of Westhampton)
- ☐ Laurie Sanders (Town of Westhampton)
- ☒ Stephan Wurmbrand (Town of Westhampton)

Attended

- ☒ Mark Sullivan (D.A. Sullivan & Sons, Inc.)
- ☐ Amit Shah (DiGiorgio Associates, Inc.)
- ☒ Phil Dowling (Northeast Painting Associates, Inc.)
- ☒ Chris Brooks (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:

The next Building Committee meeting is scheduled for March 31st and/or will be coordinated after meeting with the Demo Contractor and GC at the site for a quick 'pre pre-jobsite meeting'. To be confirmed.

Previous Meeting Minutes:

03/17/2021:

The next meeting will be on Wednesday March 24th @ 6:30 PM (virtual)

02/24/2021: (None)

Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open

Official Documented Meeting Minutes:

The Meeting Minutes (#30) of Feb 24th 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 #32

Previous Meeting Minutes:

03/17/2021: (None)

02/24/2021: (None)

Invoices

No	Title	Responsible	Due Date	Status
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3.1 Review of Invoices Open

Previous Meeting Minutes:

03/17/2021: (None)

02/24/2021:

The following Invoices were reviewed/approved:

- DAS: \$1,800.00

General Business

No	Title	Responsible	Due Date	Status
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4.1 Security Systems Chris Brooks (Town of Westhampton) Open

Previous Meeting Minutes:

03/17/2021: (None)

02/24/2021: (None)

4.2 Town Provided Equipment Stephen Holt (Town of Westhampton) Open

Previous Meeting Minutes:

03/17/2021: (None)

02/24/2021: (None)

4.3 Finance Open

Official Documented Meeting Minutes:

Financing should take roughly 6 weeks until completion. That should align with notifications to the GC and Demo contractor, contracts, permitting, utility shut-offs, etc. If work can begin before the financing process has been completed, the Town can borrow to cover the gap.

Previous Meeting Minutes:

03/17/2021:

Phil discussed loan process with Unibank - should take ~ 6 weeks. If money is needed prior to that, the Town's Stabilization Account or Free Cash may be used.

4.4 Moving Open

Official Documented Meeting Minutes:

The target date of April 15th has been established to complete the move. Discussed potentially saving the OH doors, generator, etc - to be determined.

Previous Meeting Minutes:

03/17/2021:

Both the Police and Fire Depts have started organizing for the move.

Discussed salvaging certain items, record storage, and a temporary office trailer for Chief White.

On-going.

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Meeting #32

Design

No	Title	Responsible	Due Date	Status
5.1	Local Approval Process	Laurie Sanders (Town of Westhampton), John Ings (Meridian Associates), Amit Shah (DiGiorgio Associates, Inc.)		Open

Previous Meeting Minutes:

03/17/2021:

The Notice of Intent has been filed with the Mass DEP - awaiting formal determination.

02/24/2021:

Pending the meeting results this weekend, the local approval process will continue.

New Business

No	Title	Responsible	Due Date	Status
6.1	Grounbreaking			Open
	Official Documented Meeting Minutes: Discussed the timing of a groundbreaking ceremony. It was agreed to wait until after demolition, and before construction. TBD			
6.2	Temporary Office Trailer	Mark Sullivan (D.A. Sullivan & Sons, Inc.)		Open

Official Documented Meeting Minutes:

Discussed renting temporary office space for the Police Chief. Mark to forward companies that he's worked with for pricing, etc.

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