



# Meeting #36

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:** 05/26/2021 **MEETING TIME:** 6:30 PM - 7:10 PM Eastern Time (US & Canada)

**MEETING LOCATION:**

### OVERVIEW:

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

### NOTES:

### ATTACHMENTS:

### ATTENDEES:

#### Attended

- ☒ Mike Diggins (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)

#### Attended

- ☒ Mark Sullivan (D.A. Sullivan & Sons, 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)

## 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 Wednesday, June 9th.

### Previous Meeting Minutes:

**05/03/2021:**

The meeting of May 5th has been cancelled. The next Building Committee meeting is scheduled for Wednesday, May 12th.

**04/28/2021:**

The next Building Committee meeting is scheduled for Monday, May 3rd and/or Wednesday, May 5th - depending on updated cost from GC.

## Meeting Minutes

No	Title	Responsible	Due Date	Status
2.1	Approval of Minutes			Open

### Previous Meeting Minutes:

**05/03/2021:** (None)

**04/28/2021:** (None)

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 #36

## Invoices

No	Title	Responsible	Due Date	Status
3.1	Review of Invoices			Open
<b>Previous Meeting Minutes:</b>				
05/03/2021: (None)				
04/28/2021: (None)				

## General Business

No	Title	Responsible	Due Date	Status
4.1	Security Systems	Chris Brooks (Town of Westhampton)		Closed
<b>Official Documented Meeting Minutes:</b>				
Will be addressed during construction in OAC meetings. <i>CLOSED</i>				
<b>Previous Meeting Minutes:</b>				
05/03/2021: (None)				
04/28/2021: (None)				
4.2	Town Provided Equipment	Stephen Holt (Town of Westhampton)		Closed
<b>Official Documented Meeting Minutes:</b>				
Will be addressed during construction in OAC meetings. <i>CLOSED</i>				
<b>Previous Meeting Minutes:</b>				
05/03/2021: (None)				
04/28/2021: (None)				
4.3	Finance / Budget	Phil Dowling (Northeast Painting Associates, Inc.)		Open
<b>Official Documented Meeting Minutes:</b>				
Bank is now in receipt of all documentation. Financing should be complete, and money should be in the bank by June 18th.				
<b>Previous Meeting Minutes:</b>				
05/03/2021:				
Formally reviewed/approved (6-0) WJ Mountford's revised PCO for the additional cost of the metal building. At the same, it was also agreed (6-0) to remove the Painting from the project - with the intent that the work will be done by the Owner. A formal Request for Proposal (RFP) will be issued to the GC.				
04/28/2021:				
Discussed proposed additional costs from the Metal Building mfg. - which have been confirmed independently. Mark to speak with Jon (GC) re Alternate pricing, which seems excessive. But generally, it was agreed to move forward with a change order for the 'force majeure' issue of spiking costs in the metals market. Motion approved (4-1) to press forward with the base bid and both alternates.				
4.4	Grounbreaking			Open
<b>Previous Meeting Minutes:</b>				
05/03/2021: (None)				
04/28/2021: (None)				
4.6	Architect's Contract	Mark Sullivan (D.A. Sullivan & Sons, Inc.), Phil Dowling (Northeast Painting Associates, Inc.)		Open

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# Meeting #36

## Previous Meeting Minutes:

05/03/2021: (None)

04/28/2021:

Phil & Mark are still working with the architect on a final contract proposal, as the recent proposal was not formatted as requested. They will continue to work with Amit in finalizing this paperwork so they can officially move forward with CA services.

## Change Orders / PCOs

No	Title	Responsible	Due Date	Status
5.1	Open COs / PCOs			Open
	<b>Official Documented Meeting Minutes:</b> Discussed Painting PCO (re deletion of work). Phil spoke with Town counsel and there's no precedent for allowing a Subcontractor to keep 'anticipated O&P'. Motion made/approved to offer \$500 for Submittals and Administration - only. To be discussed at the next OAC meeting.			
5.2	Plumbing/HVAC			Open
	<b>Official Documented Meeting Minutes:</b> Discussed, too, a pending proposal from Boulanger's for additional material costs with respect to Plumbing & Mechanical work. It was unanimously agreed that the PCO would be rejected if/when formally submitted.			

## Design

No	Title	Responsible	Due Date	Status
6.1	Local Approval Process	Stephen Holt (Town of Westhampton)		Closed
	<b>Previous Meeting Minutes:</b> 05/03/2021: (None) 04/28/2021: (None)			
6.2	BOH Questions	David Kelley (Meridian Associates), Phil Dowling (Northeast Painting Associates, Inc.)		Open
	<b>Previous Meeting Minutes:</b> 05/03/2021: (None) 04/28/2021: Phil noted that the BOH had a few, lingering questions that needed to be addressed about the project. David Kelly will attend tomorrow's meeting in an effort to clarify any uncertainty.			

## New Business

No	Title	Responsible	Due Date	Status
7.1	Demo of Building			Open
	<b>Official Documented Meeting Minutes:</b> ABW is waiting for a formal letter from Eversource indicating that the power has been disconnected. Should be received within the next few days. Mike, meanwhile, will remove the telephone line from the building.			

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