



Meeting #62

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: 05/03/2023 **MEETING TIME:** 5:30 PM - 6:30 PM Eastern Time (US & Canada)

MEETING LOCATION: Westhampton Town Hall

OVERVIEW:

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

NOTES:

Also in attendance:

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:			
	04/05/2023: TBD			
	03/08/2023: (None)			

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 #62

2.1 Approval of Minutes Open

Official Documented Meeting Minutes:

No Meeting Minutes were approved

Previous Meeting Minutes:

04/05/2023: The following Meeting Minutes were approved: #58, #59, #60

03/08/2023: (None)

Invoices

No	Title	Responsible	Due Date	Status
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3.1 Review of Invoices Open

Official Documented Meeting Minutes:

No Invoices were reviewed

Previous Meeting Minutes:

04/05/2023: Pay App #22 was approved, but reduced by \$5K to \$71,159.00

03/08/2023: Reviewed/approved the following invoices:

- WJM Pay App #21 (amended - \$180,904)
- Electrical work for access control (\$200)
- Global Industries (\$932.68 - tax)
- Northeast IT (\$287.50)
- SFI - HOLD

General Business

No	Title	Responsible	Due Date	Status
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4.1 Finance Open
 Phil Dowling (Town of Westhampton)

Previous Meeting Minutes:

04/05/2023: (None)

03/08/2023: (None)

4.3 Snow Guards Open

Previous Meeting Minutes:

04/05/2023: (None)

03/08/2023: Discussed the need for additional snow guards above entrances.

4.4 Radio System Open

Previous Meeting Minutes:

04/05/2023: (None)

03/08/2023: Reviewed options for a new radio system. Pricing/options discussed - and information was distributed for review. Todd to follow-up with Police & Fire Chiefs to finalize selections.

Change Orders / PCOs

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

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Meeting #62

Official Documented Meeting Minutes:

Discussed at length the proposal from WJM re Additional General Conditions.

It was agreed that Steve and Phil would work on a cover letter and will forward everything to KP Law for their opinion, before taking any action.

Previous Meeting Minutes:

04/05/2023: Discussed proposal from WJM for additional GCs. Mark to review further with Jon, and the Committee will digest the proposal and reconvene at the next meeting to discuss.

03/08/2023: Discussed at length the pending CO #11. It was agreed to formally move forward/process the following PCOs:

- Metal gate/door
- Electrical boxes
- Credit for countertops
- OH Doors
- Tank monitors
- Door hardware
- Fire blocking
- Credit for sunscreens
- Credit for BDA
- Credit for floor mitigation
- Ductwork modifications
- Floor leveling
- Total: ~ \$31,000. Mark/Phil to reach out to Amit and have him formally issue this change order

Design

No	Title	Responsible	Due Date	Status
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6.1	Settlement with LiRo			Open
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Previous Meeting Minutes:

04/05/2023: *(None)*

03/08/2023: Todd noted that he still needed the final control construction documents from the architect.

New Business

No	Title	Responsible	Due Date	Status
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7.1	Open Items			Open
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Official Documented Meeting Minutes:

Chief White noted that there is an air leak at one of the retractable hoses (front end / east bay), and that there is still an active leak at the roof cricket.

Both items are punchlist items that need to be addressed by WJM.

Steve will compile a full list of open items and will forward to Mark for coordination.

Previous Meeting Minutes:

04/05/2023: Reviewed the list of open items that still need to be closed, including:

- Controls/Tanks
- Bathroom exhaust not tied to the light switch (design issue)
- Gear Rm lights
- Hot water (only) at sink at 1st Bathroom

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