

PERMANENT PUBLIC BUILDING COMMITTEE  
TOWN OF NEEDHAM  
MINUTES OF MEETING

---

Date: June 1, 2015

Time: 7:30 PM

Location: PSAB

---

Attendance

PPBC Members: Present: George Kent, Natasha Espada, Paul Salamone,  
Roy Schifilliti, Irwin Silverstein  
Absent: Stuart Chandler, Peter Schneider

Steve Popper (PFD-C Director of Design and Construction)  
Hank Haff (Project Manager)  
Phaldie Taliep (Project Manager)

User Representatives: Rick Merson DPW Director, St. Mary St. Pump Station Rep.  
Tony DelGaizo Town Engineer, St. Mary St. Pump Station Rep.  
Dan Gutekanst School Superintendent, H.S. Rep.  
Heidi Black School Committee, H.S. & Hillside Rep.  
Susan Neckes School Committee, Hillside Rep.

Other Attendees: Tom Casey CDMSmith  
Anne Gulati School Finance Director  
Don Walters Dore & Whittier Architects  
Michele Rogers Dore & Whittier Architects  
Jason Boone Dore & Whittier Architects  
Chris Gerstel Park & Rec. Commissioner

---

Minutes prepared by: Kathryn Copley Administrative Specialist

---

A. St. Mary Street Pump Station

Rick Merson (DPW Director), Tony DelGaizo (Town Engineer) and Tom Casey (CDMSmith) attended the meeting.

Mr. Taliep reported on the progress of the project. During the month of May the focus was interior systems. Permanent power has been supplied to the site. Lighting and power outlets are complete. Building system control panels are in place and wired. The pumps have been tested. The I&C system is installed and ready to control new station when the communication lines have been completed. The testing and startup of the pump station requires the installation of the Water SCADA equipment at Town Hall and the Charles River Street water treatment plant. Verizon is behind schedule on installing the communication lines needed for the SCADA. Demolition of the existing pump station was expected to start on May 20<sup>th</sup> and is now expected in late June. This delay has occurred in part due to the Verizon issues.

Plumbing installation is ongoing and the rough test is expected soon. The landscaping was supposed to start today but was delayed due to the heavy rain.

The station was run for an eight hour test. A five day four hour testing period is anticipated for next week.

The Committee reviewed CO #6 from Waterline Industries in the amount of \$41,426.10. The change order consists of three adds, the SCADA Network modifications, resinous floor in restrooms and the added steel guardrail for protecting the electric meter at the transformer. The change order was reviewed and approved by BETA Group, CDM Smith and Mr. Taliep. Mr. Kent made a motion that the Committee approve the change order. Mr. Merson seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #17 from Waterline Industries in the amount of \$299,997.72 for work thru May 2015. The requisition was reviewed and approved by BETA Group, CDMSmith and Mr. Taliep. Mr. Kent made a motion that the Committee approve the requisition for payment. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from BETA Group in the amount of \$8,719.44 for services thru April 2015. The invoice was reviewed and approved by Mr. Taliep. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Merson seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from CDM Smith in the amount of \$32,853.93 for services thru April 2015. The invoice was reviewed and approved by Mr. Taliep. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously. CDM Smith's Resident Engineer will be leaving the project as of today. His duties will be undertaken, in part, by Mr. Taliep.

Handouts: CDMSmith update, Updated budget, Schedule, Waterline CO #6 & Req. #17

B. Salt Shed Construction

Rick Merson (DPW Director) attended the meeting.

The Committee reviewed an invoice from Weston & Sampson in the amount of \$1,321.00 for remediation services thru April 2015. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Merson seconded the motion. The motion was then voted upon and approved unanimously.

C. High School Expansion

Heidi Black (School Committee) and Dan Gutekanst (School Superintendent) attended the meeting.

Drummey, Rosane, Anderson Inc. was asked for a proposal for the continued design development for the Cafeteria expansion. They submitted a proposal for the cafeteria design thru design development, construction documents and bidding in the amount of \$85,320.00. Construction administration services would be added after construction funding is approved by Town Meeting.

The project is likely to cover the classroom expansion also. In view of this the Committee felt it would be in the Town's best interest to have a Construction Manager at Risk (CMR) on the project. An application to the Inspector General's office would need to be sent for approval. As long as the project is delivered as a two phase project at an anticipated cost exceeding \$5 million the IG's office appears ready to accept the Application although Phase II is not guaranteed. Town Meeting did not fund the project as a two phase project however there appeared to be an intention to include a classroom phase.

Having a CMR enhances the ability to meet the schedule of putting the necessary construction in place over the eight week school summer break period in 2016 for the cafeteria and for a 2017 classroom addition. A ch.149A delivery process will allow the project to be pre-planned to achieve the project goals.

If the Attorney General denies the request to use a CMR, the fall back would be to design, bid and build the cafeteria expansion as a stand alone project. There is no guarantee that a CMR firm would be interested in taking on a small two phased project.

Mr. Kent made a motion that the Committee vote to approve the project for CMR consideration and to submit an application to the Inspector General's office to this affect. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Kent made a motion that the Committee vote to approve Drummey Rosane Anderson's fee proposal in the amount of \$85,320. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

Natasha Espada will represent the PPBC for the prequalification process.

Handouts: DRA Proposal, updated draft project schedule

#### D. Hillside School Feasibility Study

Heidi Black, Susan Neckes (School Committee), Don Walter, Michele Rogers and Jason Boone (Dore & Whittier) attended the meeting.

Dore & Whittier reviewed the preliminary evaluation of alternatives. The weighted chart was developed with input from the working group. Seventeen options (Hillside Elementary School site, DeFazio Park (east and west), High Rock School if 6<sup>th</sup> grade center moves to DeFazio and temporary modular classrooms at DeFazio) were evaluated. Option A (CIP only) and Option B1 (Addition & Renovation at Hillside) will remain as options per MSBA requirements. The remaining fifteen options need to be narrowed down for further evaluation. The MSBA requires that all options have cost estimates.

After the review and discussion it was decided to go forward with a total of nine options: Options A (Capital Improvement Plan only), B1 (Addition & Renovation at Hillside), C (New 3 story school at Hillside), C3 (New 3 story school at Hillside + parcels F,G & H), E1 (New elementary school at DeFazio), E2 (New Grade 6 school at DeFazio), H1 (Addition Renovation Plan for elementary school at High Rock, bus loop area to be relocated at expense of existing parking – existing gym & café to remain), H2 (Addition Renovation Plan for elementary school at High Rock, bus loop area to be relocated at expense of existing parking – new gym & café), and H3 (Addition Renovation Plan for elementary school at High Rock using detention area – administration area to be reduced, existing gym & café to remain).

The MSBA may not reimburse work at the High Rock School but would most likely be monitored by them.

A Preliminary Design Program (PDP) Report which includes an Educational Program and Space Summary, Site Assessment and Preliminary Evaluation of Alternatives is scheduled to be approved at PPBC's July 27<sup>th</sup> meeting and submitted to the MSBA on August 6<sup>th</sup>. A public meeting held jointly between the School Committee and PPBC, will be held on June 22<sup>nd</sup> at the Broadmeadow School.

A Preferred Schematic Report (PSR) is scheduled to be submitted for approval at the November 16<sup>th</sup> PPBC meeting and submitted to the MSBA on December 2<sup>nd</sup>. The PSR will include a final evaluation of the remaining Alternatives and selection of a Preferred Option. This would then be reviewed and approved at the January 2016 MSBA Board Meeting initiating schematic design on the preferred option allowing the initiation of a robust schematic design and development of a Project Budget and Scope Agreement to be approved at the MSA Board meeting of July 2016 initiating the input for a Town Vote in November 2016.

The Committee reviewed an invoice from Dore & Whittier in the amount of \$40,500.00 for services thru May 2015. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Handout of power point presentation

E. Adjournment

The meeting was adjourned at 10:20 PM.

The next PPBC meeting will be on Monday, June 22, 2015 with the School Committee at 7:00 PM, at the Broadmeadow School.

These minutes are intended to convey the content of the discussions at the Committee meeting. If no comments are received by the next meeting, they will go to file as part of the permanent Committee record.