

Client: Needham
Meeting Date: 2/18/2022
Meeting Location: TEAMS
Meeting Topic: Town Common

Date:
Prepared By: Melissa Recos
Job Number:

ATTENDEES:

NAME	ADDRESS / AFFILIATION	NAME	ADDRESS / AFFILIATION
Melissa Recos	BETA	Ed Olsen	Needham Parks & For
Scott Ridder	BETA	Greg Smith	Needham
Nathan Socha	BETA	Cecilia Simchak	Needham
Bob Lewis	BETA	Tom Ryder	Needham
Carys Lustig	Needham	Kate Fitzpatrick	

RECORD OF MEETING MINUTES:

Scott: Cost Estimate – Final Design is 15% increase over original 1.2 up to 1.45 Mil, funded 1.364 Mil. Includes \$80,000 for bus shelter (remove and replace) which was always considered and add alternate. Ed- Scoot and Ed will go through line by line later to see what could be trimmed. Carys – uplighting is not part of this project, bus shelter might be able to be covered by grant funding

Ed- is there anything in the contract that is a red flag for schedule lead time? Is there a particular item we should think about ordering ASAP? Nate – refurbishing lights is longest work item, ED- shooting for 2022 completion (3 season project). We can work with contractor right off the bat to identify what needs to be prioritized.

Scott – we are buttoning up the plans and specs, Ed wants to get this out ASAP.

Construction staging and work areas – Scott, we have envisioned using garet way and then grind and overlay afterwards. Ed, want to keep the handicap ramp and front door accessible to Town Hall. Scott – this should not be a problem. And other areas for contractor? Ed – cannot offer any other space, contractor will need to limit to Garety way. Nathan – there are some parking spaces on Garety, could the contractor block off these spaces... Carys, could we allow contractor to use spots in early morning but avoid lunch hour when the spaces are a priority? Bob – in regards to staging of materials with the inaccessibility of material, we may need to get creative if contractor has to pre-order and store. Contractor can secure private lots if they want to.

Construction oversight – Cecilia: services not included in current contract, will need to bring down construction cost if we want BETA to add this proposal. ED – we have a new hire who can provide some construction oversight but will also need BETA’s help to review specialty item shop drawing submittals and start-up oversight.

Record of Meeting (Continued)

Meeting Topic

Date

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Commemoration Plaque – Ed: do we want to do something? Take old plaques and incorporate in new components. What about the tree with the plaque – Ed wants to save/relocate the tree, Kate – put it at a public building because it is commemorating Town employees. Kate – would like to see benches repurposed to re-commemorated all on one bench. Ed and Scott will coordinate on this – seems all on one bench would make most sense. Any commemoration for group that worked on this project – Carys, can we pick something that does not require much maintenance. Kate – something on the front wall that recognizes donors of past and present, should provide a few options for Select Board. Could consider selling pavers or something like that.

Big Belly units are Double=\$8,000, triple=\$12,000 so \$40,000 total for the 4. Carys- lets pull these out, we can get them without a mark-up and add later. Greg – Town receives recycling funds every year and because these are recycling containers they may be eligible for these.

Landscape Forms who we use can offer a discount for a bulk order. Carys – if they are on a procurement list that would be ok but not if we'd have to go out to bid. Scott will provide rep contact to Cecelia to see if that will work.

Carys – can we talk to pizza vendors about sponsoring a pizza box big belly? Kate will look into this.

Greg – pour concrete surface to bolt big belly to concrete. These will be kept outside all year round, lets make sure we keep them clear of snow in winter.

Carys – not breaking ground before Town Meeting (1st Monday of May)? Worried about laydown space and coordination. Ed- I think if all goes well I think we will not be breaking ground before then.

Schedule – Break ground in May, April 18 for contract execution, Bids due by April 7th, Advertise March 10th, Bid Docs that week. Release 3/17.

Tom Ryder – has Planning Board decision been recorded? Ed is unsure but can look into it. Once we have a GC in place there are some follow-up items to address for Planning Board.

Carys – Farmers Market is anticipating being open next season, if that schedule changes then let Carys know ASAP – need to keep businesses and patrons aware.

Carys – did Sean Regan look at the plans for electrical before going out to bid? Ed – he has not yet, lets get them to him ASAP.

Scott, Nate and Ed will have a call after this meeting to go over some of the last questions/wrap-up items.

Tom would like a copy of the cost estimate once finalized.