

PERMANENT PUBLIC BUILDING COMMITTEE
TOWN OF NEEDHAM
MINUTES OF MEETING

Date: January 12, 2015

Time: 7:30 PM

Location: Needham Library

Attendance

PPBC Members: Present: George Kent, Stuart Chandler, Natasha Espada, John Keene
Paul Salamone, Roy Schifilliti, Irwin Silverstein

Absent:

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

User Representatives: Tony DelGaizo Town Engineer, St. Mary St. Pump Station Rep.
Dan Gutekanst School Superintendent, Mitchell Modular Rep.
Heidi Black School Committee, Hillside Rep.
Susan Neckes School Committee, Hillside Rep.

Other Attendees: Tom Casey CDMSmith
Lee Storrs CDMSmith
Richard Buccella CDMSmith
Andy Dennehy BETA Group
Michael Gerard Waterline Industries

Minutes prepared by: Kathryn Copley Administrative Specialist

A. St. Mary Street Pump Station

Tony DelGaizo (Town Engineer), Andy Dennehy (BETA), Tom Casey, Lee Stores, Richard Buccella (CDMSmith) and Michael Gerard (Waterline) attended the meeting.

Mr. Taliep reported on the progress of the project. Waterline, along with CDM, BETA and the Town, reviewed the construction schedule again last Friday. Five weeks of float were recovered by overlapping activities and logic changes. The pump station is expected to be operational by June 23, 2015. The Contractor is claiming that the original schedule was compromised by changes introduced by the designer/owner. This is disputed by the OPM with the contention that a delay on the delivery of steel joists has caused the schedule to slip from the original baseline submitted by the contractor beyond any delays caused by changes to the brick shelf.

The structural support steel and the roof joists have been erected. Steel decking was installed as was the ½ inch plywood deck. The dormers were erected. The steel partitions and gables were erected. The windows have been installed. Temporary power has been brought into the building.

The Contractor is anticipating that the building will be closed in sometime in February. Temporary heat will be installed once the building is closed in allowing for interior work to proceed.

Pump installation is scheduled to commence in mid March.

The Committee reviewed Requisition #12 from Waterline Industries in the amount of \$229,655.90 for work thru December 2014. The requisition was reviewed and approved by CDMSmith and Mr. Taliep. Mr. Kent made a motion that the Committee approve the requisition for payment. Mr. DelGaizo seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from BETA Group in the amount of \$7,969.44 for services thru November 2014. The invoice was reviewed and approved by Mr. Taliep. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from CDMSmith in the amount of \$11,681.70 for services thru November 2014. 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.

Handouts: CDMSmith update, Updated budget, Schedule, Waterline Req. #12

B. Mitchell School Modular Classrooms

Dan Gutekanst (School Superintendent) attended the meeting.

Mr. Haff reviewed the designer and contractor evaluations requested by DCAM. The evaluations indicate that the Town was pleased with the work of both the designer and the contractor. The remaining 5% of the owner's manuals still need to be delivered.

Mr. Kent made a motion that the Committee approve the evaluations as noted. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

A few more invoices for FF&E are expected on the project. After these have cleared the remaining unencumbered balance for the project can be rescinded.

The Committee reviewed Change Order #1 from Office Resources in the amount of \$403.90 for reconfiguring workstations. The requisition was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the change order. Mr. Gutekanst seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from CDW Government in the amount of \$3,591.00 for document cameras within the Technology budget. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice

for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from W.B. Mason in the amount of \$249.00 for an easel within the FF&E budget. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Designer and Contractor DCAM evaluations

C. Senior Center Construction

The Committee reviewed an invoice from Valley Communications in the amount of \$1,084.15 for an assistive listening transmitter. The invoice was reviewed and approved by Mr. Taliep. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Your Electrical Solution in the amount of \$650.00 for moving two thermostats. The invoice was reviewed and approved by Mr. Taliep. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

D. Salt Shed Construction

The Committee reviewed an invoice from Weston & Samson in the amount of \$3,449.65 for environmental services thru November 2014 to support activities as required by the RAM plan. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

E. Town Hall Renovation

The Committee reviewed an invoice from Wayne J. Griffin Electric in the amount of \$610.00 for installing a door operator booster panel. The invoice was reviewed and approved by Mr. Popper. 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.

The Committee reviewed an invoice from Mercury Mechanical in the amount of \$1,149.40 for release of remaining retainage. The invoice was reviewed and approved by Mr. Popper. 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.

The Committee reviewed an invoice from OccuHealth in the amount of \$1,535.55 for air quality assessment in December 2014. The invoice was reviewed and approved by Mr. Popper. 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.

The Committee reviewed two invoices from Engineered Solutions in the amounts of \$475.00 and \$1,660.41 for services thru December 2014. The invoices were reviewed and approved by Mr. Popper. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Popper indicated that no further invoices are expected for the project. The remaining unencumbered funds total approximately \$1,520,000. Mr. Kent made a motion that the Committee rescind the remaining unencumbered funds of approximately \$1,520,000 back to the Town. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: None

F. Hillside School Feasibility Study

Heidi Black and Susan Neckes (School Committee) attended the meeting.

On December 31, 2014 seven firms, Design Partnership of Cambridge, Dore & Whittier Architects, Inc., Flansburgh Architects, Jonathan Levi Architects, Lerner Ladds Bartels Architects, Mount Vernon Group Architects, Inc. and Perkins + Will Inc., delivered qualifications for the Hillside Elementary School Phase 1 Design Services.

The Committee discussed the qualifications of the responders. A matrix of the designers and their sub-consultants was reviewed. The final decision will be made by a Designer Selection Panel (DSP) that consists of 13 MSBA members along with three Town representatives. The Town representatives are George Kent, Dan Gutekanst and Heidi Black. The DSP is scheduled to meet on January 27th to discuss the submissions and develop a short-list for interviews. Interviews are expected to be scheduled for February 10, 2015 if necessary.

Handouts: Designer Selection sub-consultant Matrix

G. Adjournment

The meeting was adjourned at 9:26 PM.

The next PPBC meeting will be on Monday, January 26, 2015 at 7:30 PM, at the Needham Town Hall Great Plain Room.

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.