

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: April 6, 2015	Time: 7:30 PM	Location: Library
Attendance		
PPBC Members:	Present: George Kent, Stuart Chandler, Natasha Espada, Peter Schneider, Irwin Silverstein Absent: Paul Salamone, Roy Schifilliti Steve Popper (PFD-C Director of Design and Construction) Phaldie Taliep (Project Manager)	
User Representatives:	Rick Merson Tony DelGaizo Heidi Black Susan Neckes	DPW Director, St. Mary St. Pump Station Rep. Town Engineer, St. Mary St. Pump Station Rep. School Committee, Hillside Rep. School Committee, Hillside Rep.
Other Attendees:	Tom Casey Andy Dennehy Don Walters Michele Rogers	CDMSmith BETA Group Dore & Whittier Architects Dore & Whittier Architects
Minutes prepared by:	Kathryn Copley	Administrative Specialist

John Keene completed his term on the PPBC in March 2015. Peter Schneider was introduced and welcomed to the Committee.

A. St. Mary Street Pump Station

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

Mr. Taliep reported on the progress of the project. Lighting work is ongoing. The plumber, electrician and carpenter are onsite. Finish work in the office area is being completed. Pump installation is scheduled to start in the next two weeks. A meeting is scheduled with Eversource tomorrow to determine electrical power needs coming into the site. It is anticipated that the power distribution will be completed by May 1st. The intent is to have start up begin at the end of May.

Completing the SCADA work will be a challenge in that the system for the DPW's SCADA project was not previously installed as had been anticipated. Waterline Industries will provide a cost this week for a change order for the SCADA connections to the Charles River Water Treatment Plant. CDMSmith will supervise this work under their contract with the DPW.

Mr. Casey reported that the completion date has been targeted for July 22. This still puts the project ahead of the contract finish date of August 17th. There is one month of float. The project is at 72.6% completion.

The Committee reviewed Change Order #5 from Waterline Industries in the amount of \$34,999.28. The change order consists of four adds. The change order was reviewed and approved by BETA Group 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 #15 from Waterline Industries in the amount of \$299,664.78 for work thru March 2015. The requisition was reviewed and approved by CDMSmith and Mr. Taliep. Mr. Kent made a motion that the Committee approve the requisition for payment. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Taliep reviewed the anticipated cost log. Portions of the SCADA costs on this project may be covered by the DPW SCADA project.

It is believed that the phone system should be a Samsung Phone System to be consistent with what the Town has in nineteen buildings. Specifying the Samsung Phone System would allow integration to the Towns system. It is anticipated that the cost would be under \$10,000. Mr. Taliep is proposing that the system be purchased thru Computer Telephone, Inc. The Town has had good service from them on a number of phone installations.

Mr. Kent made a motion that the Committee approve the Samsung Phone System as a sole source and approve Computer Telephone for installation. Mr. Merson 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 February 2015. 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 \$33,464.36 for services thru February and March 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.

Handouts: CDMSmith update, Updated budget, Schedule, Waterline Req. #15, CO #5, Samsung Telephone memo

B. DPW Vehicle Storage Bays

Mr. Taliep reviewed the updated budget. The remaining unencumbered project balance is approximately \$235,000. The warranty inspection of the bays was recently held. There are minor spider cracks in the floor. Weston & Sampson and Seaver Construction

were contacted. The cracks are shrinkage cracks. Seaver has been asked to route out the cracks and fill them with appropriate material. This should not be an additional cost; however a placeholder of \$10,000 is being suggested in case it is needed.

The project will not be closed out until the above issue has been resolved. The Committee would like to rescind the bulk of the unencumbered funds in the amount of \$225,000.

Mr. Kent made a motion that the Committee rescind \$225,000 back to the Town. This allows approximately \$10,000 to complete the above items. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: None

C. Mitchell School Modular Classrooms

The Committee reviewed an invoice from ProAV in the amount of \$350.00 for the last training session. 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.

D. Hillside School Feasibility Study

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

The Dore & Whittier Hillside Feasibility Study will analyze various grade configurations and site options. The study includes half day kindergarten (390 student enrollment), full day kindergarten (430 student enrollment) and a 6th Grade Center (445 student enrollment). Ms. Black indicated that the School Committee is expected at their next meeting to recommend all day kindergarten for all future school projects including Hillside. This would indicate that Dore & Whittier should not investigate the half day kindergarten options any further, which the Committee acknowledged and so instructed Dore & Whittier.

A Preliminary Design Program (PDP) including an Educational Program and Space Summary, Site Assessment and Preliminary Evaluation of Alternatives needs to be approved by June 1st and submitted to the MSBA on June 11th. A Preferred Schematic Report (PSR) is to be submitted for approval at the July 27th PPBC meeting and submitted to the MSBA on August 6th. The PSR will include a final evaluation of the Alternatives and definition of a Preferred Option.

A list of Preliminary Alternatives under study was provided to the Committee. A letter to the Committee dated Dec. 2, 2014, from the Town Manager was reviewed. It stated that “without an affirmative vote by the Park and Recreation Commission for the study of Cricket Field, it is the opinion of the Board of Selectman that the parcel is not available for consideration as part of the Hillside School Feasibility Study”. This effectively withdraws Cricket Field from consideration as a possible site for the Hillside School.

Dore & Whittier will no longer include this site in their study. Similar consideration is anticipated to be given for a new school at the Town Forest off of High Rock Street.

Dore & Whittier will consider four sites now that the Cricket site has been removed from consideration. The sites are the present Hillside Elementary School site, DeFazio Park, Pollard Middle School and the Town Forest. Various site qualities were discussed.

The current site for the Hillside School is mostly wetlands and the Wetland Consultant is evaluating the location of the river front with the Town Conservation Officer. The school and parking lot may have to be built on the existing footprint so as to comply with wetlands and riverfront setbacks.

DeFazio Park may be the location of temporary swing space or a permanent school. There are two possible locations, and two possible types of school – an Elementary school or a 6th Grade Center. If a 6th Grade Center is selected then the High Rock School would be repurposed as an Elementary School.

The Town Forest site near the High Rock would require an extensive permitting effort, jurisdictional transfers and a Massachusetts legislative approval process that would likely delay the project if the site is selected. Grading the site would be extensive as there are heavy rock outcroppings in the area and blasting would likely be required.

Building adjacent to the Pollard Middle School would encroach on the playing field in back of the school and overbuild the site related to zoning and reasonable circulation expectations.

Any option that is not on the current Hillside School site would require significant school redistricting in the Town.

Handouts: Agenda, Cricket Field letter, Preliminary Alternatives, Initial Guiding Principals, Handout of slides

E. Adjournment

The meeting was adjourned at 9:30 PM.

The next PPBC meeting will be on Monday, April 27, 2015 at 7:30 PM, at the Needham Library Community 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.