

PERMANENT PUBLIC BUILDING COMMITTEE
TOWN OF NEEDHAM
MINUTES OF MEETING

Date: May 18, 2015

Time: 7:30 PM

Location: Library

Attendance

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

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

User Representatives: Heidi Black School Committee, Hillside Rep.
Susan Neckes School Committee, Hillside Rep.

Other Attendees: John Connelly Finance Committee
Don Walters Dore & Whittier Architects
Michele Rogers Dore & Whittier Architects
Jason Boone Dore & Whittier Architects

Minutes prepared by: Kathryn Copley Administrative Specialist

A. High School Expansion

Heidi Black (School Committee) attended the meeting.

Mr. Kent reported that the Annual Town Meeting 2015 voted approval of the Cafeteria expansion portion of the High School Expansion with a design fee of \$150,000. There did seem to be quite a bit of interest on Town Meeting floor in a future classroom expansion.

Mr. Haff indicated that Drummey, Rosane, Anderson Inc., who has been doing the study, will continue with the Cafeteria portion unless there were any objections from the Committee. The next step is to enter into design development of the cafeteria expansion.

The installation of a walk in freezer will be done by the Public Facilities Operations over the coming summer.

The preliminary schedule for the project is completion of Design Development in July 2015, Construction Documents in September 2015, Permitting in Sept/Oct. 2015, Bidding in October 2015 and Town Meeting Funding Authorization for Construction in November 2015. The school would be willing to work with the contractor at the end of the 2016 school year after the seniors have graduated, to have them mobilize on site earlier.

The Committee felt that having a Construction Manager at Risk (CMR) doing the Classroom and Cafeteria project would be best way to get the project completed in the necessary time frame. It still may be possible to use a CMR if the project is administered as a single project in two phases with the cafeteria expansion being the first phase and the classroom expansion the second phase. The added CM input at the beginning of the project would favorably assist in having both phases finish over a summer. Mr. Popper is talking to Town Counsel and will be speaking to the Attorney General's office to inquire further into the possibility of using a CMR project delivery approach.

The Committee reviewed an invoice from Daedalus Projects, Inc. in the amount of \$1,650.00 for cost estimating services. 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.

The Committee reviewed two invoices from Drummey Rosane Anderson, Inc. in the amounts of \$36,000.00 and \$9,000.00 for services thru May 2015. The invoices were reviewed and approved by Mr. Haff. 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.

Handouts: Phase II Cafeteria schedule

B. Mitchell Modular Classroom

The Committee reviewed an invoice from Triumph Modular, Inc. in the amount of \$4,594.80 for repair of the Skylight sun tunnel and the heat trace installation. 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.

C. 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 progress of the project. They detailed the feasibility process, specifically the educational programming for the elementary school and various site alternatives being evaluated. Seventeen Preliminary Alternatives in total have been developed for the following sites; Hillside Elementary School site, DeFazio Park (east and west), High Rock School if 6th grade center moves to DeFazio and temporary modular classrooms at DeFazio if Hillside is selected. Two and three story buildings were explored. All options were reviewed for the Committee with anticipation that a reduction to five options can be voted on by the Committee at their June 1 meeting.

Mr. Boone reviewed the educational programming process. Dore & Whittier has held three separate meetings with the working groups to discuss the needs of the school. The certified enrollment agreed to with the MSBA is 430 students, allowing for 4 sections at each grade level.

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 27th meeting and submitted to the MSBA on August 6th. A public meeting held jointly between the School Committee and PPBC, will be held on June 22nd at the Broadmeadow School.

A Preferred Schematic Report (PSR) is scheduled to be submitted for approval at the November 16th PPBC meeting and submitted to the MSBA on December 2nd. The PSR will include a final evaluation of the Alternatives and selection of a Preferred Option. This would 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.

Dore & Whittier will be presenting this material to the School Committee tomorrow night.

The Committee reviewed an invoice from Dore & Whittier in the amount of \$40,500.00 for 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. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Handout of power point presentation

D. Rosemary Pool

Mr. Haff reported that the RFQ for Design Services will be available on May 27, 2015. The responses are due back on June 24th. Interviews, if needed, will be conducted at the July 13th PPBC meeting.

The first part, Phase I (review of pool location alternatives and schematic design), would be finished by May 2016 with additional design funds for Phase II sought at the 2016 Annual Town Meeting.

Phase II (Permitting and Construction Documents) would consist of Permitting, and Construction Documents thru Bidding in April 2017.

Phase III funding for construction dollars would be sought at the 2017 Annual Town Meeting and would include construction thru project closeout. Project occupancy is anticipated for May 2018.

Handouts: Preliminary project schedule

E. Adjournment

The meeting was adjourned at 9:55 PM.

The next PPBC meeting will be on Monday, June 1, 2015 at 7:30 PM, at the Public

Services Administration Building, Charles River 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.