PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: January 25, 2016	Time: 7:30 PM	Location: Needham Town Hall

Attendance

PPBC Members:	Present: George Kent, Stuart Chandler, Natasha Espada, Roy Schifilliti Peter Schneider, Irwin Silverstein Absent: Paul Salamone Steve Popper (PFD-C Director of Design and Construction) Phaldie Taliep (Project Manager)	
User Representatives:	Kate Fitzpatrick	Town Manager, DPW Study Rep.
	Rick Merson	DPW Director, DPW, SMSP, Salt Shed Rep.
	Tony DelGaizo	Town Engineer, SMSP Rep.
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the January 11th PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes. Mr. Schneider seconded the motion. The motion was then voted upon and approved unanimously.

B. DPW Feasibility Study

Kate Fitzpatrick (Town Manager) and Rick Merson (DPW Director) attended the meeting.

Four proposals for design services were submitted on January 13, 2016. They were from CSS Architects, Inc., HKT Architects, Inc., RGB Architects and Weston & Sampson. The firm chosen will be charged with looking at the disposition and consolidation of the DPW staff and operations. Currently operations and equipment are located at several sites around Town.

The Committee discussed the qualifications of the four firms. Mr. Schifilliti made a motion that HKT Architects, Inc. and Weston & Sampson be invited to be interviewed at the next PPBC meeting on February 8th. Ms. Fitzpatrick seconded the motion. The motion was then voted upon and approved unanimously.

Ms. Espada has recused herself from interviewing the two firms as she is currently engaged in work with them.

Handouts: None

C. Salt Shed Construction

Rick Merson (DPW Director) attended the meeting.

The Committee reviewed an invoice from Weston & Sampson in the amount of $11,317.00 for services thru December 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.

The remediation portion of the project is complete. Weston & Sampson filed the Site Closure Report with the Mass DEP in December 2015.

Handouts: None

D. Hillside School Feasibility Study

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of $22,500.00 for services thru December 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.

Mr. Kent indicated that there is a MSBA Board meeting scheduled for Wednesday, January 27, 2016. It is anticipated that the Board will approve the project to move into the Schematic Design phase.

The Owens Farm property is still being evaluated. The high EPH counts are being attributed to turkey or chicken grease. Testing and evaluation at the site will continue. A meeting with the owner is being set up.

Handouts: None

E. St. Mary St. Pump Station

Rick Merson (DPW Director) and Tony DelGaizo (Town Engineer) attended the meeting.

Mr. Taliep reported on the progress of the project. The Contractor is motivated to clear up the remaining punch list items. The O&M manuals are being assembled as are the As-Builts. The baffles for the generator are anticipated to arrive and be installed by the end of February. The baffles should bring the generators in compliance to the sound ordinance.

There have been some glitches in the SCADA programming. These issues are being worked on. It was discovered that there was a leak in the generator due to a loose clamp. This has been repaired. The motion detector that turns on the exterior lights at night will be moved. It is being tripped by steam released from the vents.

The Committee reviewed CO #10 from Waterline Industries in the credit amount of $19,427.66. The change order consists of eight adds, one credit and a utility allowance credit of $35,391.40. The change order was reviewed by BETA Group and Mr. Taliep. Mr. Kent made a motion that the Committee approve the change order. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #22 from Waterline Industries in the amount of $22,760.74 for work thru December 2015. The requisition was reviewed and approved by Mr. Taliep. The remaining balance including CO #10 is $28,593.00. Mr. Kent made a motion that the Committee approve the requisition for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from BETA Group in the amount of $7,219.44 for services thru August 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 $10,524.27 for services thru October 2015. The invoice was reviewed and approved by Mr. Taliep. 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 Computer Telephone in the amount of $94.50 for resetting a phone. 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.

The Committee reviewed seven invoices from Grainger the total amount of $6,838.10 for custodial equipment. The invoices were 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.

Handouts: CO #10, Req. #22, budget update

F. Adjournment

The meeting was adjourned at 8:30 PM.
The next PPBC meeting will be on Monday, February 8, 2016 at 7:30 PM, at the Needham Town Library.

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.