

PERMANENT PUBLIC BUILDING COMMITTEE
TOWN OF NEEDHAM
MINUTES OF MEETING

Date: July 11, 2016

Time: 7:30 PM

Location: Library

Attendance

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

Steve Popper (Director of Design and Construction)
Hank Haff (Sr. Project Manager)
Mike Retzky (Project Manager)

User Representatives: Heidi Black School Committee, Hillside Rep., H.S. Rep.
Aaron Sicotte HS Assistant Principal, H.S. Rep.
Dennis Condon Fire Chief, Police/Fire Stations Rep.
John Schlittler Police Chief, Police/Fire Stations Rep.

Other Attendees: Kate Fitzpatrick Town Manager
Mike McKeon Kaestle Boos Associates
Dave McKinley Kaestle Boos Associates

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the June 27th PPBC meeting. Mr. Chandler made a motion that the Committee approve the minutes. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously.

B. High School Cafeteria Expansion

Heidi Black (School Committee) and Aaron Sicotte (H.S. Assistant Principal) attended the meeting.

Mr. Haff reported on the progress of the project. The under-slab insulation and vapor barrier have been installed. The steel frame welding is complete. The slab on grade was placed on June 28th. The rough carpentry framing for the exterior wall was completed on July 8th. The blocking is in progress. The brick, precast lintels and insulation are on site. The electrical transformer has been relocated. The two electrical panel boards are installed and wire is being pulled. The glass windows are being fabricated and should be installed the week of July 25th (to be confirmed).

It is anticipated that the building will be enclosed by the beginning of August. The mason should be starting this Wednesday. All interiors should be finished by mid-August at which point the technology can be installed. The moveable partition is expected to arrive at the end

of August. The steel hanging bar will be in place. The partition may be installed after the start of school.

The Committee reviewed CO #5 from Paul J. Rogan Co., Inc. in the amount of \$2,070.00 for the addition of marker boards on the movable partitions. The CO was reviewed and approved by the Architect, Mr. Popper and Mr. Haff. Mr. Kent made a motion that the Committee approve CO #5. Mr. Schneider seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Payment Requisition #6 from Paul J. Rogan Co., Inc. in the amount of \$69,692.68 for work thru July 7, 2016. The requisition was reviewed and approved by the Architect and Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Sicotte seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Drummey Rosane Anderson Architects in the amount of \$4,555.00 for services thru June 2016. The invoice was reviewed and approved by Mr. Haff. 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.

The Committee reviewed an invoice from UTS of Massachusetts in the amount of \$2,985.00 for testing services. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Sicotte seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Photos, Payment App #6, updated schedule, anticipated cost log, budget update

C. Hillside School – Central Ave Remediation and Demolition

Heidi Black (School Committee) attended the meeting.

The Committee reviewed Payment Requisition #2 from P. M. Zilioli, Inc. in the amount of \$3,219.82 for work thru July 5, 2016. This is the final requisition. The requisition was reviewed and approved by the Architect and Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Black seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of \$15,931.30 for PSS #6 remediation services thru June 2016. The invoice was reviewed and approved by Mr. Haff. 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.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of \$27,405.93 for services thru June 2016. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Schneider seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Zilioli pay req

D. Police & Fire Stations Feasibility Study

John Schlittler (Police Chief), Dennis Condon (Fire Chief), Mike McKeon and Dave McKinley (Kaestle Boos) attended the meeting.

Mr. McKeon reported that a hazardous material and environmental study was complete. There are no apparent environmental concerns. They have estimated abatement costs at the facilities. The estimated abatement cost for the Police & Fire Station #1 building is \$215,000, 66-70 Chestnut Street is \$202,000 and Fire Station #2 is \$160,000.

Kaestle Boos reviewed the progress of the project and gave a power point presentation. Programming needs and square footage have been developed. The Committee requested that the programming documents be sent to them electronically for review.

Several options for siting the buildings related to the Police & Fire Station #1 were reviewed. There were three options for the siting: one of the options having independent facilities and two with shared facilities. The independent building was dismissed in favor of shared (dispatch and administration) facilities. The Town is looking into the purchase of property adjacent to Fire Station #2.

The Committee raised a number of questions on the building orientation and parking which will be addressed by the designer. The Committee also requested more information on the interdependency of the internal spaces. This will be reviewed in greater detail at the next presentation by the designer.

The Committee reviewed an invoice from Kaestle Boos Associates in the amount of \$8,160.00 for services thru May 2016. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Schneider seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Kaestle Boos Associates in the amount of \$24,360.00 for services thru June 2016. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Schneider seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Power point presentation, updated schedules, budget updates, invoices

E. Adjournment

The meeting was adjourned at 9:25 PM.
The next PPBC meeting will be on Monday, August 8, 2016 at 7:30 PM, at the 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.