PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: October 17, 2016	Time: 7:30 PM	Location: Library

Attendance

PPBC Members:	Present: George Kent, Natasha Espada, Paul Salamone, Roy Schifilliti, Irwin Silverstein, Absent: Stuart Chandler, Peter Schneider	
	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	High School Principal, H.S. Rep.
Other Attendees:	Dan Gutekanst	School Superintendent
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the September 26th PPBC meeting. Ms. Espada made a motion that the Committee approve the minutes. Ms. Black seconded the motion. The motion was then voted upon and approved unanimously.

B. Hillside School – Central Ave Remediation and Demolition

Heidi Black (School Committee) attended the meeting.

Mr. Retzky reported on the status of the site demolition project at Central Avenue. The Contractor has been preparing the houses and site for demolition. All hazardous materials in the houses are being removed. The flooring tile and flooring mastic removal is completed. There have not been any unanticipated hazardous materials on the site. The windows have been taken out at the hen house-coop and the water and sewer lines have been cut and capped at the property lines. The electric service has been disconnected to all buildings (except 609 Central Ave and 45 Sunset Road).

The demolition permits are in process. Demolition of the buildings is anticipated to start at the end of October. Everything is expected to be down by mid-December. The abutters have been notified of the demolition by the Contractor by certified mail. The fire department will be on site for the demolition of the buildings. Two houses, 45 Sunset Road and 609 Central Avenue will be left intact. They are intended to be used as onsite offices.

The Contractor has been directed to go ahead with test pit investigation not to exceed $2,980. This will be included in a future change order.

Mr. Haff noted that the Massachusetts School Building Authority (MSBA) Project Scope and Budget Agreement (PSBA) has been signed by the Town and sent to the MSBA. The three Hillside School related warrant articles at the October Special Town Meeting were approved. The override for the school funding will be part of the November 8 election ballot. Dore & Whittier Architects will attend an informational meeting hosted by the School Committee at the Center at the Heights, scheduled for October 27th to present the project to the community.

The Committee reviewed Payment Requisition #1 from Green Environmental, Inc. in the amount of $124,450.00 for work thru September 2016. 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. Mr. Silverstein 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 $7,355.04 for services thru September 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 CO #1 from Green Environmental, Inc. in the amount of $24,850.00. The change order is comprised of three items; additional bond cost, demolition of 603 Central Ave and removal of an unknown abandoned well at 603 Central Avenue. The CO was reviewed and approved by the Architect, Mr. Popper and Mr. Retzky. Mr. Kent made a motion that the Committee approve CO #1. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

At the last meeting on September 26th the Committee reviewed and voted to approve the design development fees as proposed by Dore & Whittier from Design Development through project close out as $4,731,998 plus additional reimbursable services not to exceed $639,000.

Tonight the Committee reviewed PSS #11 in the amount of $4,187,000 (a revised amount consistent with the PSBA) for Design Development through project closeout and PSS #12 in the amount of $47,795 for additional Geotechnical Services within the $639,000 additional reimbursable services budget. Mr. Kent made a motion that the Committee approve the change orders. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Updated Budget

C. High School Cafeteria Expansion

Heidi Black (School Committee) and Aaron Sicotte (HS Principal) attended the meeting.

Mr. Haff reported on the progress of the project. The project is largely complete. The punch list work is almost complete. The landscaping as built plans are being prepared. The Contractor is working on the O&M Manuals and warranties.

The final Certificate of Occupancy is being held up by an issue with the threshold. The final payment request is expected for the November 14th meeting.

The Committee reviewed an invoice from Engineered Solutions in the amount of $2,000.00 for commissioning services thru September 2016. The invoice was reviewed and approved by Mr. Popper. 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. Rosemary Pool

The Committee reviewed an invoice from Bargmann Hendrie + Archetype in the amount of $60,000.00 for services thru July 2016. The invoice was reviewed and approved by Mr. Retzky. 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.

E. DPW Feasibility Study

The Committee reviewed an invoice from Weston & Sampson in the amount of $2,000.00 for services thru August 2016. 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.

F. High School Classroom Expansion Study

Heidi Black (School Committee), Aaron Sicotte (HS Principal) and Dan Gutekanst (School Superintendent) attended the meeting.

Two design firms were invited for interviews tonight: Drummey Rosane Anderson, Inc. and Dore & Whittier Architect, Inc. The two firms made their presentations and answered questions.

The Committee discussed the presentations, qualifications and experience of the firms. After discussion the Committee voted to rank the two firms. The number one ranked firm was Dore & Whittier Architects, Inc. The Committee agreed to go forward with Dore & Whittier Architects, Inc.

Mr. Haff will notify the firms of the Committees decision.

G. Adjournment

The meeting was adjourned at 10:16 PM.
The next PPBC meeting will be on Monday, November 14, 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.