PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: November 14, 2016	Time: 7:30 PM	Location: Library

Attendance

PPBC Members:	Present: George Kent, Natasha Espada, Roy Schifilliti, Irwin Silverstein, Absent: Stuart Chandler	
PFDC Staff:	Steve Popper (Director of Design and Construction Hank Haff (Sr. Project Manager) Mike Retzky (Project Manager)	
User Representatives:	Kate Fitzpatrick	Town Manager, DPW Study Rep.
	Rick Merson	DPW Director, DPW Study Rep.
	Dennis Condon	Fire Chief, Police/Fire Stations Rep.
	John Schlittler	Police Chief, Police/Fire Stations Rep.
Other Attendees:	Jeff Alberti	Weston & Sampson
	Todd Costa	Kaestle Boos Associates
	Dave McKinley	Kaestle Boos Associates
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. DPW Feasibility Study

Kate Fitzpatrick (Town Manager), Rick Merson (DPW Director), Jeff Alberti (Weston & Sampson) attended the meeting.

Mr. Popper indicated that the final report from Weston & Sampson dated October 28, 2016 had been submitted and accepted. The report can be found on the Town website and at the Library. The report reflects a road map for modernizing and reconstructing the DPW Facility currently located at 470 Dedham Avenue.

Three phases have been identified. Phase 1 is to remove the existing fuel island and replace it with a relocatable fuel island in an area near the abandoned salt shed. Note, this is land under jurisdiction of the School Committee. Phase 2 includes relocating materials and season vehicular storage to the RTS. Phase 3 will lead to the replacement of the existing DPW Garage Facility.

The fuel island needs to be replaced as it is currently failing. The proposed relocatable fuel island is anticipated to serve the Town for a minimum of thirty years. It will be placed on land adjacent to the 470 Dedham Avenue parcel but can be relocated when the site is used for another purpose. The design funds for the new fuel island have been appropriated. Weston & Sampson have submitted a proposal dated Nov. 11, 2016 for design services. The proposal includes removal and mitigation of the old fuel island, demolition of the old Salt Shed at 470 Dedham Avenue and design of the new fuel island.

The Committee reviewed the proposal from Weston & Sampson in the amount of $110,000.00 for design services for the Fuel Island Relocation. The proposal covers design up thru bidding. Construction funds will be requested at the May 2017 Annual Town Meeting.

Mr. Kent made a motion that the Committee approve the contract to go forward with Weston & Sampson. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Weston & Sampson in the amount of $800.00 for 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. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

Handout: Weston & Sampson Proposal

B. <u>Hillside School – Central Ave Remediation and Demolition</u>

Mr. Retzky reported on the status of the site demolition project at Central Avenue. The majority of the buildings have been demolished and the store at 585 Central Avenue is scheduled to be demolished this coming week. Foundations and demolition debris are being removed. The Contractor is on schedule to complete the work by mid-December.

Mr. Retzky reviewed a proposed change order (PCO#5) from Green Environmental, Inc. in the amount of $1,141.86 to remove a tree that was originally going to be retained. During the demolition of the nearby houses it was discovered the tree was planted over a pipe that needed to be removed. Mr. Kent made a motion that the Committee approve the PCO. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Additional poultry waste was discovered buried in plastic bags next to the poultry barn. There is approximately 15 to 20 yards or approximately two tri-axle dump truck loads of waste. The cost to test and dispose of this is under investigation.

Mr. Haff reviewed a draft RFQ for the Outside Play Area for the new school. The MSBA will not pay for any work done on land not owned by the Town or that does not have a fifty year lease in place. The play area is partially on land owned by the Town of Wellesley and the Town of Needham only has a ten year license. The RFQ indicates that the design will dovetail with the schematic design of the Hillside School at Central Avenue done by Dore & Whittier.

It is possible that the trails could be funded by the CPA and that the Student Conservation Association could build some of the trails. This is being reviewed with the Conservation Department. There is an issue with whether a full survey of the area needs to be done or whether a taking documented in 1926 may be sufficient for the purpose of permits. A full survey could cost the Town approximately $50,000.

The RFQ will be available on November 16, 2016. The current design team will be eligible to submit a proposal. The interviews if needed are tentatively scheduled for January 7, 2017, with shortlisting by the Committee on December 12, 2016.

The Committee reviewed Payment Requisition #2 from Green Environmental, Inc. in the amount of $50,600.00 for work thru October 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. Schifilliti 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 $240,013.50 for services thru October 2016. 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.

Handouts: Agenda, Demolition photos, Green Env. Req #2, invoice, RFQ for outdoor play area

C. Police & Fire Stations Feasibility Study

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

Kaestle Boos reviewed the progress of the project and gave a power point presentation of the current anticipated design.

The Committee raised a number of questions regarding the current design. For the Police and Fire Station #1, does the design allow for future expansion? The main entrance to the building did not seem well defined. The main entrance should be immediately noted and approachable when looking at the building. Currently it seems that what will be a temporary entrance should be the main entrance and not the one hidden behind the Chestnut Street façade. There were also parking concerns for the general public. Could back of the facility spaces such as storage and women's locker area be moved to second floor and office/conference rooms be relocated to the first floor thereby allowing for lower windows on the street side?

Questions regarding the Fire Station #2 focused on the architectural features and inclusion of public spaces inside the station.

The Committee reviewed an invoice from Kaestle Boos Associates in the amount of $27,420.00 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.

The Committee reviewed an invoice from Kaestle Boos Associates in the amount of $17,160.00 for services thru August 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.

Handouts: Agenda, Budget, invoices

D. Adjournment

The meeting was adjourned at 9:30 PM.
The next PPBC meeting will be on Monday, November 28, 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.