

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: February 27, 2017

Time: 7:30 PM

Location: Town Hall

Attendance

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

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

User Representatives: David Davison Finance Director, Salt Shed Rep.
Rick Merson DPW Director, Salt Shed Rep.
Aaron Sicotte High School Principal, H.S. Rep.
Heidi Black School Committee, Hillside Rep.,
Matt Toolan Park & Recreation Commissioner, Rosemary Rep.
Patty Carey Park & Recreation Director, Rosemary Rep.

Other Attendees: Jamie Fair Weston & Sampson
Jeff Alberti Weston & Sampson
Don Walter Dore & Whittier Architects
Michele Rogers Dore & Whittier Architects
Jason Boone Dore & Whittier Architects
Glenn Gollrad Dore & Whittier Architects
Tom Scarlata Bargmann Hendrie & Archetype
Bob Lewis DPW Assistant Director
John Connelly Finance Committee
Barry Coffman Finance Committee

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the February 13^h PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

B. Salt Shed Construction

David Davison (Finance Director) and Rick Merson (DPW Director) attended the meeting.

Mr. Haff reported that the project is complete and is recommending rescission of the remaining funds. There is \$117,953.14 remaining in the Environmental Remediation fund and \$35,924.50 remaining in the Chapter 90 fund.

Mr. Kent made a motion the Committee vote to rescind the remaining funds of \$117,953.14 and \$35,924.50 for the Salt Shed Construction project. Mr. Davison seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda

C. Fuel Island Reconfiguration

Rick Merson (DPW Director), Jeff Alberti and Jamie Fair (Weston & Sampson) attended the meeting.

Mr. Alberti reported on the progress of the project. The first step in replacing the fuel island is to demolish the old salt shed. The new fuel tanks will be above ground and will be movable. There will be 10,000 gallon gasoline tank and a 10,000 gallon diesel tank. A storm water management system and a gravel driveway are being designed.

Perimeter protection was discussed. A security camera is being considered. The tanks will be operated by a key card or fob. An identification number would have to be entered and the mileage of the vehicle would be needed before dispensing would begin.

A permit application was submitted to the Conservation Commission on February 24, 2017.

The cost estimate for the total project is \$1,459,346 for design and construction. An article will be included in the May 2017 Annual Town Meeting warrant for \$1.32 million as \$131,000 has already been appropriated for the project.

The anticipated schedule is as follows: Bid in April 2017, have bids in hand for the May Annual Town Meeting, Appropriate funds at ATM, Award project on May 22, 2017 and substantial completion is anticipated mid-September 2017.

Handouts: Agenda, Cost estimate

D. DPW Seasonal Storage

Rick Merson (DPW Director) attended the meeting.

Mr. Gentile reported on the progress of the project. The Request for Proposals for Phase 1 is being written for an efficiency study with conceptual layouts of the RTS for placing a storage facility for the DPW.

The RFQ will be available on March 15, 2017 and proposals due on April 6, 2017. The study is anticipated to be complete in September 2017.

Phase 2 would involve the design after the desired layout is selected and Phase 3 would include the construction of the facility.

Mr. Popper indicated the storage facility would also be used for temporary storage of Fire Station #2 equipment while that facility is being renovated or rebuilt. It is anticipated that Phase 2 design funds would be appropriated at the October 2017 Special Town Meeting and Phase 3 Construction funds would be appropriated at the May 2018 Annual Town Meeting. Construction of the seasonal storage facility would start in the summer of 2018. Construction on the Fire Station #2 is anticipated to start in the early spring of 2019.

Handouts: Agenda, drawing

E. High School Classroom Expansion Study

Aaron Sicotte (HS Principal), Heidi Black (School Committee), Don Walter, Michele Rogers, Jason Boone and Glenn Gollrad (D&W) attended the meeting.

Dore & Whittier reported on the progress of the project. The target enrollment that is being used is 1,800 students. This is expected to be reached in the 2022-2023 school year according to the most recent McKibben Report. Currently there are 1,659 students enrolled and the 2005 design enrollment was 1,450 students.

The space needs summary was reviewed. Class size and utilization rate demonstrate the overcrowding in core academic spaces. Eight classroom spaces and one science lecture lab and prep space have been deemed needed. The net square footage of these rooms is approximately 9,500 net square feet. Student collaboration space and additional special education classrooms will also be needed with an increase in the student enrollment. These additions would increase the needed net square footage by an additional +/- 5,500.

Five options were reviewed. Option A was to do nothing. Options B included interior renovation only. Option C included a classroom addition at the south west corner of the new building. Option D included relocating the Media Center to the courtyard. Option E includes relocating the Media Center to an addition at the Webster Street entry area. Each option has benefits and disadvantages. Some options trade one problem for another.

The next step is to develop cost estimates for the options and identify the advantages and disadvantages for each Option so a preferred option can be defined.

Handouts: Power Point presentation

F. Rosemary Pool

Patty Carey (Park & Recreation Director), Matt Toolan (Park & Rec. Commissioner) and Tom Scarlata (BH+A) attended the meeting.

Mr. Retzky reported on the progress of the project. The Pre-Qualification of the General Contractors and Filed Sub-Contractors is complete. The companies (prequalified general contractors and sub-contractors) have been notified of the results via email and USPS mail.

The project documents will be available for the bid phase on March 16, 2017. Filed sub-bids will be due on April 5th and GC bids will be due on April 19th. Bids in hand would confirm the actual construction funding sought which will be presented at the ATM in May 2017 for appropriation of construction funds.

The permitting process is underway. The MEPA-DEIR filing was submitted on January 31, 2017. The outcome of the filing is anticipated by mid-March. The Army Corp of Engineers pre-construction notification application was submitted on February 24, 2017. There is a 60 day review period. The Land and Water Conservation Fund letter was submitted. BH+A and PFDC is currently completing review set of the Plans and Contract Specifications.

The total cost estimate is \$16.8 million including architectural soft costs. To date \$1 million has been appropriated for architectural costs. The remaining \$15.8 million will be requested at the May 2017 Annual Town Meeting. \$12 million is requested CPC Funds and \$3.8 million from the Town's General Funds

Handouts: Agenda, Cost estimate, schedule

G. Other

Mr. Popper reviewed the anticipated warrant articles for the May 2017 ATM for projects that will be overseen by the Committee. These include the Full-Day Kindergarten Space Study, the Rosemary Recreation Complex design and construction, the Hillside School Walking Trails design and construction, the Public Safety Complex/Fire Station #2 schematic design, The Fuel Island Relocation and Upgrade construction, the DPW Seasonal Storage Facility Feasibility Study and the Memorial Park Building design.

Mr. Haff described the Pollard Middle School Bathroom upgrade project undertaken by the Public Facilities Department Operations. The original plan was to renovate four sets of restrooms renovating one set a year. One set was done in 2016. A cost estimate was done by Dore & Whittier Architects, the architect on the project, and it was determined that there would be cost savings if the remaining three sets were done all at one time. This project will be undertaken over this coming summer. The total estimated cost of the project is \$600,000. This is just over the threshold of \$500,000 where the PPBC would oversee the project. The Public Facilities Department Operations oversaw the renovation of the first set of bathrooms and would like continue with this work. The work load is appropriate for the staffing levels of the division. The Committee agreed that the work could be overseen by the PFDO but would request that periodic progress updates be given to the Committee.

H Adjournment

The meeting was adjourned at 9:55 PM.

The next PPBC meeting will be on Monday, March 13, 2017 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.