

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: January 9, 2017	Time: 7:30 PM	Location: Library
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Attendance		
PPBC Members:	Present: George Kent, Stuart Chandler, Natasha Espada, Irwin Silverstein Absent: Roy Schifilliti	
PFDC Staff:	Steve Popper (Director of Design and Construction Hank Haff (Sr. Project Manager) Mike Retzky (Project Manager) Steve Gentile (Project Manager)	
User Representatives:	Susan Neckes Dennis Condon John Schlittler	School Committee, Hillside Rep., Fire Chief, Police/Fire Stations Rep. Police Chief, Police/Fire Stations Rep.
Other Attendees:	Kate Fitzpatrick Don Walter Michele Rogers Mike McKeon Todd Costa Mark Gluesing Bob Dermody	Town Manager Dore & Whittier Architects Dore & Whittier Architects Kaestle Boos Associates Kaestle Boos Associates Design Review Board Design Review Board

Minutes prepared by:	Kathryn Copley	Administrative Specialist
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A. Approval of Minutes

The Committee reviewed the minutes from the November 28th and December 12th PPBC meetings. 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. Hillside School

Susan Neckes (School Committee), Don Walter and Michele Rogers (D&W) attended the meeting.

The Massachusetts School Building Authority (MSBA) Project Funding Agreement (PFA) for the construction phase of the project has been prepared and signed by Kate Fitzpatrick. A vote is needed from the Committee to authorize Chairman George Kent to sign and execute the PFA.

Mr. Chandler moved that the Committee approve the Project Funding Agreement for the Hillside Elementary School Project and authorize George Kent, Chairman of the Permanent Public Building Committee of the Town of Needham to execute and deliver the PFA and to make final and binding decisions with respect to the Proposed Project on behalf of the Permanent Public Building Committee of the Town of Needham. Ms. Espada seconded the motion. The motion was voted upon and approved unanimously: 5 votes in favor, 0 votes opposed, and 0 votes abstained.

The Design Development package for the MSBA submittal is being prepared. The cost estimate anticipated by January 19, 2017. The Committee requested that the cost data be sent to members in advance of the next scheduled PPBC meeting on January 30th. The cost data will not change the agreement with the MSBA. The Design Development documents will be submitted to the MSBA by February 2, 2017. The construction documents will be submitted to the MSBA by July 31, 2017.

The Architect is working on the LEED's elements, the goal being to achieve the LEED Silver designation. They will determine where best efforts and money should be placed to achieve Silver. An updated draft LEED score card was distributed.

The exterior materials being proposed for the building were reviewed and updated. If estimates come in higher than anticipated some materials may be reduced or exchanged to lower costs. Potential cost saving areas include substituting brick for the Administration wing, reduce landscape items, reduce glazing or use of alternate materials.

There are eleven proprietary materials that are being specified for the project. The reason for including these items are for reasons of product integrating with existing software and equipment, performance, reliability, maintenance issues, and/or anticipated life cycle cost savings. Mr. Kent made a motion that the Committee approve the inclusion of the proprietary items listed in the handout. Ms. Espada seconded the motion. The motion was voted upon and approved unanimously.

Mr. Haff indicated that the updated project schedule is working towards the project starting in November 2017 and finishing in August 2019. It is anticipated that the school will open for the 2019 – 2020 school year. The accelerated schedule has been favorably received by the MSBA, and is included in the PFA.

The Committee reviewed an invoice from Dore & Whittier Architects for DD services in the amount of \$240,013.50 for services thru December 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.

The Committee reviewed an invoice from UTS of Massachusetts for soil testing services in the amount of \$1,185.00 for services thru December 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.

Handouts: Agenda, D&W invoice, list of Proprietary materials, LEED items, updated schedule

C. Police & Fire Stations Feasibility Study

John Schlittler (Police Chief), Dennis Condon (Fire Chief), Kate Fitzpatrick (Town Manager), Mark Gluesing, Bob Dermody (Design Review Board), Mike McKeon and Todd Costa (Kaestle Boos) attended the meeting.

Kaestle Boos has had several meetings with various boards and committees regarding the design of the Police and Fire Station #1. The Design Review Board had several comments regarding the street scape presented at an earlier meeting. They indicated that they would like to see changes made to the earlier attempt of including both traditional and contemporary elements in the design, in favor of a more even style across the projects elevation. A greater understanding of the buildings massing was encouraged.

The Committee reviewed an invoice from Kaestle Boos Associates for services in the amount of \$29,700.00 for services thru December 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 PSS #1 for Kaestle Boos Associates in the amount of \$5,500.00 for a land survey for the Daley Parcel. Mr. Kent made a motion that the Committee approve the PSS. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Mr. McKeon reviewed the progress on the project to date. The overall design has not changed in the current design iteration #9. Various small changes have been made. Ms. Espada suggested a deeper development of massing strategy.

The current phasing plan for the Chestnut Street Public Safety Building has the new Fire Station #1, along with the shared dispatch area, being built on the recently purchased Chestnut Street property. The existing Fire Station #1 and police station would remain in the operation during this construction. When the new building is complete the Fire Department would occupy the new building. The Police Department will be housed offsite somewhere as yet to be determined, while the demolition of the existing building takes place and the new police department portion of the building is constructed.

The Fire Station #2 design was reviewed. The building will be two stories on top of a basement level. Possible temporary sites for the fire department are Mills Field and Avery Field and are still under review. Permission to study these sites/parcels was obtained through the Park and Recreation Commission, who have jurisdiction over these sites, on December 12, 2016.

Handouts: Agenda, PSS #1, updated budget

D. Adjournment

The meeting was adjourned at 9:22 PM.

The next PPBC meeting will be on Monday, January 30, 2017 at 7:30 PM, at the Town Hall, Great Plain 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.