

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

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Date: March 13, 2017

Time: 7:30 PM

Location: Library

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Attendance

PPBC Members: Present: George Kent, Richard Creem, Natasha Espada, Irwin Silverstein, Gene Voloshin  
Absent: Stuart Chandler, 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: Dennis Condon Fire Chief, Police/Fire Stations Rep.  
John Schlittler Police Chief, Police/Fire Stations Rep.  
Aaron Sicotte High School Principal, H.S. Rep.  
Heidi Black School Committee, Hillside Rep., HS Rep.  
Susan Neckes School Committee, Hillside Rep.,

Other Attendees: Mike McKeon Kaestle Boos Associates  
Todd Costa Kaestle Boos Associates  
Mark Gluesing Design Review Board  
Don Walter Dore & Whittier Architects  
Michele Rogers Dore & Whittier Architects  
Glenn Gollrad Dore & Whittier Architects  
Judd Christopher Drummey Rosane Anderson  
Kate Fitzpatrick Town Manager  
Mark Gluesing Design Review Board  
Rick Zimbone Finance Committee  
Barry Coffman Finance Committee  
Connie Barr School Committee  
Kim Marie Nichols School Committee  
Dan Gutekanst School Superintendent  
Anne Gulati School Finance Director

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Minutes prepared by: Kathryn Copley Administrative Specialist

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Mr. Kent welcomed two new Committee members, Richard Creem and Gene Voloshin.

A. Police & Fire Stations Feasibility Study

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

Mr. McKeon reviewed the progress on the project to date. The updated exterior design now has the main entryway on the Chestnut Street side with a side entrance around the corner. The Design Review Board had suggested that they would like to see changes made in the street scape in favor of a more consistent style across the projects vertical elevation. Mr. Gluesing indicated that the current design was an improvement.

Various changes have been made to the interior including the relocation of the Chiefs offices. For the most part the interior spaces have remained the same as previous design iterations.

The next phase will be schematic design. Schematic Design funds of \$250,000 will be requested at the May 2017 Annual Town Meeting. This effort will allow preparation of a project estimate to be developed. Remaining Design funds will be requested at the October 2017 Special Town Meeting. It is anticipated that Construction funds will be requested in the spring of 2018.

The Committee reviewed an invoice from Kaestle Boos Associates for services in the amount of \$12,400.00 for services thru February 2017. The invoice was reviewed and approved by Mr. Gentile and Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #2 for Kaestle Boos Associates in the amount of \$10,000.00 for additional option development and estimate for Chestnut Street HQ facility. Mr. Kent made a motion that the Committee approve the PSS. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, PSS #2, Invoice, updated budget

## B. High School Expansion

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

Mr. Haff indicated that Dore & Whittier has comparative cost estimates for the options they have developed. There will be a joint public hearing of the PPBC and School Committee on March 27, 2017 to present the needs assessment that Dore & Whittier performed. The options will be reviewed. The PPBC and School Committee will meet after the Public Meeting to discuss choosing the most advantageous option for further development.

Dore & Whittier reported on the progress of the project. Six options to increase classroom space have been developed. D&W will make a presentation of this information to the School Committee on March 21, 2017. Mr. Walter reviewed all of the options along with comparative cost estimates. The goal is to add eight classrooms, 1 science classroom with science prep room and 5,500 SF of special education space with a total increase in net square footage of +/- 15,500 NSF. Assuming a net to gross factor of 1.5, the gross area would be about 23,000 GSF depending on the layout.

Six 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 as an addition at the Webster Street entry area. Option F is a classroom addition at the Webster Street entry area. Each option has advantages and disadvantages with various amounts of space being provided. Some options trade one problem for another. The options where the Library is relocated and the old Library space is renovated involve much greater area than those that only add classrooms.

The square footage of the options range from 17,800 SF to 45,600 SF and the project costs range from \$8.9M to \$22.3M.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of \$12,000.00 for services thru February 2017. 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: Power Point presentation, cost estimates, chart of options

#### C. High School Cafeteria Expansion

Heidi Black (School Committee), Aaron Sicotte (HS Principal) and Judd Christopher (DRA) attended the meeting.

Mr. Sicotte indicated that the school community is very pleased with the new cafeteria space. The moveable partition is appreciated as the space is more flexible and enhances the flexibility for school programming.

Mr. Haff reported that the punch list is complete except for two items. The items should be completed in the next two weeks. Both the Contractor and Architect have change orders and invoices for vote. The Contractors requisition will be held until the remaining two items are complete.

The Committee reviewed Change Order #9 for Paul J. Rogan Company in the amount of \$13,232.00 for five adds including a landscape wall, pavers and drain installation and RTU smoke detector. Mr. Kent made a motion that the Committee approve the PSS. Mr. Sicotte seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed a requisition from Paul J. Rogan Company in the amount of \$32,692.21 for construction services thru February 2017 and includes CO #9. The requisition 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 PSS #5 for Drummey Rosane Anderson Architects in the amount of \$1,700.00 for speaker design services in the kitchen servery. Construction administration services will be conducted under the School Department. Mr. Kent made a motion that the Committee approve the PSS. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed the final invoices from Drummey Rosane Anderson Architects in the amounts of \$1,495.00 and \$11,197.54 for services thru February 2017. The invoices were reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Sicotte seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, PSS #5

D. Hillside School

Susan Neckes and Heidi Black (School Committee) attended the meeting.

The Design Development package was delivered to the Massachusetts School Building Authority (MSBA) on February 2<sup>nd</sup> and digital copies are on the School Department's website. Comments from the MSBA were received and responses were sent back to MSBA. Dore & Whittier are working on the construction documents.

The Committee reviewed Change Order #3 for Green Environmental in the deduct amount of \$34,250.00 a credit for the unused balance of the Hazardous Material removal. Mr. Kent made a motion that the Committee approve the PSS. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Retzky reported that two additional change orders are anticipated. Change Order #4 for the removal of unsuitable materials on site and Change Order #5 for the unknown turkey waste removal and disposal.

The Committee reviewed an invoice from Dore & Whittier Architects for DD services in the amount of \$237,091.30 for services thru February 2017. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed a formal authorization for Dore & Whittier Architects to proceed into the Construction Document Phase. Mr. Kent made a motion that the Committee give authorization to Dore & Whittier to proceed. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda

E. Adjournment

The meeting was adjourned at 9:50 PM.

The next PPBC meeting will be on Monday, March 27, 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.