PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

| Date: March 27, 2017 | Time: 7:30 PM | Location: Library |
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Attendance

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| PPBC Members: | Present: George Kent, Stuart Chandler, Richard Creem, Natasha Espada, Roy Schifilliti, Irwin Silverstein, Gene Voloshin<br>Absent: | |
| PFDC Staff: | Steve Popper (Director of Design and Construction<br>Hank Haff (Sr. Project Manager)<br>Mike Retzky (Project Manager)<br>Steve Gentile (Project Manager) | |
| User Representatives: | Aaron Sicotte | High School Principal, H.S. Rep. |
| | Heidi Black | School Committee, Hillside Rep., HS Rep. |
| | Susan Neckes | School Committee, Hillside Rep., |
| Other Attendees: | Michael Greis | School Committee |
| | Andrea Longo Carter | School Committee |
| | Kim Marie Nicols | School Committee |
| | Aaron Pressman | School Committee |
| | Don Walter | Dore & Whittier Architects |
| | Michele Rogers | Dore & Whittier Architects |
| | Glenn Gollrad | Dore & Whittier Architects |
| | Jason Boone | Dore & Whittier Architects |
| | Dan Gutekanst | School Superintendent |
| Minutes prepared by: | Kathryn Copley | Administrative Specialist |

A. High School Expansion

Heidi Black (School Committee), Aaron Sicotte (HS Principal), Susan Neckes, Michael Greis, Andrea Longo Carter, Kim Marie Nicols, Aaron Pressman (School Committee), Dan Gutekanst (School Superintendent), Don Walter, Michele Rogers, Jason Boone and Glenn Gollrad (D&W) attended the meeting.

The School Committee held a public hearing starting at 6:30 pm and ending at 7:30 pm whereby Dore & Whittier Architects reviewed the need for additional space and options for meeting these needs. Questions from the audience were taken and addressed.

At 7:30 pm the PPBC and School Committee held a joint meeting to discuss the options and choose a preferred option. All options exceeded the capital plan cost projections for the project. It was determined that Option E and Option F were the most favorable options to be considered. After discussing the two options, Option F emerged as the most beneficial and fiscally prudent option for the Town. Option F achieves the majority of the space goals sought by the expansion and would have the least disruptive impact on the students during construction. Its cost is $6.1M less than Option E because construction is focused on the new classrooms and does not reconstruct the library. Option F also has a lower cost per net square foot than Option E.

Mr. Greis made a motion that the School Committee choose Option F as the preferred option. Ms. Nicols seconded the motion. The motion was then voted upon and approved with six School Committee members present voting aye, zero voting no and zero abstentions. (6-0-0)

Mr. Kent made a motion that the Permanent Public Building Committee approve Option F as the preferred option. Mr. Silverstein seconded the motion. The motion was then voted upon and approved with nine Committee members present voting aye, zero voting no and zero abstentions. (9-0-0)

Mr. Kent noted that additional funding for design of the identified preferred option will be sought in a warrant article at the May 2017 Annual Town Meeting.

Mr. Greis made a motion for the School Committee meeting to adjourn. Ms. Nicols seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Kent reviewed the Ch. 149A Construction Management at Risk (CMR) construction delivery method. The construction project must be over the $5M threshold. The CMR method engages the contractor for preconstruction services to review the design in a collaborative way as early as possible in the design phase. The CMR has a collaborative working relationship with the Designer and Town, provides constructability reviews, and cost estimating assistance with recent experience. Input on constructability, sequencing, site logistics and schedule is invaluable. The project timeline is aggressive with construction starting in April 2018 and finishing in the summer of 2019. There was a 5% premium used in the estimates for using the CMR project delivery. Given the complexity of this project Mr. Kent recommends using a CMR on this project.

This process includes preparation of an RFQ and responding firms are then reviewed and prequalified. Only the prequalified firms will be allowed to respond to the RFP. The method was used successfully for the Newman School Project. An application would be sent to the Inspector General's Office this week for approval of the use of CMR on the project, which could take 60 days.

RFQ is expected to be available on April 12. A sub-committee of the designer, PPBC chair, OPM and School Superintendent will comprise the CMR selection committee. Another sub-committee will prequalify the sub trades. This sub-committee will be comprised of the designer, the CMR, a member of the PPBC and a user agency member.

The Town applied to use the CMR method when the Cafeteria Expansion was being designed. The Inspector General did not approve of the phased approach being contemplated and the Application was withdrawn. A Ch.149 Design-Bid-Build (DBB) was used for the Cafeteria construction.

Mr. Kent made a motion that the Committee vote in favor of proceeding with CMR (Ch.149A) use on the project. Ms. Black seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: None

B. High School Cafeteria Expansion

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

Mr. Haff reported that due to a clerical error, the last Paul J. Rogan Company payment requisition #12 approved at the last meeting on March 13th was short $1,206.00. They submitted a final requisition for the remaining balance.

The Committee reviewed Requisition #13 from Paul J. Rogan Company in the amount of $1,206.00 for the remaining construction services thru February 2017. This will be their final requisition. 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 project is complete and no further funds will be encumbered. The remaining available balance on the project is $276,081.76. Mr. Haff recommended that the Committee vote to rescind the remaining funds.

Mr. Kent made a motion that the Committee rescind the remaining amount of the project funds. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Updated budget

C. Hillside Elementary School

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

Mr. Haff reported on the status of the Outdoor Play Area project being designed by Warner Larson Inc. The MSBA will not reimburse any costs associated with land not owned by the Town of Needham. Part of the land the playing field is on is owned by the Town of Wellesley. A walking trail and playing field are included in this project. A 10 year license agreement has been negotiated between the towns. A 5.5 acre survey determined the license area. A funding request is being made to secure CPA funds in the amount of $210,000. The CPA has voted in favor of the project. This will be a Warrant Article at the May 2017 ATM. It is desirable to do the walking trail before the start of the school project. It is anticipated that the knoll trail work will be done this summer using the Student Conservation Association. They will supply the labor to cut in the trails and do the installation. Various Town agencies will supply some of the materials and logistical support.

The play field is proposed to be made of a synthetic turf, which the Town of Wellesley is agreeable to as no fertilizers will be needed. The Wellesley land was purchased to protect their water supply and they do not want it contaminated. This project will improve the water quality and run off from this property compared to the prior use.

The Committee reviewed PSS #1 for Warner Larson Inc. in the amount of $1,320.00 for the License Plan Fee. 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.

The Committee reviewed Invoice #1 from Warner Larson Inc. for services in the amount of $8,320.00 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. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Haff reported that the 60% Construction Documents are being developed for the building design. They will be submitted to the MSBA mid-May.

Handouts: Agenda, preliminary Field & Trail plan

D. Approval of Minutes

The Committee reviewed the minutes from the February 27h PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved. Mr. Creem and Mr. Voloshin were not members of the Committee at the meeting on February 27th and therefore did not vote.

The Committee reviewed the minutes from the March 13h 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.

E Adjournment

The meeting was adjourned at 8:40 PM.
The next PPBC meeting will be on Wednesday, April 12, 2017 at 7:30 PM, at the Town Hall, Highland 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.