

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: November 27, 2017

Time: 7:30 PM

Location: Library

Attendance

PPBC Members: Present: George Kent, Stuart Chandler, Richard Creem, Irwin Silverstein, Gene Voloshin
Absent: Natasha Espada, 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 School Committee, Hillside/Williams Rep.
Matt Borelli Selectman, Memorial Park Rep.
Rick Merson DPW Director, Fuel Island Rep.
Bob Lewis DPW Assistant Director, Fuel Island Rep.

Other Attendees: Don Walter Dore & Whittier Architects
Jason Boone Dore & Whittier Architects
Mark Meche Winter Street Architects
Dana Weeder Winter Street Architects

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the November 13, 2017 PPBC meeting. Mr. Chandler made a motion that the Committee approve the minutes. Mr. Silverstein seconded the motion. The motion was then voted upon and approved.

B. Full Day Kindergarten

Susan Neckes (School Committee), Don Walter and Jason Boone (Dore & Whittier) attended the meeting.

The goal of the study is to get the Town in a position to offer Full Day Kindergarten in September 2019 when the Sunita L. Williams School is scheduled to open. Dore & Whittier has started work to determine the enrollment, programs and spatial strategies that will be needed. A draft of the new McKibben Associates report has been reviewed by Dore & Whittier and the Working Group. A finalized report is being prepared. This report provides a current look at the school population projections. One variable that effects the projection is the extent to which the new housing developments may contribute to the growth of the Needham school population.

There are currently deficiencies in some of the elementary school classroom spaces in special subjects such as Art, Music, P.E. and Spanish. Interviews with the school principals and building walk-thrus have been completed. Dore & Whittier will be reviewing the student enrollment projections and develop a space needs analysis. In December Dore & Whittier plan to explore options, get feedback from the principals and have preliminary cost estimates. In January the options will be finalized, the cost estimate will be updated and a draft report will be published. In February the final report is expected to be completed.

The next steps include documenting existing space use, confirming the anticipated Specials (Art, Music, P.E., Spanish and STEAM) rotation, documenting of the space needs of grade level classrooms, special education, cafeterias, playgrounds and specials.

It is a goal to accommodate kindergarten population within the existing schools. If more space is needed they will look at repurposing existing spaces, modular classrooms or lastly temporary use of the Hillside Elementary School building.

Handouts: Progress update, meeting log

C. Sunita L. Williams (Hillside) Elementary School

Susan Neckes (School Committee) attended the meeting.

The Committee reviewed the final Requisition #5 from Green Environmental in the amount of \$20,590.15 for demolition services. The requisition was reviewed and approved by Mr. Retzky. The Certificate of Completion for the Order of Conditions is being worked on. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Voloshin 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 \$77,924.71 for services thru November 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.

The Contractor is moving forward with soil work and site utilities work. They are hoping to place footings at the end of December or beginning of January.

Handouts: none

D. Memorial Park Building

Matt Borelli (Selectman), Mark Meche and Dana Weeder (Winter Street Architects) attended the meeting.

The Schematic Design cost estimate was received recently and partially vetted. Winter Street is moving forward in the Design Development. The Planning Board document submission deadline is December 12th for the formal hearing scheduled on January 9, 2018. A neighborhood meeting will take place on November 29th at the PSAB.

Winter Street met with the Needham Commission on Disabilities to go over the design. They made suggestions on the exterior paths and were concerned about the deck exit. Winter Street responded to the suggestions and indicated that the deck is not an entrance only an egress.

The total preliminary cost estimate is \$5.84 M. This includes soft costs. The anticipated costs have increased due to choice of façade material, development of plaza scope, added storage, and inclusion of borrowing costs. These costs were not in the previous estimate. The design contingency has been reduced to 7.5%.

The Committee reviewed an invoice from Winter Street Architects in the amount of \$40,922.00 for services during October 2017. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Borelli seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, SD Cost Estimate summary, Activity update, budget update, invoice

E. Fuel Island Relocation

Rick Merson (DPW Director) and Bob Lewis (DPW Assistant Director) attended the meeting.

The fuel island portion is complete. The fire suppression system is in and a preliminary dry run was done. The fire alarm panel is not fully complete and the Fire Department cannot conduct the final test without it. The guard rail has been installed around the tanks. The retention basin has been covered with geofabric that has grass seeds embedded in it. It is anticipated that the grass will grow in the spring. In the meantime the geofabric will prevent erosion of the banks of the retention basin. It was suggested that some money be retained until after the grass has grown in the spring in case the grass does not take. There has been a delay in installing the security cameras but that is now moving forward.

The Contractor is planning to remove the old fuel tanks as soon as possible, but likely after winter. A decommissioning report will be filed for the old tanks after the removal of the fuel.

The Fuel Master control for monitoring fuel usage will be relocated from the old tanks to the new tanks. This should take two days according to the Fuel Master and the Contractor. The transfer is ready to happen once the fire alarm panel is installed.

The road way work created an issue with the connection to the new Needham Accessible Reservoir Trail (NART). Mr. Gentile will be meeting with the NART designer to discuss options.

It has been suggested that a standalone generator be installed for the Fuel Tanks. Operation of fuel dispensing is a vital system for the Town. Currently the DPW is planning on using a movable generator that can be moved to where it is needed. They feel that the operation of the Fuel Island should have its own generator to provide backup power. A manual transfer switch is currently deployed but would be changed over to an automatic switch if a permanent

generator is inserted. Other options will be explored such as a passive solar system with a battery.

The Committee reviewed an invoice from Weston & Sampson in the amount of \$14,100.00 for services during October 2017. The invoice was reviewed and approved by Mr. Gentile. 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 Requisition #4 from MECO Environmental Services in the amount of \$244,072.64 for services thru November 24, 2017. The requisition was reviewed and approved by Weston & Sampson and Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Merson seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Photos, Req. #4, invoice, CO Proposal, budget update, MECO bid

F. Adjournment

The meeting was adjourned at 9:10 PM.

The next PPBC meeting will be on Monday, December 18, 2017 at 7:30 PM, at the Needham Public 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.