

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: February 26, 2018

Time: 7:30 PM

Location: Town Hall/ GP Rm

Attendance

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

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

User Representatives: Rick Merson DPW Director, Fuel Island Rep.
Bob Lewis DPW Assistant Director, Fuel Island Rep.
Mark Forbes Memorial Park Commissioner, Memorial Park
Matt Borelli Selectman, Memorial Park Rep.
Susan Neckes School Committee, Hillside/Williams Rep.

Other Attendees: Mark Meche Winter Street Architects
Dana Weeder Winter Street Architects
Christian Riordan Consigli Construction
Don Walter Dore & Whittier Architects
Glen Gollrad Dore & Whittier Architects

Minutes prepared by: Stephen Gentile Project Manager

A. Approval of Minutes

The Committee reviewed the minutes from the February 5, 2018 PPBC meeting. Corrections were submitted. Mr. Creem made a motion that the Committee approve the minutes, as amended. Mr. Chandler seconded the motion. The motion was then voted upon and approved.

B. Fuel Island Relocation

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

Mr. Gentile presented three options for generator pricing and installation. Option 1 for \$40,000.00 would install a new dedicated generator near the fuel island. This will allow the generator to be activated automatically and will provide reliability the event of an emergency. Option 2 for \$41,000.00 was a trailer mounted generator that could be used at other locations, including the pump stations. This offers flexibility of function by DPW. Option 3 allows \$15,000.00 for a portable generator that has the capacity to handle the fuel station but not

larger DPW functions. Mr. Lewis indicated that earlier considerations for a generator were not developed because there was the expectation the new DPW would be constructed in approximately 5 years. Now that the time line for that project has been extended, a more permanent generator condition was suggested. Mr. Chandler inquired if the new DPW building will include a generator. The new building will include a generator. Mr. Kent requested that DPW review the options and this will allow that part of the work to be performed under the current contract with the GC before the project closes out in the Spring.

Removal of the existing Underground Storage Tanks (UST's) is tentatively scheduled for April 6. DPW will further consider the generator options and will offer recommendation to proceed at next PPBC. This will allow this part of the work to be performed under the current contract with the GC, before the project closes out in Spring.

The Committee reviewed an invoice from Weston & Sampson in the amount of \$11,881.28 for services thru November 2017. The invoice was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Req. #6, Invoice

C. Memorial Park Building

Mark Forbes (Memorial Park Trustee) and Matt Borelli (Selectman) attended the meeting.

Mr. Retzky updated the Committee on the progress on the project. Mr. Meche indicated the building design has not changed, but after a recent Planning Board meeting a new fence and screening for rooftop units has been added.

Construction Documents are to go out to bid by March 28, including advertising and sub bidding process. There is the objective to have bids in hand on May 4, anticipating May Town Meeting on May 7.

Mr. Retzky provided an update on the need to increase the IT scope to address concerns by the Needham IT department. \$35,000.00 was originally allocated for technology and security with an additional \$21,600.00 allocated toward conduit, wiring infrastructure and GC work. The existing building has multiple users which traditionally used keys.

Bringing the building to current town standards includes integrating with current Needham IT electronic security systems. The proposed scope will use a fob system to track users. The revised proposal includes 19 security cameras. No cameras were originally considered in the scope.

Mr. Popper indicated that the proposed IT scope could be scaled back to provide basic infrastructure, with additional detailed outfitting to occur later, over a period of time. Mr. Retzky said that the Working Group will meet with Needham IT to coordinate costs and infrastructure scope. Mr. Meche proposed costs could be reduced by cutting back on the building facade or on furniture and appliances, but it was determined this is not preferred.

The Planning Board has requested that lighting be added to the parking lot. Mr. Retzky presented lighting diagrams for the Memorial Park parking lot. Mr. Meche stated the lighting scheme offers low level LED lighting and is expected to cost an additional \$30,000.00 – 40,000.00. Mr. Creem indicated lighting is a basic component of security.

For both additional costs for IT and lighting, it was determined that utilizing the contingency funds is not preferred at this time. The overall request for project funding at town meeting will therefore likely need to be increased above the current \$5.9M being requested.

The Committee reviewed PSS#2 from Winter Street Architects in the amount of \$26,703.00 for Survey and additional design work, for the existing parking lot conditions and configuration to define the non-conformance for the Planning Board and to enable permitting of the project. The PSS was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Schiffiliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Winter Street Architects in the amount of \$22,100.00 for services thru December 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.

The Committee reviewed an invoice from Winter Street Architects in the amount of \$33,300.00 for services thru January 2018. The invoice was reviewed and approved by 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.

Handouts: Agenda, Proposed Lighting Diagram for Parking lot, Technology and Security Cost Estimate, Technology Cost Update, email of proposed Security scope, project budget, schedule update thru bidding, PSS#2, Winter Street Architect Invoices for \$22,100.00 & \$33,300.

D. Full Day Kindergarten Study

Susan Neckes (School Committee)
Don Walter (Dore & Whittier) attended the meeting.

The final report has been submitted by the Architect, dated February 2018. Mr. Kent stated that the report includes detailed information and will now be submitted to the School Committee. Mr. Popper proposed that the consensus between the Finance Committee and School Department appears to advance the modulars option for the Mitchell School. The design for this option is expected to be \$185K. This portion of information is expected to go into Special Town Warrant for the May Annual Town Meeting (ATM).

Handout: Final report

E. High School Expansion

Aaron Sicotte (HS Principal),

Don Walter and Glen Gollrad (Dore & Whittier) + Christian Riordan (Consigli Construction) attended the meeting.

Mr. Riordan reported that demolition at the High School is making good progress and the blue fin has been removed. Room 602 will be removed soon. All construction fencing is in place and the school is operating undisturbed. Jersey barriers have been set up to separate pedestrians from vehicles, along a new sidewalk, leading to the Memorial Park.

Filed Sub Bids were received earlier in day and Mr. Haff presented a summary sheet. Generally, bids came in higher than expected. Mr. Silverstein inquired if some scope items were over looked or misunderstood. Mr. Haff proposed that the accelerated schedule might be more of a factor. For example, the Electrical portion had 12 pre-qualified bidders, but only 5 placed bids. The project does have some deduct alternates and these might need to be considered. Mr. Popper proposed that Alternate Deduct #1, which eliminates replacement of the gym HVAC, may need to be activated and a small drop and the contingency in order to satisfy the cap on the construction cost of the project.

Mr. Kent inquired on the status of chillers. The project seeks to use the chillers for the cooling season. Mr. Riordan confirmed the chillers have been ordered.

The Committee reviewed an invoice from Dore & Whittier in the amount of \$90,753.00 for design services. 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 PSS#9 from Dore & Whittier in the amount of \$495,900.00 for Construction Administration services. This included the Classroom Addition and Renovations, as well as Gym "A" Renovations and Storage Addition. 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 an invoice from Rist Frost Schumway Engineering (RFS) in the amount of \$2,125.00 for building commissioning services. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Schiffiliti seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Project budget, Construction photos, File Sub Bidder Bid Tabulation summary sheet.

F. Sunita L. Williams Elementary School (Other Business)

The Committee reviewed an invoice from UST of MA in the amount of \$7,220.00 for testing services. 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 PSS#23 from Dore & Whittier in the amount of \$27,500.00 for Environmental Monitoring services. This activity involves the monitoring of wetland plantings, removal of invasive species, stormwater prevention and writing progress reports. It

is a requirement of the Conservation Commission's Order of Conditions. Mr. Kent made a motion that the Committee approve the PSS. Mr. Schiffiliti seconded the motion. The motion was then voted upon and approved unanimously.

G. Adjournment

The meeting was adjourned at 9:10 PM.

The next PPBC meeting will be on Monday, March 12, 2018 at 7:30 PM, at the Needham Public Library.

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.