

PERMANENT PUBLIC BUILDING COMMITTEE
TOWN OF NEEDHAM
MINUTES OF MEETING

Date: April 23, 2018

Time: 7:30 PM

Location: Town Hall

Attendance

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

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.
Matt Borelli Selectman, Memorial Park Rep.
Mark Forbes Memorial Park Trustee
John Schlittler Police Chief, Police/Fire Stations Rep.
Dennis Condon Fire Chief, Police/Fire Stations Rep.
Matt Toolan Park & Rec. Commissioner
Patty Carey Park & Recreation Director, Rosemary Rep.

Other Attendees: Mark Meche Winter Street Architects
Dana Weeder Winter Street Architects
Tom Scarlata Bargmann Hendrie & Archetype

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the April 9, 2018 PPBC meeting. Mr. Silverstein made a motion that the Committee approve the minutes as presented. Ms. Espada 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 reported on the progress of the project.

He reviewed Change Order #4 from MECO Environmental in the amount of \$52,982.69 for the installation of a standalone generator. They will be installing a 15kW Kohler Diesel Generator with an automatic transfer switch. The change order includes the equipment, installation and start-up of the generator. The change order was reviewed and approved by Mr. Gentile and Weston & Sampson. Mr. Kent made a motion that the Committee approve

CO #4 from MECO Environmental in the amount of \$52,982.69. Mr. Merson seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #4 from Weston & Sampson in the amount of \$3,584.00 for Construction Administration Services during the installation of the generator. The change order was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the change order. Mr. Lewis seconded the motion. The motion was then voted upon and approved unanimously

There will be a meeting on May 6th with MECO to discuss the generator work and the removal of the underground fuel tanks. The generator is expected to be installed within the next four months.

Handouts: Agenda, Generator Proposal, CO #4, PSS #4, Photos, Budget update

C. Central Ave DPW Storage

Rick Merson (DPW) attended the meeting.

The Committee reviewed an invoice from Weston & Sampson in the amount of \$8,750.00 for services thru March 2018. The invoice was reviewed and approved by 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.

D. Memorial Park Building

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

Mr. Borelli reported that the Memorial Park Trustees voted on a draft policy for the priority of uses of the building managed by the Town Manager or her designee. The Trustee voted in favor of the policy in a 3-2 vote. On May 3rd the Trustees will be voting on whether to support the building construction or not. The Board of Selectmen will be voting this week on the project subject to the Trustees vote outcome on May 3rd.

Mr. Meche indicated that the Filed Sub Bids were received on April 20, 2018. The filed sub bids came in slightly higher than the estimate. The total unrestricted FSB's came to \$2,548,990. The estimate was \$2,524,491 a difference of \$24,499. The FSB results will be posted on Project Dog on Wednesday.

The low bidder in masonry, Cenedella Masonry, withdrew their bid due to a clerical error. Back-up has been requested. Some of the bids came in with out the Certificate of Prevailing Wages and the Non-Collusion Affidavit. However the signed bid form indicated compliance with these requirements so it was determined that there is no reason to disqualify them. Town Counsel concurred with this this opinion.

The General Contractor bids are due May 4, 2018. The preliminary results of the GC bids will be sent to the Committee.

The Committee reviewed an invoice from Winter Street Architects in the amount of \$63,808.40 for services thru March 2018. 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, Invoice, Updated budget

E. Public Safety Complex & Fire Station #2

Dennis Condon (Fire Chief) and John Schlittler (Police Chief) attended the meeting.

Mr. Gentile updated the Committee on the progress on the project. The permitting documents have been submitted. The Planning Board will conduct hearings on May 22nd for all of the submissions.

There was strong public objection to the proposed placement of communication towers at the Dunster water tank and at the Birds Hill water tank. There is concern regarding the safety of the microwave dishes proposed on the towers. As a result the warrant for the zoning for the towers has been withdrawn and will not be presented at the May Town Meeting. Alternate sites for these two towers are being sought. There are currently whip antennas on the Birds Hill water tank. The two water tanks have not been taken off the table if that is deemed the best alternative.

Reservoir B pump station, Cabot Circle near the Sheraton Hotel and the existing tower off of Cabot Street are being looked at for a possible location in the northeast part of Town. The gravel pit site off Greendale Avenue, the causeway off of Great Plain Avenue and the Norfolk County Sheriff's Office off West Street in Dedham, which may have space are being looked at as possibilities in the southeast location of the Town.

The Health Department has been requested to develop an education program for the public to alleviate anxiety over the towers.

A back up plan to handle communications with the old system and then transfer over to the new system will be evaluated.

The Committee reviewed an invoice from Kaestle Boos Associates in the amount of \$238,000.00 for services thru March 2018. The invoice was reviewed and approved by Mr. Gentile. 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 Kaestle Boos Associates in the amount of \$36,196.99 for surveying services under PSS #6 thru March 2018. The invoice was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Invoices, Updated budget

F. Rosemary Recreation Complex

Matt Toolan (Park & Rec. Commission), Patty Carey (Director Park & Rec.) and Tom Scarlata (BH+A) attended the meeting.

Mr. Retzky reported on the progress of the project. G&R Construction submitted an updated schedule \$4R. The completion date is now August 6th. They may be able to push ahead to August 3rd. The schedule will be reviewed and updated by G&R Construction in about three weeks, on May 18th. Public Facilities Construction will meet with Park & Recreation at that time to see if any improvement can be made.

Mr. Toolan indicated that the Commission is concerned with delay in the schedule. \$129,000.00 in pool passes have been sold already. No more passes will be sold for this year. People that have pool passes will be offered either a full refund or allowed to keep their passes to be used in 2019 with no increase. Staffing the pool with life guards for only a three week period will be difficult. Contingencies are being developed. An alternative site for the summer swim team is being sought. The YMCA is being approached.

Mr. Retzky reviewed the updated budget. The budget reserved for Owners Project Management has been reduced as has the budget for borrowing costs. Moving costs are lower than anticipated. Utility costs are lower than budgeted.

Accounting for the anticipated cost log a total contingency balance of approximately \$20,000 is currently forecasted.

The Committee reviewed Change Order #11 from G&R Construction in the amount of \$135,882.43 for eight items that include trench drains, pool deck subgrade modifications and janitor/electric room changes. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Toolan seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Rist-Frost-Shumway in the amount of \$6,282.00 for March 2018 commissioning services. 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 an invoice from UTS of Massachusetts in the amount of \$4,419.68 for services thru March 2018. The invoice was reviewed and approved by Mr. Retzky. 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.

Handouts: Agenda, CO #11, Invoices, Photos, Budget update, Progress Schedule #4R

OTHER BUSINESS

G. High School Expansion

Mr. Haff reported on the progress of the project over the April vacation. The Contractor did a huge amount of work over the vacation week. The electrical conduits have been installed. The storm drainage and sewer have been rerouted, and storm drain lines to the existing drain man hole, which had been damaged before construction, were replaced. Under pinning under the music room was extended, and is now complete.

Four construction change directives have been issued. Change requests came in at about \$95,000 and future anticipated costs have been identified in the amount of \$35,500. This will reduce the contingency to \$220,423. With the funds of \$431,000 being requested at the Annual Town Meeting for higher than expected trade costs and to maintain the full scope of the project, the contingency will be at \$651,423. The Board of Selectmen, the Finance Committee and the School Committee are all in favor of the request.

Photos of the project were reviewed. Steel erection is anticipated to start in three weeks.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of \$59,845.36 for services thru March 2018. 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 in the amount of \$1,195.00 for services thru March 2018. The invoice was reviewed and approved by Mr. Haff. 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 Rist-Frost-Shumway in the amount of \$7,700.00 for March 2018 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. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Anticipated Cost Log, Photos

H. Adjournment

The meeting was adjourned at 9:40 PM.

The next PPBC meeting will be on Tuesday, May 8, 2018 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.