PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: September 24, 2018	Time: 7:30 PM	Location: Town Hall

Attendance

PPBC Members:	Present: George Kent, Stuart Chandler, Richard Creem Natasha Espada, Roy Schifilliti, Irwin Silverstein, Gene Voloshin Absent:	
BDCD Staff:	Hank Haff (Sr. Project Manager) Ken Sargent (Sr. Project Manager) Steve Gentile (Project Manager)	
User Representatives:	Susan Neckes	School Committee, Hillside/Williams Rep.
	Rick Merson	DPW Director, Fuel Island Rep.
	John Regan	Fleet Supervisor, Central Ave Storage Rep.
	Bob Lewis	DPW Assistant Director, Fuel Island Rep.
	Dennis Condon	Fire Chief, Public Safety Complex/FS2 Rep.
	John Schlittler	Police Chief, Public Safety Complex/FS2 Rep.
Other Attendees:	Don Walter	Dore & Whittier Architects
	Glen Gollrad	Dore & Whittier Architects
	Christian Riordan	Consigli Construction
	Mike Richards	Weston & Sampson Engineers
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the August 6, 2018 PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes as presented. Mr. Creem seconded the motion. The motion was then voted upon and approved.

The Committee reviewed the minutes from the August 20, 2018 PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes as presented. Mr. Creem seconded the motion. The motion was then voted upon and approved.

The Committee reviewed the minutes from the September 4, 2018 PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes as presented. Mr. Silverstein seconded the motion. The motion was then voted upon and approved.

B. High School Expansion

Susan Neckes (School Committee), Don Walter, Glen Gollrad (Dore & Whittier) and Christian Riordan (Consigli) attended the meeting.

Mr. Haff reported on the progress of the project. The Temporary Certificate of Occupancy was received on Sept. 4th for the Phase I, the renovated Interior Classrooms and Chillers. The Temporary Certificate of Occupancy for Phase II, the "A" Gym and Gym Storage, is anticipated to be received on Wednesday, September 26th. The GC is working on the punch list for the spaces. The Gym ceiling lights are in and the bleachers are operational. The acoustical panels are installed and the last two basketball hoops are being installed. The storage room roof is on, it is fully painted, the mechanical is installed and a punch list has been developed.

Smoke detectors in the duct work are needed. There is a question between the mechanical and electrical sub-contractors on who is responsible for installing them. The issue will be resolved tomorrow.

The classroom addition work (Phase III) is ongoing. The southern façade metal panel and sunscreens are being installed. Work on the entryway is ongoing. Roofing is 95% complete. Brickwork on the south and east sides is underway. The curtain wall work is ongoing. Stairway #1 is in place and masonry block is in place. Work progresses on the interior of the classroom addition. All but two small windows have been installed.

Mr. Riordan indicated that the anticipated turnover date for the Gym is September 25th. The anticipated turnover date of Phase 3 is October 25th. The CMR contingency has been exhausted. Consigli has been conservative regarding the anticipated cost log. The Change Request log was reviewed. The project contingency after the anticipated cost log items is $57,340.

Consigli has two superintendents on the project, one for the gym and one for the classroom addition. Both will be staying on until the end of the project.

Ms. Neckes indicated that the Town appreciates their efforts on getting the building finished.

The Committee reviewed an invoice from Rist-Frost-Shumway in the amount of $5,772.00 for August 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. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Encore Fire Protection in the amount of $13,921.89 for switching out smoke detectors with heat detectors. 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 eight invoices from Encore Fire Protection in the total amount of $3,042.00 for disconnecting and reconnecting sprinklers. The invoices were reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Budget Update, Construction Managers Report, Change Request Log

C. Sunita L. Williams Elementary School

Susan Neckes (School Committee) attended the meeting.

The Committee reviewed an invoice from Rist-Frost-Shumway on the Solar PV project in the amount of $494.00 for August 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. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

D. Hillside Knoll Trail & Field

Susan Neckes (School Committee) attended the meeting.

The Committee reviewed an invoice from Warner Larson in the amount of $3,165.75 for services thru July 2018. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Neckes seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Warner Larson in the amount of $1,899.75 for services thru August 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.

E. Central Ave DPW Storage

Rick Merson, John Regan (DPW) and Mike Richards (Weston & Sampson) attended the meeting.

Mr. Gentile reported on the progress of the project. The project is moving along thru Planning. There have been several meetings, one with the Design Review Board and one with the Design Review Team and several changes were incorporated into the design. The design development plans have been submitted to the Planning Board. There was a public presentation of the project on September 17th. It was noted that the building is located as far away from Central Avenue as possible and 195 feet away from the nearest abutter. The presentation clarified the non-buildable areas on the site.

The Conservation Commission Notice of Intent package will be submitted on Thursday, September 27th.

The next steps include continue development of the construction bid package. The Conservation Commission hearing is scheduled for October 11th and the Planning Board hearing for October 16th. The anticipated bid release date is November 9th and the bid opening the week of December 21st. Construction is anticipated to start in January 2019.

The Committee reviewed an invoice from Weston & Sampson in the amount of $115,200.00 for services thru August 2018. 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, Neighborhood Presentation Power point, Memo, Invoices, Schedule, Budget Update

F. Fuel Island Relocation

Rick Merson (DPW) and Mike Richards (Weston & Sampson) attended the meeting.

Mr. Gentile reported that the generator installation is complete. The Conservation Commission final walk through is scheduled for Thursday. Paperwork for the Spill Plan needs to be completed. Approximately $30,000 of scope include in the GC's contract will not be used by the GC and thus will not be billed. Pay Application #7 is the final one.

The Committee reviewed an invoice from Weston & Sampson in the amount of $3,584.00 for services thru August 2018. 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 #7 from with MECO Environmental Co, Inc. in the amount of $52,982.69 for the generator work. The requisition was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the requisition for payment. Mr. Merson seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Invoices, Budget update

G. Public Safety Complex & Fire Station #2

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

Mr. Gentile reported on the progress of the project. Construction documents are being finalized. An agreement for putting a communications tower at the Norfolk County Jail is being worked on. A memo of understanding is being developed with the help of Chris Heep. Apparently a ten year lease is the longest amount of time that can be had.

A surveyor will be going up to the site to conduct a land survey. Power lines serving the Verizon Towers exist close by the anticipated location of the tower.

Mr. Kent indicated that the original intent for the project cost was to keep it under $70M. The cost estimate came in over that amount. After many meetings and much discussion the cost estimate was reduced to $69,995,000 from $73,745,000. The reduction was accomplished by adjusting down the Design & Pricing contingency, Escalation amounts and the Owner's Project Contingency. The project contingency is now 6%. In addition it was determined that some of the equipment needed for the buildings could be purchased out of cash capital which reduced the cost estimate. The Project Management estimate was reduced as was the estimated borrowing cost.

The Committee reviewed Requisition #3 from Consigli Construction in the amount of $28,775.50 thru August 2018 services. The requisition was reviewed and approved by the Architect and 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.

The Committee reviewed an invoice from Rist-Frost-Shumway in the amount of $1,064.00 for commissioning services thru August 2018. The invoice was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from DM Berg Consultants in the amount of $8,000.00 for structural peer review services. The invoice was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoices for payment. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #10 from Kaestle Boos Associates in the amount of $1,320.00 for HazMat Identification services. The PSS was reviewed and approved by Mr. Gentile. 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 PSS #11 from Kaestle Boos Associates in the amount of $3,850.00 for Drone Survey services. The PSS was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the PSS. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Invoices, PSS's, Level Opinion of Probable Cost, Budget update

H. Adjournment

The meeting was adjourned at 9:30 PM.
The next PPBC meeting will be rescheduled for Monday, October 15, 2018 at 7:30 PM, at the Needham Town Hall Great Plain 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.