

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: October 15, 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 Michael Kascak Aaron Sicotte Mark Forbes Patty Carey	School Committee, Hillside/Williams Rep. Hillside Principal, Hillside/Williams Rep. NHS Principal, H.S. Expansion Rep. Memorial Park Trustee, Memorial Park Rep. Park & Recreation Director, Rosemary Rep.
Other Attendees:	Rick Merson Carys Lustig Don Walter Bill Roche Christian Riordan Pannha Chung Mike Fields Tom Scarlata	DPW Director, Fuel Island Rep. Director of Finance & Admin. Pub. Services Dore & Whittier Architects Daedalus Projects Consigli Construction Consigli Construction Winter Street Architects Bargmann Hendrie & Archetype
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the September 24, 2018 PPBC meeting. Mr. Silverstein made a motion that the Committee approve the minutes as presented. Mr. Creem seconded the motion. The motion was then voted upon and approved.

B. RTS Repairs

Rick Merson and Carys Lustig (DPW) attended the meeting.

Town Meeting voted to approve Article 37, RTS Property Repairs, at the 5/18 ATM project in the amount of \$645,000. DPW Building Maintenance Division had hired Weston & Sampson Engineers to evaluate the two structures and outline repair recommendations. In 2016 the fire suppression system had failed and it was discovered that the failure was related to the structural integrity. Minor repairs were done at that time. The work will include metal framing, steel framing, the fire suppression system, the fall protection system and repair of the

slab surface. The proposed project lead will be Bob Lewis, DPW Assistant Superintendent. Professionals will be hired for design and construction administration services. There will be a separate operational study to determine future work over the long term. These repairs need to be done regardless of the future use of the building. The RFP for design and CA services will be advertised this fall and bid documents will be ready by the spring. Mike Retzky indicated that he would sit on the designer selection team. It is anticipated that the construction would happen over the summer of 2019.

Because the project is over \$500,000 it is potentially under PPBC jurisdiction. However if the Committee feels that the DPW Building Maintenance Division has the manpower and capabilities to oversee the project, the Committee has the option to let them oversee the project. Mr. Merson and Ms. Lustig indicated that the DPW Building Maintenance Division has the appropriate staffing and capabilities to oversee the project. Mr. Popper recommended that the project could be done by the DPW Building Maintenance Division and because of current workload suggested this should be transferred to them.

Mr. Kent made a motion that the Committee vote to transfer the responsibility of the project over to DPW Building Maintenance Division. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

C. Sunita L. Williams (Hillside) Elementary School

Susan Neckes (School Committee), Michael Kascak (Principal), Don Walter (Dore & Whittier) and Bill Roche (Daedalus) attended the meeting.

Mr. Roche reported on the progress of the project. The overall project is at 46% completion. Masonry, Miscellaneous Metals, Roofing, Plumbing and Electrical is ongoing and making good progress. The roof on Building B should be weather tight in two weeks. Interior work is ongoing. Drywall in Building A has started. The electrician is working in Building A. The majority of the HVAC ductwork is in. The GC is pushing the drywall contractor to increase manpower. Rain has affected the wetlands planting and the exterior masonry work. Mr. Roche is concerned that the requisition was not as large as anticipated which may mean a delay in the work progress.

The Committee reviewed CO #8 from Bacon Construction in the amount of \$139,321.00 for thirteen adds, two credits and two no cost items. The change order was reviewed and approved by Mr. Haff and Dore & Whittier. Mr. Kent made a motion that the Committee approve the change order. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #12 from Bacon Construction in the amount of \$1,804,092.49 for construction services thru September 2018. The requisition was reviewed and approved by Dore & Whittier and 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 an invoice from Dore & Whittier Architects in the amount of \$83,647.01 for services thru September 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 Daedalus in the amount of \$19,320.00 for services thru September 2018. 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 an invoice from Eversource Electric in the amount of \$751.50 for an application fee for the Photo Voltaic system. 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 two invoices from UTS of Massachusetts in the amounts of \$4,065.00 and \$37.50 for services thru July and August 2018. The invoices were reviewed and approved by Mr. Roche. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Popper reported that the Town send adjusters out to the five abutters that claimed damage to their homes. Reports were written on the extent of damages observed but there is no way to tell if the damage was pre-existing or caused by construction activities. The path forward will be discussed by the Town Manager and the Board of Selectmen. It was anticipated that it will be recommended that the abutters retain an attorney to negotiate. The largest claim is in the \$20,000 range.

The Contractor is starting to prepare the subgrade for the parking area along Central Avenue using a large roller machine. The Building Inspector was called by a homeowner on Central Ave across from the site indicated that they could feel the vibrations of the roller shaking their house and were concerned about possible damage to their house. Observations made by entering the house, at the homeowners consent, did not confirm excessive vibration.

It was suggested that seismic monitors again be place to monitor the site boundaries. The seismic monitoring during the previous vibration work indicated that the vibrations were within allowed limits.

Handouts: Agenda, Photos, Req. #12, CO# 8, Budget Update, Pending CO Log

D. Hillside Knoll Trail & Field

Susan Neckes (School Committee) and Michael Kascak (Principal) attended the meeting.

The turf is down and work on the railing is on-going. The bridges are installed, the seating is finished and the plantings are done.

The Committee reviewed Requisition #3 from NELM Corp. in the amount of \$202,301.55 for services thru September 2018. 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 Committee reviewed an invoice from Bid Docs Online in the amount of \$446.19 for on-line bid 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.

E. High School Expansion

Susan Neckes (School Committee), Aaron Sicotte (HS Principal), Don Walter (Dore & Whittier), Christian Riordan and Pannha Chung (Consigli) attended the meeting.

Mr. Haff reported on the progress of the project. Significant progress has been made on the project. Exterior metal work is 95% complete. Brickwork on all side is largely complete. Roofing work is largely complete. The curtain wall frame and glass work is complete. The interior work is ongoing on all levels. 95% of the case work has been installed. The first floor carpet is being installed. The boiler start-up testing was done today.

The furniture delivery is scheduled for October 25th. It is anticipated that affidavits will be obtained by the following Friday. A Temporary Occupancy Permit is anticipated so that teachers will have access to the rooms on the 29th and students on the 30th.

Temporary railings will be installed on the ramps and part of the stairs. The exterior level plaza area and planting work is ongoing. The traffic patterns will remain the same until all the work is complete. The construction trailers are anticipated to be removed by the 25th.

The contingency after the anticipated cost log items is currently \$95,396. This has been increased from earlier projections by the release of \$80,000 in borrowing costs held by the Finance Department.

The Committee reviewed CO #8 from Consigli Construction in the amount of \$46,946.43 for six adds. The change order was reviewed and approved by Mr. Haff and Dore & Whittier. Mr. Kent made a motion that the Committee approve the change order. Mr. Sicotte seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #8 from Consigli Construction in the amount of \$2,141,281.28 for September 2018 services. The requisition was reviewed and approved by the Architect and 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 an invoice from Dore & Whittier Architects in the amount of \$32,031.70 for services thru September 2018. 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 an invoice from Rist-Frost-Shumway in the amount of \$623.00 for July 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.

The Committee reviewed an invoice from Daedalus in the amount of \$11,340.00 for construction supervisory support services thru September 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 for field testing in the amount of \$952.50 for services thru September 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 three invoices from Encore Fire Protection in the total amount of \$819.00 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. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Budget Update, Construction Managers Report, Change Request Log, Req. #8, CO #8

F. Memorial Park Building

Mark Forbes (Memorial Park Commissioner) and Mike Fields (Winter Street Architects) attended the meeting.

Mr. Retzky reported on the progress of the project. Excavation is ongoing. Fill is being stored on site as it is suitable to be reused. Rebar is being placed; footings and building walls are being placed. The AC pipe removal and disposal is complete. Waterproofing of the back wall has started. Permission was received from the Trustees to place a Verizon pole on the property.

The Committee reviewed Change Order #2 from G&R Construction in the amount of \$7,921.00 for three adds. 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 Requisition #3 from G&R Construction in the amount of \$248,026.95 for September 2018 services. The invoice was reviewed and approved by the Architect and 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.

The Committee reviewed an invoice from Winter Street Architects in the amount of \$18,580.00 for August 2018 services. Mr. Kent made a motion that the Committee approve the change order. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Isaac's Moving & Storage in the amount of 2,608.00 for moving services. The invoice was reviewed and approved by Mr. Retzky. 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 Verizon in the amount of \$2,034.21 for the new pole. The invoice was reviewed and approved by Mr. Retzky. 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 \$2,180.00 for services thru September 2018. The invoice was reviewed and approved by Mr. Retzky. 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, CO #2, Req. #3, Updated budget, Invoices

G. Rosemary Recreation Complex

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

Mr. Retzky reported on the progress of the project. The conversion process with the Land and Water Conservation Fund is underway. The metal railings are being fabricated for Ramps A & D. The final painting of the railings is on-going. Lawn weed eradication and re-seeding is on-going.

The reimbursement on Change Proposal 125 from the insurance carrier is still expected in the amount of \$46,325.49.

The Committee reviewed Change Order #17 from G&R Construction in the amount of \$36,221.87 for seven adds. 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 Requisition #16 from G&R Construction in the amount of \$268,321.67 for September 2018 services. The remaining balance on the contract is \$323,233.14. The invoice was reviewed and approved by the Architect and 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.

The Committee reviewed an invoice from Recreonics in the amount of \$12,481.01 for thermal pool covers. This is within the FF&E Budget. The invoice was reviewed and approved by Mr. Retzky. 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 Dell Marketing in the amount of \$1,030.99 for a computer. This is within the Technology Budget. The invoice was reviewed and approved by Mr. Retzky. 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 MCS Drapery Service in the amount of \$7,858.00 for window shades. This is within the FF&E Budget. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Carey 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 \$5,390.00 for August 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. Carey seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Red Thread in the amount of \$212,139.19 for office furniture. This is within the FF&E Budget. The invoice was reviewed and approved by Mr. Retzky. 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 Konica Minolta in the amount of \$12,660.20 for a color copier. This is within the FF&E Budget. 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.

The Committee reviewed an invoice from Isaac's Moving & Storage in the amount of 9,074.50 for moving services. The invoice was reviewed and approved by Mr. Retzky. 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 Recreonics in the amount of \$4,567.30 for outdoor chairs. This is within the FF&E Budget. The invoice was reviewed and approved by Mr. Retzky. 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 Connectivity Point in the amount of \$7,723.14 for the phone system. This is within the FF&E Budget. The invoice was reviewed and approved by Mr. Retzky. 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: Budget Update, Req. #16, CO#17, invoices

H. Adjournment

The meeting was adjourned at 9:50 PM.

The next PPBC meeting will be rescheduled for Monday, October 29, 2018 at 7:30 PM, at the Needham 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.