

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: November 26, 2018	Time: 7:30 PM	Location: Library
Attendance		
PPBC Members:	Present: George Kent, Stuart Chandler, Richard Creem, Roy Schifilliti, Irwin Silverstein Absent: Natasha Espada, Gene Voloshin	
BDCD Staff:	Steve Popper (Director of Design and Construction) Hank Haff (Sr. Project Manager) Ken Sargent (Sr. Project Manager) Mike Retzky (Project Manager) Steve Gentile (Project Manager)	
User Representatives:	Susan Neckes Aaron Sicotte Matt Borrelli Dennis Condon John Schlittler Rick Merson	School Committee, Hillside/Williams Rep. NHS Principal, H.S. Expansion Rep. Select Board, Memorial Park Rep. Fire Chief, Public Safety Complex/FS2 Rep. Police Chief, Public Safety Complex/FS2 Rep. DPW Director, DPW Storage Rep.
Other Attendees:	Don Walter Glen Gollrad Christian Riordan Roger MacDonald	Dore & Whittier Architects Dore & Whittier Architects Consigli Construction ITC Director
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the October 29, 2018 PPBC meeting. Mr. Silverstein made a motion that the Committee approve the minutes as presented. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved.

B. High School Expansion

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

Mr. Haff reported on the progress of the project. The exterior railings are expected to arrive Wednesday. The plaza concrete work should be done by the end of this week. Landscaping will not be fully done this fall. The ground cover and birch trees will be delayed until the spring. All other plantings will be done by the end of this week.

Students, staff and the School Committee are reportedly pleased with the new classrooms. An open house was held on November 17 for tours of the renovation and addition.

The lighting programming vendor, a sub to the Electrical contractor, is anticipated on site in two weeks to program the lighting control system. The system integrates with the MS creating a level of complexity that has become difficult to put into place. Presently the lights are on all the time and cannot be shut off.

The Committee reviewed Requisition #9 from Consigli Construction in the amount of \$1,188,705.40 for October 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. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #10 from Consigli Construction in the amount of \$452,686.27 for November 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 CO #9 from Consigli Construction in the amount of \$133,901.65 for eleven 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 CO #10 from Consigli Construction in the amount of \$28,647.19 for four adds and one no cost item. 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. Creem 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 \$2,106.00 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. Schifilliti 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 \$14,870.00 for October 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 UTS of Massachusetts for field testing in the amount of \$4,075.00 for services thru October 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 Dore & Whittier Architects in the amount of \$24,795.00 for services thru October 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 Daedalus in the amount of \$10,150.00 for construction supervisory support services thru October 2018. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Sicotte seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from W.B. Mason in the amount of \$150,772.81 for FF&E within budget. 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 #1 from Daedalus in the amount of \$7,350.00 for additional services. The PSS was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the PSS. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Budget Update, Four Week Look ahead, CO #10

C. Memorial Park Building

Matt Borrelli (Select Board) attended the meeting.

Mr. Retzky reported on the progress of the project. Foundation work is complete. Back filling and waterproofing is ongoing. MEP work is anticipated to start this week weather permitting. The final grading for slabs is being done. It is anticipated that the concrete placement of the slab on grade will occur next week.

Steel is scheduled to arrive next week. The GC is hauling away excess soil. The contractor will be erecting exterior scaffolding around the building. They will wrap it and heat the interior of the building after the steel has been erected allowing for placement of the exterior fascia and roughing-in. This will allow the Contractor to continue work through the winter months.

The Committee reviewed Requisition #4 from G&R Construction in the amount of \$287,868.05 for October 2018 services. The requisition was reviewed and approved by the Architect and 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 Requisition #5 from G&R Construction in the amount of \$167,162.95 for November 2018 services. The requisition 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 two invoices from UTS of Massachusetts in the amounts of \$1,340.00 and \$1,940.00 for services from September 24th thru November 16th. The invoices were reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoices 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 \$7,100.00 for September 2018 services. Mr. Kent made a motion that the Committee approve the change order. Mr. Borrelli 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 \$1,540.00 for September 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. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Req. #4, Req. #5, Updated budget, Invoices, Photos

D. Public Safety Complex & Fire Station #2

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

Mr. Sargent reported on the progress of the project. The project is out to bid for Prequalified Filed Sub Bidders and the bids are due on December 6, 2018. A draft Guaranteed Maximum Price (GMP) is anticipated to be available to be presented for review to the PPBC at the December 17th meeting. The final GMP is anticipated to be completed on December 28th. The Building Construction Phase is anticipated to start the third or fourth week in January 2019.

Permitting through Needham and Dedham will have to be done to place a communications tower at the Norfolk County Sheriff's Office (NCSO), Central Ave Storage Building and Police/Fire Headquarters. The project schedule calls for the permitting process to be completed by the end of March. A 160 foot tower needed for sight lines is being contemplated for both at NCSO and Central Avenue Storage.

Motorola is working on having a final quote for equipment and integration.

A meeting has been scheduled to discuss NEPA requirements regarding the tower. Motorola, KBA, Consigli, the wetlands consultant and the communications consultant will attend the meeting.

The Committee reviewed invoices from Rist-Frost-Shumway in the amounts of \$2,128.00 and \$692.00 for commissioning services thru September and October 2018. The invoices were reviewed and approved by Mr. Sargent. 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.

The Committee reviewed PSS #13 from Kaestle Boos Associates in the amount of \$70,250.00 for additional services on the Emergency Communication System: NCSO Tower site. The PSS was reviewed and approved by Mr. Sargent. Mr. Kent made a motion that the Committee approve the PSS. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Invoices, PSS, Budget update

E. Central Ave DPW Storage Buildings

Rick Merson (DPW) attended the meeting.

Mr. Gentile reported on the progress of the project. The project is out to bid and the FSB bids are due on December 13, 2018 and the GC bids are due on December 20, 2019. Chris Heep helped with the Planning Decision. The RTS parcels will be consolidated and is written into the decision. The Planning Board wants to make sure that the land is owned by the Town and has adopted the practice of consolidating parcels the Town owns. Engineering is helping with this effort. Hopefully the consolidation of the parcels will be done by the time the project is looking for the Certificate of Occupancy. The un-recording and rerecording is a Land Court issue and will be done in parallel with construction.

The requested construction hours were between 7 am and 8 pm, which is consistent with the Town's bylaws. The Planning Board typically approves 7 am to 5 pm and has made that part of the Decision.

The Planning Board wants the project to fund the extension of buffer planting along Central Avenue to the RTS exit, which is beyond the specific area of the project and expands the scope of the project. They are asking for dense landscaping extending all the way to the curb cut.

The Committee reviewed an invoice from Weston & Sampson in the amount of \$167,200.00 for services thru October 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, Schedule, Invoices, budget update, parcel plan of RTS

F. Rosemary Recreation Complex

The Committee reviewed an invoice from Rist-Frost-Shumway in the amount of \$3,300.00 for October 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. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

G. Mitchell Modular Classrooms

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of \$2,250.00 for services thru October 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.

H. Fuel Island Relocation

Rick Merson (DPW) attended the meeting.

Mr. Gentile reported that all work on the project is complete. There is an “allowance” amount of \$30,702 of scope include in the GC’s contract that will not be used by the GC and thus will not be billed. This amount is included in the credit Change Order #5.

The Committee reviewed Change Order #5 from with MECO Environmental Co, Inc. in the credit amount of \$30,702.00 for the allowances that were not realized. The change order was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the change order. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Kent recommended that the Committee rescind back to the Town the remaining unused funds in the amount of \$86,084.71. . Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

I. Adjournment

The meeting was adjourned at 9:13 PM.

The next PPBC meeting is scheduled for Monday, December 17, 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.