

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: February 25, 2019

Time: 7:30 PM

Location: PSAB

Attendance

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

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 School Committee, Hillside/Williams Rep.
Aaron Sicotte NHS Principal, H.S. Expansion Rep.

Other Attendees: Don Walter Dore & Whittier Architects
Glenn Gollrad Dore & Whittier Architects
Pannha Chung Consigli Construction
David Davison Director of Finance/Asst. Town Mgr.
Roger MacDonald Director of Information Technology
Keith Mercy Kaestle Boos Associates

Minutes prepared by: Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the February 11, 2019 PPBC meeting. Mr. Creem 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), Aaron Sicotte (HS Principal), Don Walter, Glenn Gollrad (Dore & Whittier) and Pannha Chung (Consigli) attended the meeting.

Mr. Haff reported that the punch list items are largely complete. Consigli worked on the items over the February vacation. There are 14 open items, 7 of which are anticipated to be done this week.

After Change Order #12, liquidation of the balance of UTS of Mass purchase order and anticipated costs there is a balance of approximately \$30,000.00 remaining in contingency.

The Committee reviewed CO #12 from Consigli Construction in the amount of \$45,145.30 for three 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. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #12 from Consigli Construction in the amount of \$428,573.80 for January 2019 services and 2.5% of the retainage is being released. 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 Rist-Frost-Shumway in the amount of \$1,850.00 for January 2019 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 Dore & Whittier Architects in the amount of \$19,967.88 for services thru January 2019. 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.

Handouts: Agenda, Req., CO, Budget update

C. Central Ave Storage Building Solar Panels

Weston & Sampson Engineers were asked for a proposal to look into putting solar voltaic panels on the storage building. They presented a proposal in the amount of \$11,000. The study would provide a basic range of costs for installing solar panels and information could be used for assessing implementation of including solar for other building projects not just the storage building project. It would help identify cost premiums and cost impacts to adding solar voltaic panels and help with the decision making process on future projects. The study should be completed in approximately 8 weeks.

Mr. Kent made a motion that the Committee approve the PSS #2 from Weston & Sampson Engineers in the amount of \$11,000 for a Solar Feasibility Study. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: PSS #2 proposal

D. Public Safety Complex & Fire Station #2

Roger MacDonald (Director of Information Technology), David Davison (Director of Finance/Asst. Town Mgr.), and Keith Mercy (KBA) attended the meeting.

Mr. MacDonald reviewed the Building Management System (BMS). The Town's Information Technology Department is centralizing the Building Management System (BMS), lighting controls and security controls within the Town's building assets. The primary hub is the Town Hall with the spokes going to all the other municipal buildings in

Town. A second data center hub for security will be at the Public Safety Complex headquarters. RCN Fiber goes to each building. IT is looking to access applications remotely to monitor and adjust building systems from a Central Virtual Platform. Physical servers are being replaced with virtual servers so that one environment can see all locations. IT is working with Hewlett Packard as the vendor for designing the systems architecture. The secondary hub established at the Public Safety Complex headquarters will not only serve that buildings needs but will be a step in building virtualization throughout the Town. IT is recommending that the new projects technology budget include up to an amount of \$500,000 to be allocated for incorporating the system.

Mr. Schifilliti requested that each project carefully review its budget allocation at the project initiation stage to include the necessary component costs to achieve inclusion. Therefore, the Town's IT Department needs to be involved at the early stages of each project.

Handouts: None

E. Mitchell Modular Classrooms

Don Walter (Dore & Whittier) attended the meeting.

Mr. Retzky reported that the preconstruction meeting was held on February 8th. The submittal process has begun. The 70% modular fabrication documents were reviewed and returned to Triumph on February 22nd. Triumph has staked out the site. The area will be fenced off during the April vacation. The site clearing will also begin at that time. The contractor plans to work steadily from April vacation on. The installation of footings will start as soon as possible after the work zone is set-up and fenced off.

The Committee reviewed Requisition #1 from Triumph Modular in the amount of \$32,660.05 for services thru February 2019. The requisition was reviewed and approved by Dore & Whittier and Mr. Retzky. Mr. Kent made a motion that the Committee approve the requisition for payment. Mr. Schifilliti 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 \$1,654.50 for services thru January 2019. 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 Eversource Electric in the amount of \$8,441.00 for the new electric service and utility pole to the site. 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, Budget update, Schedule, Req, invoices

F. Sunita L. Williams (Hillside) Elementary School

The Committee reviewed Requisition #3 from Wayne J. Griffin Electric in the amount of \$6,935.00 for construction services on the Solar Array thru February 2019. The requisition was reviewed and approved by Dore & Whittier and Mr. Haff. Mr. Kent made a motion that the Committee approve the requisition for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: None

G. Rosemary Recreation Complex

The Committee reviewed an invoice from New England Recreation in the amount of \$20,780.00 for outdoor tables and chairs 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. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: None

H. On Call Commissioning RFQ

Mr. Gentile reviewed the RFQ for On Call Building Commissioning Services. The original master agreement has been exhausted. Rist-Frost-Shumway Engineering has done a good job with the commissioning services.

This RFQ for On Call Building Commissioning Services will have a maximum ceiling of \$400,000. It is envisioned that two vendors will be chosen. The RFQ will be available on February 28th. A briefing will be held on March 7th and qualifications will be due on March 18th.

Mr. Gentile, Mr. Chandler and Mr. Voloshin will review the submissions and make a recommendation to the Committee.

Handouts: none

I. Adjournment

The meeting was adjourned at 9:05 PM.

The next PPBC meeting is scheduled for Monday, March 11, 2019 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.