PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: April 22, 2019	Time: 7:30 PM	Location: PSAB

Attendance

PPBC Members:	Present: George Kent, Richard Creem, Irwin Silverstein, Roy Schifilliti, Absent: Stuart Chandler, Natasha Espada, Gene Voloshin	
BDCD Staff:	Hank Haff (Sr. Project Manager) Mike Retzky (Project Manager) Steve Gentile (Project Manager)	
User Representatives:	Susan Neckes	School Committee, Emery Grover Rep.
	Aaron Sicotte	NHS Principal, H.S. Expansion Rep.
	Matt Spengler	School Committee, Mitchell Modular Rep.
	Rick Merson	DPW Director, Central Ave Storage Rep.
Other Attendees:	Don Walter	Dore & Whittier Architects
	Mike Richard	Weston & Sampson Eng.
	Nate Northey	Weston & Sampson Eng.
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. High School Expansion

Susan Neckes (School Committee) Aaron Sicotte (HS Principal) and Don Walter (Dore & Whittier) attended the meeting attended the meeting.

Mr. Haff reported that Consigli was on site over the April vacation and worked through many punch list items. All of the plantings are in. The area planted in the fall is being observed to make sure the plants survived and if not replacing them. There are a few remaining punch list items that will be completed over the next few weeks. The added scope of the security for the doors will also be completed.

The commissioning is almost complete. The Town's maintenance department needs to complete some work on the automatic valves on the chiller in order that the commissioning can be completed.

The budget was reviewed and the current contingency balance is $36,874.

The Committee reviewed Requisition #14 from Consigli Construction in the amount of $167,489.58 for services thru April 1st and additional release of retainage. 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.

Handouts: Agenda, Photos, Req., Punch list, Budget update

B. Mitchell Modular Classrooms

Matt Spengler (School Committee) and Don Walter (Dore & Whittier) attended the meeting.

Mr. Retzky reported on the progress of the project. The submittal progress continues. Triumph Modular has mobilized on site. The tree clearing is almost done. The security fence is up. Loam is being stripped and ledge is being located. No work will be done outside the fenced area during school hours.

The ledge removal may get loud. The contractor will try and work with the school to minimize noise disruption. Mr. Retzky was asked to distribute a notice to the neighbors to alert them to the upcoming activity on site.

The modular classroom boxes under construction. A ship date of June 21st was identified by Triumph with an arrival date on site of June 26th.

Verizon set the utility pole two weeks ago. The Eversource electric pole was installed last week. There has been no change in the schedule. The budget was reviewed and the contingency balance is $246,077.

The Committee reviewed CO #1 from Triumph Modular in the amount of $30,692.70 for four adds and one credit. The change order was reviewed and approved by Mr. Retzky, 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 #2 from Triumph Modular in the amount of $83,908.75 for services thru April 18, 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. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, CO, Req., Budget update

C. Central Ave Storage/Jack Cogswell Building

Rick Merson (DPW), Mike Richard and Nate Northey (Weston & Sampson) attended the meeting.

Mr. Kent indicated that the Town would like to look at every building for potential placement of solar panels. One of the outcomes of this study is setting up design parameters to allow decision making going forward on new projects.

Nate Northey of Weston & Sampson reviewed the conceptual photovoltaic layout for the garage. The structural design already includes the load for the solar panel installation. If the maximum build out is done on the storage building approximately 172,000 to 182,000 kWh a year would be produced. The cost is estimated to be $450,000 to install the panels. The cost to install panels that would produce 100,000 kWh per year is estimated to be $280,000 and 50,000 kWh is estimated to be $140,000. They estimated a twelve year payback period with incentives. An interconnection agreement would be needed to be signed by the Town and Eversource.

The building will be minimally heated with gas. The Tower will need to have an uninterrupted electricity supply. The solar panels could be coupled with battery storage. Installation should be done during construction of the building.

The study is anticipated to be done in the next few weeks. The study should include an outline of program steps and how it applies.

The Committee reviewed an invoice from Weston & Sampson in the amount of $15,440.00 for services thru March 2019. The invoice was reviewed and approved by Mr. Gentile 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 UTS of Massachusetts in the amount of $1,505.00 for services on April 3 and 8th. The invoice was reviewed and approved by Mr. Retzky. 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, Invoices, Conceptual PV layout

D. <u>PPBC Other Business</u>

Mr. Kent passed out a memo outlining the need to institute a revised leadership approach for the future with other committee members assuming leadership roles in the future. The goal is to minimize the time commitments required, provide continuity and allow rotational leadership roles for each member. Mr. Kent anticipates stepping down as Chair in October 2019, but remaining on the Committee for a period of time to help mentor the new leaders and facilitate a transition.

It was suggested that the following approach be considered:

1. Election of a Vice Chair of the committee immediately. The intent of this election would be for this person to be elected as Chair approximately, Oct. 1, 2019 and serve as Chair until Oct., 2020.
2. Elect a new Vice Chair on approximately Oct. 1, 2019 to serve for one year as Vice Chair and one year as Chair through Oct. 2021.
3. Continue this leadership rotation with a two year commitment (one as Vice Chair and one year as Chair) each October 1st thereafter.

By late Fall of 2019, the active projects will be focused on the Public Safety buildings. Future projects will likely include School Administration (Emery Grover), DPW completion at Dedham Ave., the Pollard and Mitchell schools.

The Committee was asked to think about the above approach and comment. It is anticipated that a vote will be taken for a Vice Chair at the May 7th meeting.

E. Adjournment

The meeting was adjourned at 9:00 PM.
The next PPBC meeting is scheduled for Tuesday, May 7, 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.