PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: July 8, 2019	Time: 7:30 PM	Location: Library

Attendance

PPBC Members:	Present: George Kent, Stuart Chandler, Richard Creem, Absent: Natasha Espada, Roy Schifilliti, Irwin Silverstein, 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	School Committee, Emery Grover Rep.
	Michael Kascak	Hillside Principal, Hillside/Williams Rep.
	Rick Merson	DPW Director, Central Ave Storage Rep.
	John Regan	Fleet Supervisor, Central Ave Storage Rep.
	John Schlittler	Police Chief, Public Safety Complex/FS2 Rep.
Other Attendees:	Don Walter	Dore & Whittier Architects
	Roger MacDonald	Director of Information Technology
	Keith Mercy	Kaestle Boos Associates
	Myles McDonough	Consigli Construction
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Sunita L. Williams (Hillside) Elementary School

Susan Neckes (School Committee), Michael Kascak (Principal), Roger MacDonald (Director of Information Technology) and Don Walter (Dore & Whittier) attended the meeting.

A Partial Temporary Certificate of Occupancy (TCO) was issued on July 2, 2019 and is limited to allow only the administrative staff and custodial staff access. Substantial completion was achieved on July 5, 2019.

Overall the project is 96% complete. The electrical inspection is complete as is the fire alarm inspection. The move from Hillside is substantially complete. The majority of the furniture has been delivered. Classrooms are being set up. Wireless access points are installed and live. The telephones are anticipated to be installed tomorrow.

The binder asphalt coat and curbing is done on the bus drive. The planters outside the art room have been set up. The school sign is being installed. The bollards at the drop off area are installed. The cedar fence along the northerly property line has been installed. 75% of the plantings and most of the trees have been installed.

It is anticipated that the teachers will have access to the building August 19th to start setting up their classrooms. The Certificate of Occupancy is anticipated to be issued on August 16th.

Site work was delayed due to the rainy spring. The Contractor is watering the landscaping as it is being installed and final paving is anticipated to be complete by the end of July.

A quote has been received in the amount of $149,469.07 for the Building Management System (BMS), lighting controls and security controls to be installed in the school. The original estimate for the equipment presented to the Committee at an earlier meeting was for $155,000.00. The Sunita L. Williams project will have the initial equipment set up for the system. This equipment leads to operational efficiencies and will be installed in each municipal building.

The Committee reviewed Requisition #21 from Bacon Construction in the amount of $1,466,853.93 for construction services thru June 2019. 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. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from OccuHealth in the amount of $3,199.95 for water quality testing services. The invoice was reviewed and approved by 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 an invoice from Wakefield Moving in the amount of $21,300.00 for Moving services. 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 Dore & Whittier Architects in the amount of $75,832.31 for services thru June 2019. The invoice was reviewed and approved by 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 an invoice from Daedalus in the amount of $30,920.00 for services thru June 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.

The Committee reviewed Requisition #6 from NELM in the amount of $16,476.22 for partial release of retainage. $4,000.00 is being retained. 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. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed three invoices from LaRovere Companies in the amounts of $40,043.86, $42,291.28 and $6,644.79 for sidewalk work. The invoices were reviewed and approved by Mr. Haff. 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.

The Committee reviewed Requisition #7 from Wayne J. Griffin Electric in the amount of $4,275.00 for Solar PV construction services thru June 2019. 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. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed several invoices within the FF&E and Technology budgets:
Robert Lord in the amount of $110,853.68
Global Industries in the amount of $1,894.25
W.B. Mason in the amount of $79.00
Flaghouse in the amounts of $484.08, $1,074.14, $38.46, $184.45 and $ 215.90
West Music in the amounts of $1,085.65 and $3,507.00
Lakeshore Learning in the amounts of $10,288.00 and $665.95
School Health in the amounts of $535.92, $1,060.22, and $428.82
Virco in the amount of $11,039.28
Rogue Fitness in the amount of $1,021.28
B&G Restaurant in the amount of $9,703.50
Therapro in the amount of $33.49
Really Good Stuff in the amount $3,052.00
SupplyWorks in the amounts of $515.00, $ 267.46, $562.33 and $1,406.18
Gopher in the amount of $8,900.92
Apple Inc. in the amounts of $941.00, $15,775.00 and $82,559.80
ULINE in the amount of $1,458.80
Whalley Computer in the amount of $37,397.48
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.

Mr. Haff reported that the Select Board is recommending that Cefalo and Sunset Roads be brought up to Town standards. The DPW proposes that the road be repaved and sidewalks and curb-cuts be done. The installation of the gas lines for the school was run down these roads. The estimated cost would be approximately $120,000.00 and would be done next year in 2020. The Committee would like the Select Board to comment on this work being done with project funds.

Handouts: Agenda, Photos, Req., Invoices, Budget Update, Pending CO Log, email from Rick Merson

B. Central Ave Storage/Jack Cogswell Building

Rick Merson and John Regan (DPW) attended the meeting.

Mr. Gentile reported on the progress of the project. The foundation work is ongoing and is approximately 85% complete. The work is going slower than expected due to light manpower issues. The GC and subs are accountable for the delay.

The steel is being stored in Connecticut and delivery is expected later this month. The Contractor continues to refine the schedule. The end date has not been changed, but may need to be pushed out. This may not be an issue as the start of work at Fire Station #2 is expected to be delayed some 15 days.

The Committee reviewed Requisition #5r from Seaver Construction in the amount of $712,860.93 for construction services thru June 2019. The requisition includes the stored steel. The payment will be held pending steel delivery. The requisition was reviewed and approved by Weston & Sampson and Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoice for payment subject to steel being delivered. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Weston & Sampson Engineering in the amount of $21,230.00 for services thru June 2019. The invoice was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Merson seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Req.5, invoice, Schedule update, Budget update

C. Public Safety Complex & Fire Station #2

John Schlittler (Police Chief), Keith Mercy (KBA) and Myles McDonough (Consigli) attended the meeting.

Mr. Sargent reported on the progress of the project. A permission letter from the Dedham Planning Board was received. The communications tower can now be put before the Dedham Zoning Board the hearing of which is scheduled for July 17. The towers are on the agenda next Tuesday at the Needham Planning Board meeting. The presentation will include responding to issues identified at the June 18th hearing, including concealment designs.

A final agreement with Dedham and a MOU from DOT (Owner of the land) are still being worked out. The NEPA process follows after the ZBA and Planning Board process. It needs to be completed before the towers are in operation.

Phase 1 foundations are complete. Steel erection started today. The Temporary Fire Station 2 site-work at the Hillside School has started. The select interior demo has also started. The tent structure is now under Consigli’s scope of work. The size of the tent was incorrectly stated. The installation will take an additional two and a half weeks from the target date originally presented.

The invoices, requisition and change order could not be presented for vote because there was not a quorum. They will be presented at the next PPBC meeting.

Handouts: Agenda, Req. 5, Invoices, CO #6, Budget Update, Photos, Consigli Dashboard

D. Memorial Park Building

Mr. Retzky reported on the progress of the project. A Temporary Certificate of Occupancy was obtained for the lower level in order for the Exchange Club to use the space for the July Fourth celebration. The Exchange Club had access to the lower level from July 2nd thru July 5th. The building was turned back over to the Contractor on July 8th. An updated schedule is anticipated.

The elevator needs to be tested by the State. Phone systems need to be installed. The electrician and mason are on site completing their work. The painter is finishing up. Doors and hardware are all installed. The second floor bathroom tile is in place. Gutters and downspouts are installed. The water is turned on in the building. Asphalt paving is complete.

The invoices and requisition could not be presented for vote because there was not a quorum. They will be presented at the next PPBC meeting.

Handouts: Agenda, Budget update, Req., Invoices, Anticipated cost log

E. <u>Adjournment</u>

The meeting was adjourned at 9:35 PM.
The next PPBC meeting is scheduled for Monday, July 22, 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.