

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: August 5, 2019	Time: 7:30 PM	Location: Library
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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:	Rick Merson Mark Forbes Matt Borrelli Susan Neckes Michael Kascak Anne Gulati	DPW Director, Central Ave Storage Rep. Memorial Park Trustee, Memorial Park Rep. Select Board /Memorial Park Rep. School Committee, Emery Grover Rep. Hillside Principal, Hillside/Williams Rep. School Finance Director/Emery Grover Rep.
Other Attendees:	Mike Richard Keith Mercy Myles McDonough Michele Rogers Bill Roche	Weston & Sampson Engineering Kaestle Boos Associates Consigli Construction Dore & Whittier Architects Daedalus Projects
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the June 10, June 24, July 8 and July 22, 2019 PPBC meetings. Mr. Creem 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. Central Ave Storage/Jack Cogswell Building

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

Mr. Gentile reported on the progress of the project. The new entry and landscape added scope at Central Ave. will go before the Design Review Board tonight and the Planning Board tomorrow night. Gene Bolinger, the landscape architect, will attend.

The steel arrived on July 29th and is being erected. Masonry is scheduled to start mid-August. The canopy slab was placed today, two days earlier than scheduled. The tower foundation

will be done by the second or third week of September. The tower is anticipated to be erected in October.

The proposed new driveway and landscaping schemes were reviewed. The new driveway arrangement is estimated to cost \$100,000 and the new landscaping scheme is estimated to cost approximately the same. There is a Chairs meeting on August 15th where Mr. Kent will bring up the issue of additional scope being imposed on projects by the Planning Board and other entities.

The Committee reviewed Requisition #6 from Seaver Construction in the amount of \$479,851.00 for construction services thru July 2019. 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 Greenman Peterson in the amount of \$197.77 for surveying services. 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, Photos, Req.6, invoices, Schedule update, Budget update, Median plan

C. Memorial Park Building

Mark Forbes (Memorial Park Trustee) and Matt Borrelli (Select Board) attended the meeting.

Mr. Retzky reported on the progress of the project. Construction work continues with the Subcontractors are working on punch-list items. Phone system installation and security camera installation are ongoing. Landscaping contractor mobilized on site today and plants are onsite. Cleaners are working in the building. Comcast installed the cable TV. Monitors are being installed. Furniture procurement is underway and is expected to arrive in late September.

On August 16 it is anticipated that the paperwork for the Certificate of Occupancy will be turned over to the Planning Board for approval. The goal is to have the building turned over to the Town by August 23rd. There will be a ribbon cutting scheduled on Friday, September 20th before the second home football game.

The Committee reviewed Requisition #13 from G&R Construction in the amount of \$279,2868.00 for July 2019 and includes 2.5% release of retainage. 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. Borrelli seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from GovConnection in the amount of \$461.07 for a server rack. 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 OccuHealth in the amount of \$1,450.00 for water quality testing services. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Borrelli seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Connectivity Point in the amount of \$1,706.17 for Phone system work. 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, Budget update, Req., Invoices, Anticipated cost log

D. Public Safety Complex & Fire Station #2

Keith Mercy (KBA) and Myles McDonough (Consigli) attended the meeting.

Mr. Sargent reported on the progress of the project. The project will go before the Dedham Zoning Board again next week. Stormwater management design issues have increased the anticipated cost and have led to possible alterations on the site layout. Once Dedham signs off the NEPA process can go forward. The Needham Planning Board approved the tower locations at HQ and RTS. The RTS and Dedham Towers are expected to be erected in the fall and the monopole will be erected in the spring. Equipment will be placed on the towers and monopole in the spring of 2020. The equipment needs to be installed and testing started by May 1, 2020.

Phase 1 steel is substantially complete. Concrete on decks is ongoing. Sitework at the temporary site at Hillside is almost done. The paving started today. The trailers should be on site some time next week. The tents are anticipated to be on site August 19th.

The Planning Board required a change in the fence on the north boundary and around the monopole. A chain link fence is in the specifications and was originally approved by the Planning Board. This would be an increase of approximately \$34,000. It would be consistent with the other fencing at the perimeter of the facility.

The Committee reviewed CO #7 from Consigli Construction in the amount of \$154,097.00 for fifteen adds and two credits. The change order was reviewed and approved by Mr. Sargent and Kaestle Boos. 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 #6 from Consigli Construction in the amount of \$1,484,955.89 for July 2019 services. The requisition was reviewed and approved by the Architect and Mr. Sargent. 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 Kaestle Boos Associates in the amounts of \$32,352.94 and \$664.82 for services thru July 2019. The invoices were reviewed and approved by Mr. Sargent. 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.

Handouts: Agenda, Req. 6, Invoices, CO #7, Budget Update, Consigli Dashboard

E. Sunita L. Williams (Hillside) Elementary School

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

Overall the project is 98% complete. The final paving started today in the back of the school. Striping will follow tomorrow. The sensory garden is being finished. There will be a Temporary Certificate of Occupancy, anticipated on August 19th, to allow the teachers to enter the building and then there will be another one to allow the children to enter.

There has been an error in the installation of the amphitheater steps. The Contractor is working on fixing it. Training for the custodians and Building Maintenance Dept. is anticipated next week. The punch list items are being addressed and the list has gone from 1,700 items to 400 items.

The Committee reviewed Requisition #22 from Bacon Construction in the amount of \$919,913.64 for construction services thru July 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. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed CO #17 from Bacon Construction in the amount of \$37,671.00 for nine 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 an invoice from Dore & Whittier Architects in the amount of \$44,623.87 for services thru July 2019. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Daedalus in the amount of \$23,912.00 for services thru July 2019. 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 Requisition #8 from Wayne J. Griffin Electric in the amount of \$950.00 for Solar PV construction services thru July 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. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed two invoices from PODS in the amounts of \$219.98 and \$339.98. The invoices were reviewed and approved by Mr. Haff. Mr. Kent made a motion that the

Committee approve the invoices for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed three invoices from Red Thread in the amounts of \$24,785.00, \$375,059.48, \$132,919.08 and \$3,886.08 for furniture. 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 Comtronics in the amount of \$9,016.00 for hand held radios. 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 four invoices from GovConnections in the amounts of \$6,696.00, \$2,788.40, \$63,850.52 and \$349.58 for various tech equipment. 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 an invoice from Flexible Business in the amount of \$846.38 for filewave support licenses. 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 Ockers Company in the amount of \$31,712.00 for AV Equipment. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from School Health in the amount of \$418.00 for a digital scale. 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 Flaghouse in the amounts of \$1,017.45 and \$36.13 for gym equipment. 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 an invoice from Gopher in the amount of \$798.00 for a storage cart. 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 Casey EMI in the amount of \$12,244.30 for custodial equipment. 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 Casey EMI in the amount of \$21,692.63 for custodial equipment. 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 Apple Inc. both in the amounts of \$11,193.00 for IMAC's. 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 two invoices from Apple Inc. in the amounts of \$1,474.00, \$98,515.00 and \$6,795.00 for computers and iPads. 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 three invoices from W.B. Mason in the amounts of \$1,517.69, \$576.00 and \$116.13 for office equipment. 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.

The Committee reviewed an invoice from Blick Art Materials in the amount of \$86.96 for a brush tub. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

There is gym equipment from Gerstung/Gym Thing that is proprietary and manufactured by only this company. The equipment is identical to equipment owned by the Town at the other elementary schools within the district and used for the gym programs. It is durable, and sturdy with a good life expectancy. The school requests PPBC approval to purchase this Gerstung/Gym Thing Equipment as a proprietary order. Mr. Kent made a motion that the Committee approve the proprietary purchase of the gym equipment from Gerstung/Gym Thing. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Req., Invoices, Budget Update, Pending CO Log

F. Rosemary Recreation Complex

The Committee reviewed an invoice from Recreonics in the amount of \$2,555.24 for a pool vacuum. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

G. High School Expansion

The Committee reviewed two invoices from Dore & Whittier Architects in the amounts of \$1,500.00 and \$500.00 for services thru June and July 2019. The invoices were 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 Engineers in the amount of \$6,250.00 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. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

H. School Master Plan Study

The draft RFQ had been emailed to the Committee for comments. The RFQ will be made available on August 7th and will be due on September 5th. Shortlisting will be done at the September 9th meeting and interviews, if necessary, will be conducted at the September 23rd meeting. The contract will be awarded by October 1st.

The funding for the study comes from the Pollard Middle School Planning appropriation of \$65,000 and the School Master Plan Study appropriation of \$125,000 for a total of \$190,000. The study will address among other issues, which school should be done first, Pollard Middle School or Mitchell Elementary School. It will look at whether Hillside Elementary School can be used as swing space and address the issue of swing space in general, which will be critical in the development of both Mitchell and Pollard. A need to understand the “Use Classification” for any reuse of existing facilities will be important.

Handouts: Outline of RFQ

I. Adjournment

The meeting was adjourned at 10:00 PM.

The next PPBC meeting is scheduled for Monday, August 19, 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.