

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: September 9, 2019	Time: 7:30 PM	Location: Library
Attendance		
PPBC Members:	Present: George Kent, Stuart Chandler, Richard Creem, Natasha Espada, Roy Schifilliti, Irwin Silverstein, Gene Voloshin Absent:	
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:	John Regan John Schlittler Dennis Condon Greg Bayes Susan Neckes Anne Gulati	Fleet Supervisor, Central Ave Storage Rep. Police Chief, Public Safety Complex/FS2 Rep. Fire Chief, Public Safety Complex/FS2 Rep. Mitchell School Principal, Mitchell Rep. School Committee, SLWES/School Master Plan Rep. School Finance Director, School Master Plan Rep.
Other Attendees:	Bob Lewis Jean Lukenda Keith Mercy Myles McDonough Dana Weeder Don Walter Bill Roche	DPW Assistant Superintendent Weston & Sampson Kaestle Boos Associates Consigli Construction Winter Street Architects Dore & Whittier Architect Daedalus Projects
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the August 19, 2019 PPBC meeting. Mr. Creem made a motion that the Committee approve the minutes as presented contingent upon correction of the attendance list. Mr. Silverstein seconded the motion. The motion was then voted upon and approved.

B. Central Ave Storage/Jack Cogswell Building

John Regan, Bob Lewis (DPW) and Jean Lukenda (Weston & Sampson) attended the meeting.

Mr. Gentile reported on the progress of the project. The construction phase is moving along. The roof for the first bay on the northwest corner is in place. The utilities are being installed. The tower base is in. The electrical grounding is installed. Tree and landscape planting are anticipated to begin soon. The water drain holding tank is currently incomplete due to unforeseen conditions.

The anticipated substantial completion date is being held as October 1st but will most likely move out.

The Committee reviewed CO #4 from Seaver Construction in the amount of \$39,640.06 for four adds. The change order was reviewed and approved by Mr. Gentile and Weston & Sampson. Mr. Kent made a motion that the Committee approve the change order. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #7 from Seaver Construction in the amount of \$358,556.00 for construction services thru August 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 Weston & Sampson Engineering in the amount of \$26,250.00 for services thru July 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.

The Committee reviewed an invoice from Rist-Frost-Shumway Engineers in the amount of \$1,500.00 for Solar Study Peer Review 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.

Mr. Gentile reviewed the current median strip landscaping design and cost estimate with the Committee. The new access route will change the traffic pattern into the RTS. It is believed that this will be an improvement and separate resident traffic going to the RTS from Town trucks coming and going to the Cogswell Building.

Mr. Kent made a motion that the Committee approve the plan as proposed not to exceed \$270,000 to be defined in detail to the satisfaction of Mr. Popper and Mr. Gentile and with the Select Board concurring with the decision to proceed. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Req., invoices, Schedule update, Budget update, Median plan and cost estimate

C. Public Safety Complex & Fire Station #2

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

Mr. Sargent reported on the progress of the project. The Dedham Zoning Board approved the tower. Stormwater management design issues have increased the anticipated cost and have led to alterations on the site layout. Once Dedham signs off the NEPA process can go forward. The Dedham Conservation Commission approved the project with a minor adjustment. The project will go before them again for final approval. The NEPA application was submitted and the comment phase is two months.

Motorola has completed the design review. The equipment has been ordered and will be delivered in December, stored at the Hillside School and installed in March 2020.

The slab on deck is being placed. The temporary Fire Station is lagging further from November to December 15th. The electrical panel needed to be resized and now is being custom built. This will push out the start of the Fire Station 2 portion of the project. The move over for Police Department to the Hillside space is unaffected.

The Committee reviewed CO #8 from Consigli Construction in the amount of \$270,631.00 for twenty-three adds and five 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 #7 from Consigli Construction in the amount of \$1,139,567.22 for August 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 \$622.36 for services thru August 2019. The invoices were reviewed and approved by Mr. Sargent. 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 an invoice from Motorola in the amount of \$302,569.20 for Communications system services. The invoice was reviewed and approved by Mr. Sargent. 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 UTS of Massachusetts in the amount of \$1,175.00 for material testing services. The invoice was reviewed and approved by Mr. Sargent. 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 UTS of Massachusetts in the amount of \$1,555.00 for material testing services. The invoice was reviewed and approved by Mr. Sargent. 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 Eversource Gas in the amount of \$8,532.91 for gas service to 28 Glen Gary Road. The invoice was reviewed and approved by 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 an invoice from Eversource Electric in the amount of \$2,104.00 for electric service to 88 Chestnut Street. The invoice was reviewed and approved by Mr. Sargent. 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 Rist-Frost-Shumway Engineers in the amount of \$4,634.00 for services thru July 2019. The invoice was reviewed and approved by Mr. Sargent. 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, Photos, Req., Invoices, CO, Budget Update, Consigli Dashboard, Intrasystems quote

D. Memorial Park Field House

Dana Weeder (Winter Street Architect) attended the meeting.

Mr. Retzky reported on the progress of the project. Documents for obtaining the Certificate of Occupancy are being gathered. Some additional welding is being done in order for the structural engineer to submit his affidavit.

Punch list items are being finished. The floors are being prepared for sealing. Painters are completing the touch-up work.

The Committee reviewed CO #7 from G&R Construction in the amount of \$57,346.00 for eight adds. The change order was reviewed and approved by Mr. Retzky and Winter Street. Mr. Kent made a motion that the Committee approve the change order. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #14 from G&R Construction in the amount of \$123,528.60 for August 2019. 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. Schifilliti 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 \$1,000.00 for services thru July 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 PSS #6 from Winter Street Architects in the amount of \$12,250.00 for extended construction administration services. The change order was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the change order. Mr. Voloshin 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 \$2,388.00 for services thru July 2019. The invoice was reviewed and approved by Mr. Retzky. 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 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. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Wastequip in the amount of \$866.00 for a 3-yard trash receptacle. 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, CO, Req., Invoices, Anticipated cost log, PSS#6, Invitation for Ribbon Cutting Ceremony

E. Mitchell Modular Classrooms

Greg Bayes (Principal) and Don Walter (Dore & Whitter) attended the meeting.

Mr. Retzky reported on the progress of the project. The Temporary Certificate of Occupancy was received, and school started on September 3rd. All renovation to the 2014 modular classrooms is complete. The water and air quality of the new modular building was tested, and all results are within allowable limits. Wi-Fi is working in the building. The fire alarms were testing and are working. The new walkway was completed. The landscaping and planting are in and the hydroseeding will occur soon.

All the furniture has been delivered and is in place. The new school sign is anticipated to be delivered and installed the week of September 16th.

The Committee reviewed CO #6 from Triumph Modular in the amount of \$160.00 for three adds and two credits. 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. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #7 and #8 from Triumph Modular in the amounts of \$114,001.19 for services thru August 2019 and \$39,925.84 for release of 2.5% of retainage. The requisitions were reviewed and approved by Dore & Whittier and Mr. Retzky. Mr. Kent made a motion that the Committee approve the requisitions 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 \$1,125.00 for services thru August 2019. 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 UTS of Massachusetts in the amount of \$645.00 for material testing services. 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.

The Committee reviewed an invoice from Wenger in the amount of \$5,378.00 for student chairs. 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.

The Committee reviewed an invoice from Virco in the amount of \$3,969.00 for student chairs. 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 Creative Office Environment in the amount of \$7,000.00 for room panels. 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.

The Committee reviewed an invoice from OccuHealth in the amount of \$3,969.00 for water and air testing. 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 Wakefield Moving in the amount of \$580.00 for moving services. 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.

Handouts: Agenda, Budget update

F. Sunita L. Williams (Hillside) Elementary School

Susan Neckes (School Committee), Don Walter (Dore & Whittier) and Bill Roche (Daedalus) attended the meeting.

Overall the project is 99.5% complete. The Temporary Certificate of Occupancy was obtained, and the school opened on September 3rd. The Contractor is finishing up the sensory garden. Punch list work is being completed. The amphitheater steps will be corrected to comply with the design intent.

It is anticipated that the solar array will be turned on this week.

Opening Day of School went well. It was noted that the parking lot is filled to capacity most days due to the larger than anticipated population of students that have enrolled (523 students) and the higher number of special education teachers. Ms. Neckes will discuss the issue with the School Superintendent.

The Committee reviewed Requisition #23 from Bacon Construction in the amount of \$518,846.69 for construction services thru August 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 #18 from Bacon Construction in the amount of \$55,607.00 for fifteen 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 \$38,101.90 for services thru August 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 an invoice from Daedalus in the amount of \$19,824.00 for services thru August 2019. The invoice was reviewed and approved by Mr. Haff. 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.

The Committee reviewed an invoice from PODS in the amount of \$219.98. 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 two invoices from UTS of Mass in the amounts of \$10,085.00 and \$1,295.00. 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 HiWay Safety in the amount of \$3,362.10. The invoice was reviewed and approved by Mr. Haff. 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.

The Committee reviewed an invoice from Warner Larson in the amount of \$1,266.30. 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 the final Requisition #7 from NELM in the amount of \$4,119.05 for Hillside Trail and play field. The requisition was reviewed and approved by Warner Larson 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.

Mr. Kent made a motion that the Committee approve the following FF&E invoices for payment:

School Specialty	Drying racks	\$ 1,007.68
School Specialty	Wedging board	\$ 269.96
School Specialty	Misc. Art Room Supplies	\$ 317.52
School Specialty	Misc. Art Room Supplies	\$ 16.68
School Specialty	Misc. Gym, SPED Supplies	\$ 4,351.36
School Specialty	Misc. Art Room Supplies	\$ 2,890.12
School Specialty	Wire Carts	\$ 1,709.92
School Specialty	Easel	\$ 143.06
School Specialty	Easels	\$ 9,948.30
School Specialty	Misc. Art Room Supplies	\$ 426.11
School Specialty	Misc. Gym, SPED Supplies	\$ 53.54
Casey EMI	MHEC Custodial equipment	\$ 570.00
Pulse Design Inc	Hillside Knoll Trail sign	\$ 2,813.00
Fun and Function	Two to one swing converter	\$ 112.98
Flaghouse, Inc.	Therapy mats	\$ 685.95
Needham Garden Center	2 Snowblowers	\$ 4,480.00
Wenger	Music Room FF&E	\$ 12,939.00
Nap Supplies	Brass Tags	\$ 1,186.15
School Health	Health Suite Equip	\$ 308.30
School Health	Health Suite Equip	\$ 428.82
West Music Co.	Glockenspiel	\$ 252.14
GMR, Inc.	Balance Beam	\$ 1,150.41

Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Kent made a motion that the Committee approve the following technology invoices for payment:

Padcaster	Padcaster Studio	\$ 3,318.00
Lego Education	Lego Wedo Kits	\$ 2,375.40
Kinderlab Robotics	KIBO 21 Kits	\$ 3,270.88
The Ockers Company	AV Equipment	\$ 5,410.00
GovConnection, Inc.	Laptop Attaches	\$ 299.64
ULINE Inc.	Equipment Carts	\$ 3,799.06
Terrapin Software	Hive Bundle for Bee-Bot	\$ 614.95
	Makey Makey Classic	
Joylabz LLC	Education Box	\$ 549.40

Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #3 from UTS of Mass for additional material testing services in the amount of \$7,000.00. Mr. Kent made a motion that the Committee approve the change order. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Req., CO, Invoices, Budget Update, Pending CO Log, letter Regarding floor strikes

G. High School Expansion

Mr. Haff reported that the final Certificate of Occupancy was received on May 31, 2019. Continuing chiller work is being done by the Town's Building Maintenance workers.

Consigli is looking for additional funds for the extended time they have spent on the project. Commissioning services may need to be extended.

The Committee reviewed Requisition #17 from Consigli Construction in the amount of \$27,700.44 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 an invoice from Rist-Frost-Shumway Engineers in the amount of \$1,750.00 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. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Req., Budget update

H. Adjournment

The meeting was adjourned at 10:45 PM.

The next PPBC meeting is scheduled for Monday, September 23, 2019 at 7:30 PM, at the Public Services Administration Building Charles River 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.