

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: October 7, 2019	Time: 7:30 PM	Location: Town Hall
Attendance		
PPBC Members:	Present: George Kent, Stuart Chandler, Richard Creem, Irwin Silverstein, Absent: Natasha Espada, Roy Schifilliti, Gene Voloshin	
BDCD Staff:	Steve Popper (Director of Design and Construction) Ken Sargent (Sr. Project Manager) Mike Retzky (Project Manager)	
User Representatives:	Michael Kascak Dennis Condon Matt Borrelli Rick Merson	Hillside Principal, Hillside/Williams Rep. Fire Chief, Public Safety Complex/FS2 Rep. Select Board /Memorial Park Rep. DPW Director, Central Ave Rep.
Other Attendees:	Don Walter Bill Roche Keith Mercy Myles McDonough Mike Richards	Dore & Whittier Architects, Inc. Daedalus Projects Kaestle Boos Associates Consigli Construction Weston & Sampson Engineers
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Sunita L. Williams (Hillside) Elementary School

Michael Kascak (Principal), Don Walter (Dore & Whittier) and Bill Roche (Daedalus) attended the meeting.

Mr. Roche reported on the progress of the project. FF&E and Technology items are still arriving on site. The Contractor and subs will be coming to the site on the coming holiday to finish punch list items. The door drop bar receiving tabs will be replaced by a tapered threshold, making them clearly visible. They should no longer be a potential tripping hazard. The steps to the amphitheater are mostly finished. The sensory garden is complete. The orange fences will be removed. The upcoming dedication ceremony scheduled for October 11th has spurred completion of the technology elements and the remaining punch list items.

The Committee reviewed CO #19 from Bacon Construction in the amount of \$32,718.29 for fifteen adds and two no cost items. 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. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #24 from Bacon Construction in the amount of \$831,582.38 for construction services thru September 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 Dore & Whittier Architects in the amount of \$14,908.67 for services thru September 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 an invoice from Daedalus in the amount of \$19,824.00 for services thru September 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 an invoice from UTS of Mass in the amount of \$1,525.00. 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.

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

West Music Co.	Musical Instruments	\$	14.68
Wayfair, LLC	Teachers lunch room items	\$	687.73
School Specialty	Misc Art Room, Gym, SPED Supplies	\$	50.36
School Specialty	Misc Art Room, Gym, SPED Supplies	\$	377.96
School Specialty	Misc Art Room, Gym, SPED Supplies	\$	9,930.10
School Specialty	Misc Art Room, Gym, SPED Supplies	\$	1,079.88
School Specialty	Misc Art Room, Gym, SPED Supplies	\$	350.96
School Specialty	Misc Art Room, Gym, SPED Supplies	\$	1,276.94
School Specialty	Misc Art Room, Gym, SPED Supplies	\$	255.88
School Specialty	Misc Art Room, Gym, SPED Supplies	\$	1,007.01
		\$	15,031.50

Mr. Silverstein 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:

Sphero	Bolt Power Pack	\$	2,250.00
	Sophos Central Endpoint Protection		
CherryRoad	Licenses	\$	644.68
Intra Systems Inc.	HVAC & Lighting Control Equip	\$	3,375.00
Intra Systems Inc.	HVAC & Lighting Control Equip	\$	1,800.00
Intra Systems Inc.	HVAC & Lighting Control Equip	\$	6,300.00
The Ockers Company	AV Equipment	\$	7,255.00
The Ockers Company	AV Equipment	\$	4,240.00
		\$	25,864.68

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

The Committee reviewed Requisition's #10 and #11 from Wayne J. Griffin Electric in the amounts of \$5,449.78 for services thru September 2019 and \$9,844.87 for partial release of retainage. The requisitions were reviewed and approved by Dore & Whittier and Mr. Haff. 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 Change Order #3 from Wayne J. Griffin Electric for a smart meter in the amount of \$5,735.75. 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 draft DCAM scores were reviewed. Most of the scores were in the mid 80's and 90's. Two sub-contractors were in the low 80's.

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

B. Public Safety Complex & Fire Station #2

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

Mr. Sargent reported on the progress of the project. The MOU with the MDOT is being delayed because the MDOT legal department is backed up and can't review, approve or sign the lease at this time. The lease has been prepared and has gotten all the approvals. A Permit at Risk is to be issued so that work can start on the communications tower in Dedham, however the Town would be at risk. The Committee is unhappy with the situation and will consult with the Town Manager. The goal is to build the tower this fall. Consigli will proceed to pull a permit with Dedham.

The Dedham Conservation Commission approved the project with a minor adjustment. The NEPA application was submitted and the comment phase is two months. It is anticipated that the final sign-offs will be obtained on October 10th or 11th.

Fire Station 1 slab on grade work is complete, except for the Apparatus Bay. The first-floor interior and exterior masonry is on-going. The interior and exterior framing on the second floor is underway. Rough MEP work is underway.

The temporary Fire Station 2 tent enclosure for the apparatus is complete. Interior framing in the tent is ongoing. The facility is anticipated to be finished in December. Substantial Completion of Fire Station 1 is anticipated on July 22, 2020. The overhead doors submittals are complete, and they should be delivered in mid-November.

The Committee reviewed CO #9 from Consigli Construction in the amount of \$471,235.93 for eighteen adds and four 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 #8 from Consigli Construction in the amount of \$2,055,599.46 for September 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 an invoice from Kaestle Boos Associates in the amount of \$32,352.94 for services thru September 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.

The Committee reviewed two invoices from UTS of Massachusetts in the amounts of \$4,355.00 and \$645.00 for material testing services. The invoices were 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 \$2,900.00 for services thru August 2019. 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 PSS #24 from Kaestle Boos Associates in the amount of \$30,360.00 for additional Communication Design services. The PSS was reviewed and approved by Mr. Sargent. Mr. Kent made a motion that the Committee approve the PSS. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Req., Invoices, CO, PSS, Budget Update, Consigli Dashboard

C. Memorial Park Field House

Matt Borrelli (Select Board) attended the meeting.

Mr. Retzky reported on the progress of the project. The Certificate of Occupancy was received on September 19th and the Ribbon cutting was held on September 20th. The building is being used by the Park & Forestry department, the High School, local athletic clubs and the Memorial Park Trustees. The concession stand is in use.

Various punch list items are being completed. The rolling gate hardware is anticipated soon. The equipment cages are being installed. The exterior is finished. Commissioning is ongoing. The 75-inch flat screen TV was replaced and is now operational.

Furniture is anticipated to arrive in late November or early December. All floors are sealed.

The Committee reviewed Requisition #14 from G&R Construction in the amount of \$2,925.00 for August 2019. The draft requisition amount, \$123,528.60, was voted on and approved last month instead of the final requisition amount of \$126,453.60, which resulted in an underpayment of \$2,925.00. Mr. Kent made a motion that the Committee approve the requisition difference for payment. Mr. Borrelli seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #15 from G&R Construction in the amount of \$88,409.67 for partial 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. 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 \$5,876.00 for services thru September 2019. 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 New Era Technology in the amount of \$48,704.84 for security cameras. The invoice was reviewed and approved by Mr. Retzky. 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 UTS of Mass in the amount of \$140.00. 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.

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

D. Central Ave Storage/Jack Cogswell Building

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

Mr. Gentile reported on the progress of the project. All walls are up and the roof for the enclosed storage is on. The utilities installation is underway. Sprinklers are being installed. The median strip excavation will start this week.

In order to install the technology, the building needs to be weatherized.

Building completion is anticipated approximately on October 25th. The median strip is anticipated to be complete on November 4th.

Consigli Construction came out today to walk the communication tower area and discuss coordination for the tower installation. It is anticipated that on October 24th a crane will arrive on site and lift the tower pieces. Installation will be complete by the following Tuesday. The tower is 180 feet tall. The Committee asked about a plan for securing the tower area.

The Committee reviewed CO #5 from Seaver Construction in the amount of \$289,784.27 for three adds including the median strip work. 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. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #8 from Seaver Construction in the amount of \$650,875.00 for construction services thru September 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. Merson 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 \$30,682.00 for services thru August 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 Kevin F. Murphy, Esq. in the amount of \$385.00 for services regarding the RTS land court filing. 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 UTS of Massachusetts in the amount of \$1,280.00 for material testing services thru September 2019. The invoice was reviewed and approved by Mr. Gentile. 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. Gentile reviewed the security equipment work proposed by New Era Technology. The quote is a bit over \$100,000. Conduit, fiber optic cable and running the fiber optic cable from the RTS site, installation of door card readers and five security cameras are included in the price.

Mr. Chandler made a motion that the Committee approve the security equipment plan as proposed. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Req., CO, invoices, Schedule update, Budget update

E. Adjournment

The meeting was adjourned at 9:35 PM.

The next PPBC meeting is scheduled for Monday, October 21, 2019 at 7:30 PM, at the Needham Town Hall Great Plain 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.