PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: October 21, 2019	Time: 7:30 PM	Location: Town Hall

Attendance

PPBC Members:	Present: George Kent, Richard Creem, Natasha Espada, Roy Schifilliti, Irwin Silverstein, Gene Voloshin Absent: Stuart Chandler	
BDCD Staff:	Steve Popper (Director of Design and Construction) Hank Haff (Sr. Project Manager) Mike Retzky (Project Manager) Steve Gentile (Project Manager)	
User Representatives:	Greg Bayse	Mitchell Principal, Mitchell Modulars Rep.
	Anne Gulati	School Finance Director/Emery Grover/School Master Plan Rep.
	Susan Neckes	School Committee/School Master Plan Rep.
Other Attendees:	Don Walter	Dore & Whittier Architects, Inc.
	Reese Schroeder	Bargmann Hendrie & Archetype
	Dan Gutekanst	School Superintendent
	Michael Greis	School Committee
	Andrea Carter Longo	School Committee
	Connie Barr	School Committee
	Aaron Pressman	School Committee
	Michele Rogers	Dore & Whittier Architects, Inc.
	Jason Boone	Dore & Whittier Architects, Inc.
	Michael Pirollo	Dore & Whittier Architects, Inc.
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the September 23, 2019 PPBC meeting. Mr. Schifilliti 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. Mitchell Modular Classrooms

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

Mr. Retzky reported on the progress of the project. The landscape restoration is complete. A small sum of $5,000 will be withheld to cover any replacement planting or hydroseeding necessary in the spring. Punch list work is ongoing. The new A1 phone is installed and will programmed. The new school sign with message board has been installed.

The public address and bell system stopped functioning with the attempted integration of the modular classrooms. A quote was received to fix the issue for approximately $23,000. Mr. Retzky will proceed with the procurement.

The Committee reviewed CO #7 from Triumph Modular in the credit amount of $7,069.38 for two 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 #9 from Triumph Modular in the amount of $79,812.01 for services thru October 15, 2019. The requisition was reviewed and approved by Dore & Whittier and Mr. Retzky. Mr. Kent made a motion that the Committee approve the requisitions for payment. Mr. Silverstein 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 September 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 three invoices from CDW-G in the amounts of $1,934.80, $174.90 and $323.00 for audio visual equipment. The invoices were 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 Creative Office Environments in the amount of $729.90 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. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed two invoices from Art Seventy in the amounts of $270.18 and $9,550.00 for the school sign. The invoices were 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 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 Red Thread in the amount of $12,579.52 for furniture. 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 CDW-G in the amount of $2,218.00 for audio visual equipment. 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 an invoice from Hub Technical in the amount of $2,329.75 for switches. 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

C. <u>Emery Grover Building Study</u>

Anne Gulati (School Finance Director), Michael Greis, Andrea Longo Carter, Connie Barr, Aaron Pressman, Susan Neckes (School Committee), Dan Gutekanst (School Superintendent) and Reese Schroeder (BH+A) attended the meeting.

Mr. Schroeder reviewed test fits at three sites: the Emery Grover Building, the Stephen Palmer building and the Hillside School building.

At the Emery Grover Building the desire is to preserve the building while fitting in all the desired programming. The architect looked at adding a daycare center and the school technology department. It was felt that there was not enough space for these two additional programs. There is not enough parking for the building size. There are 50 spaces where 114 spaces are needed to satisfy zoning requirements. By taking out the daycare center and the school technology department and reducing the size of the building, additional parking spaces can be put on the site. However, there still will not be enough unless street parking is included. By using the Emery Grover building, CPA fund may be available for the renovation. It was suggested that the architect once again look at maintaining the existing frontage and gutting the remaining portion of the building. There would be no possibility for future growth at this site.

It has been determined that development of the Emery Grover Building for rental or condominiums represents a value in the 1 to 3 million dollar range.

The lease on the Stephen Palmer Building expires in 2027. There is a possibility that the lease can be terminated sooner. A set back of twenty-five feet on all sides will be necessary. If the parcel only includes the current building area and parking lot a new building on the site could not exceed 20,385 square feet and 24,384 square feet is needed to fit the total program. A two-story building would allow 73 parking spaces and a three-story building would allow 81 parking spaces. The program with the daycare center would exceed the zoning FAR. There would be no possibility for future growth.

The Hillside School was looked at. The building would most likely be taken down and a new structure built. In the current interior test fit the building has no elevator and is not accessible. A two-story building of 24,384 square feet an option for an additional building of 23,166 square feet could be fit on the site for future growth. Everything can fit on this site.

All the scenarios would require a special permit from the planning board and likely a variance from the zoning board.

The Committee reviewed an invoice from Bargmann Hendrie + Archetype in the amount of $9,800.00 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. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Various Scenarios

D. School Master Plan Study

Susan Neckes (School Committee) Anne Gulati (School Finance Director), Michael Greis, Andrea Longo Carter, Connie Barr, Aaron Pressman (School Committee), Dan Gutekanst (School Superintendent), Don Walter, Michele Rogers, Jason Boone and Michael Pirollo (Dore & Whittier) attended the meeting.

An outline of the study was presented to the Committee. Phase 1 will consist of information gathering, touring the schools and interviews with staff, identify issues and develop potential solutions. This period will start in the beginning of November 2019 and finish in March 2020. The impact of facility constraints on schedule and program will be reviewed. Issues and needs will be identified over the next three to five years and over the next five to ten years. Opportunities will be identified. Potential solutions with cost estimates will be developed with list of options and test fits. Swing space options will be investigated. Past studies will be reviewed and incorporated in the information mix.

Phase 2, which will include options open to the community, will start in March 2020. A phasing plan with preferred options will be identified and evaluated to get to the final solutions. Time and estimated costs will be developed. The final report is anticipated to be complete in June 2020.

A working group will be established to meet and discuss the project. The Town is conducting a 2025 study to understand development with in the Town. The results of this study will not be available until February or March at the earliest.

The goal is to have a realistic study that allows the Town and Select Board to prioritize the sequence of projects.

Handouts: None

E. Project Invoices

Central Ave DPW Storage/Jack Cogswell Building

The Committee reviewed an invoice from Weston & Sampson in the amount of $29,696.00 for services in 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.

High School Expansion

The Committee reviewed an invoice from Rist-Frost-Shumway Engineers in the amount of $2,537.50 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. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Rosemary Recreation Complex

The Committee reviewed an invoice from Red Thread in the amount of $1,007.16 for filing cabinets. 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 New Era Technology in the amount of $6,662.38 for three security cameras. 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.

Sunita L. Williams (Hillside) Elementary School

The Committee reviewed an invoice from HiWay Safety in the amount of $4,637.90. 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 four invoices from Supply Works in the amounts of $706.00, $1,665.12, $99.37 and $299.00 for tool sets and lockers. 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 Harbor Networks in the amount of $41,149.82 for the phone system. 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 Rist-Frost-Shumway Engineers in the amount of $1,430.00 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 an invoice from Rist-Frost-Shumway Engineers in the amount of $1080.00 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.

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

The Committee reviewed an invoice from West Music in the amount of $14.72 for rain sticks. 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 two invoices from School Health in the amounts of $23.70 and $286.42 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 Sign Works in the amount of $657.00 for the dedication sign. 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.

Public Safety Complex

The Committee reviewed two invoices from Comm. Of Mass Norfolk Sheriff's office in the amounts of $384 each for police details. 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.

F. Adjournment

The meeting was adjourned at 9:45 PM.
The next PPBC meeting is scheduled for Monday, November 4, 2019 at 7:30 PM, at the Needham Town 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.