

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: November 4, 2019

Time: 7:30 PM

Location: Needham Library

Attendance

PPBC Members: Present: George Kent, Stuart Chandler, Richard Creem, Irwin Silverstein, Gene Voloshin
Absent: Natasha Espada, Roy Schifilliti

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: Michael Kascak Hillside Principal, Hillside/Williams Rep.
Susan Neckes School Committee, Hillside/Williams Rep.
Dennis Condon Fire Chief, Public Safety Complex/FS2 Rep.
Mark Forbes Memorial Park Trustee/Memorial Park. Rep.
Matt Borrelli Select Board /Memorial Park Rep.
Rick Merson DPW Director, Central Ave Rep.
John Regan Fleet Supervisor, Central Ave Storage Rep.

Other Attendees: Don Walter Dore & Whittier Architects, Inc.
Keith Mercy Kaestle Boos Associates
Myles McDonough Consigli Construction
Mike Richards Weston & Sampson Engineers

Minutes prepared by: BDCD Staff

A. Approval of Minutes

The Committee reviewed the minutes from the October 7 and October 21, 2019 PPBC meetings. Mr. Kent made a motion that the Committee approve the minutes as presented. Mr. Creem seconded the motion. The motion was then voted upon and approved.

B. Sunita L. Williams (Hillside) Elementary School

Michael Kascak (Principal), Susan Neckes (School Committee), Don Walter (Dore & Whittier) and Hank Haff (BDCD) attended the meeting.

Mr. Haff reported on the progress of the project. The project is 99% complete and the Contractor and subs are coming to the site on early release days, Saturdays and holidays to finish punch list items. Building, landscape, FF&E and Technology punch-lists are getting shorter, but some items may not be fully complete until next spring. The steps to the amphitheater are finished. The dedication ceremony on October 11th was a success, with

Sunita Williams and her family, members of her High School and Annapolis graduating classes, MSBA and other local and state dignitaries present.

Mr. Haff made note of the current status of the FF&E and Technology budgets that both had now exceeded the original budget in large part due to the student enrollment experienced on opening day. Mr. Kascak indicated that the enrollment is now 523 students and additional chairs, desks and technology is needed to support this student population. Ample Owner's Contingency is available to cover these expenditures as noted in the overall project budget.

The Committee reviewed CO #20 from Bacon Construction in the amount of \$52,766.00 for ten added 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 #25 from Bacon Construction in the amount of \$396,859.58 for construction services thru October 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 \$16,001.21 for services thru October 2019. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Kascak seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Daedalus in the amount of \$9,000.00 for services thru October 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 Requisition's #12R from Wayne J. Griffin Electric in the amounts of \$5,115.96 for services thru October 2019 for full 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. Voloshin 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	Large Chess Set for the playground	\$	582.89
School Specialty	Stools and a kindergarten work bench	\$	1,023.73
		\$	1,606.62

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:

USI	Laminator	\$	1,059.00
USI	Laminator	\$	1,299.95

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

Handouts: Agenda, Photos, Req., CO, Invoices, Budget Update, Anticipated CO Log, FF&E update and Technology update

C. Public Safety Complex & Fire Station #2

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

Mr. Sargent and Mr. McDonough reported on the progress of the project. Communications: The MOU with the MDOT is still in limbo, but the process is proceeding under the permit at risk. Mobilization is occurring this week and the permit application is in and awaiting approval. The hope is to place the foundation next week. No negative responses on the NEPA applications and hopefully these will be closed out in the next two weeks. Motorola will be delivering the first of the equipment later this month.

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 generator is installed, and the boilers delivered into the basement. Weather continues to hamper the schedule with AVB, and roof install delayed. While there is a two week or more buffer in the schedule, there is concern with the day by day loss in the schedule due to weather. Various alternatives for remedying the delay were discussed in order to get the building closed in. The roof is the biggest issue due to the fact it cannot be enclosed to allow work on wet days. Consigli will work on a plan to make up/mitigate weather losses.

The temporary Fire Station 2 tent enclosure for the apparatus is complete. Interior rooms are complete, flooring is being installed. The facility is anticipated to be finished for a December 6th move in. Interior work is essentially complete, with pass thru glass and wall base being installed this week.

The Committee reviewed CO #10 from Consigli Construction in the amount of \$64,594.00 for eleven adds. 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. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #9 from Consigli Construction in the amount of \$2,224,801.21 for October 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. Chandler 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 October 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 an invoice from UTS of Massachusetts in the amount of \$900.00 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. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Intra Systems in the amount of \$84,926.76 for IT equipment thru October 2019. 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 the Town of Needham in the amount of \$492.00 for Police details. The invoice was reviewed and approved by Mr. Sargent. Mr. Kent made a motion that the Committee approve the invoice. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from the Town of Westwood in the amount of \$429.52 for Police details. The invoice was reviewed and approved by Mr. Sargent. Mr. Kent made a motion that the Committee approve the invoice. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed invoices from the Town of Dover in the amounts of \$475.00 and \$400.00 for Police details. The invoices were reviewed and approved by Mr. Sargent. Mr. Kent made a motion that the Committee approve the invoices. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

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

D. Memorial Park Field House

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

Mr. Retzky reported on the progress of the project. A construction update was provided per the agenda (hand-out).

Various punch list items were completed last month. The rolling gate hardware for the storage cages is still on back order. The equipment/storage cages are in place and awaiting the rolling gate hardware installation. Commissioning is ongoing. Mr. Retzky noted there are some concerns with the initial HVAC system testing and balancing report. The CFM was not meeting design capacity. ATCO, the HVAC subcontractor, was back on site with the testing company re-testing and balancing the system today. We are working with the Architect, the HVAC/Mechanical designer (CA Crowley), RFS Engineering, ATCO and the HVAC system manufacturer (BRYANT) to address and resolve the issue. We will evaluate today's test report upon receipt with all parties.

Furniture delivery for the field house has been confirmed for December 11, 2019 with Red Thread (furniture supplier).

The Committee reviewed Change Order #08 from G&R Construction in the amount of \$29,165.00. This CO included the following CR's: CR#10AR1, CR#30R1, CR#44, CR#45R2, CR#46R1 and CR#48R1. Mr. Retzky reviewed each of the CR's with the Committee and they were recommended by both the Architect and Mr. Retzky. Mr. Kent made a motion that the Committee approve the Change Order. Mr. Creem seconded the motion. The motion was then voted and approved unanimously.

The Committee reviewed Requisition #16 thru October 2019 from G&R Construction in the amount of \$56,453.93 for work items completed under the contract and a 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. Borrelli seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice dated October 11, 2019 from Rist-Frost-Shumway Engineers in the amount of \$2,373.00 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.

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

E. Central Ave Storage/Jack Cogswell Building

Rick Merson (DPW), John Regan (DPW), Mike Richards (Weston & Sampson) and Steve Gentile (BDGD) attended the meeting.

Mr. Gentile reported on the progress of the project. The project is 95% complete, striping of pavement is expected soon. Landscape Architect will walk site tomorrow to prepare final as-built drawing for Certificate of Occupancy. Package will be presented to Planning tomorrow. Outstanding issues include; Land Court, rumble strip and Fire Alarm radio Signal. Engineers controlled construction affidavits will be pursued for Building Inspector later this week. Mr. Silverstein inquired on the nature of the rumble strips. Mr. Merson indicated that raised devices would be impacted by snowplowing. Mr. Kent inquired on the DPW start date. DPW is expected to start using the site the week of November 12, 2019. The Police/Fire communication tower will be installed starting on November 14, 2019. Mr. Merson reported that DPW will be able to work around the tower install activities. There is no planned opening day and the question as to whether a building plaque will be installed will be considered further.

The Committee reviewed Requisition #9 from Seaver Construction in the amount of \$912,194.00 for construction services thru October 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. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #2 from UTS of Massachusetts in the amount of \$4,200.00 for additional material testing services. The Proposal was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the PSS. Mr. Merson seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed three invoices from UTS of Massachusetts in the amounts of \$300.00, \$3,730.00 and \$890.00 for material testing services thru September 2019. The invoices were reviewed and approved by Mr. Gentile. 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.

Handouts: Agenda, Photos, Req., invoices, PSS, Budget update

F. Reorganization

The Committee discussed the reorganization for the Committee leadership and agreed that the succession plan will be effective as of January 1, 2020 with the intent to rotate leadership on a yearly basis

Mr. Kent made a motion that Mr. Chandler assume Chair of the PPBC effective January 1, 2020. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Silverstein made a motion that Mr. Creem assume Vice-Chair of the PPBC effective January 1, 2020. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Kent will advise the Select Board and Town Manager as to the changes.

G. Adjournment

The meeting was adjourned at 9:35 PM.
The next PPBC meeting is scheduled for Monday, November 18, 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.