PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: December 16, 2019	Time: 7:30 PM	Location: Library

Attendance

PPBC Members:	Present: George Kent, Stuart Chandler, Richard Creem, Roy Schifilliti, Irwin Silverstein Absent: Natasha Espada, Gene Voloshin	
BDCD Staff:	Steve Popper (Director) Hank Haff (Sr. Project Manager) Mike Retzky (Project Manager) Steve Gentile (Project Manager)	
User Representatives:	Rick Merson	DPW Director, Central Ave Rep.
	John Regan	DPW Director, Central Ave Rep.
	Susan Neckes	School Committee, Williams Rep, School Master Plan Rep.
	Anne Gulati	School Finance Director, School Master Plan Rep.
Other Attendees:	Don Walter	Dore & Whittier Architects, Inc.
	Michele Rogers	Dore & Whittier Architects, Inc.
	Jason Boone	Dore & Whittier Architects, Inc.
	Glen Gollrad	Dore & Whittier Architects, Inc.
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the December 2, 2019 PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes as presented. Mr. Chandler seconded the motion. The motion was then voted upon and approved.

B. Central Ave Storage/Jack Cogswell Building

Rick Merson, John Regan (DPW) and Steve Gentile (BDCD) attended the meeting.

Mr. Gentile reported on the progress of the project. The construction is complete. The temporary Certificate of Occupancy has been extended because the land court issues are not complete. All paperwork has been submitted to the Building Department for the Certificate of Occupancy. Punch list items are being completed.

The fencing posts for the fencing around the tower have been installed. The chain link will be installed soon. A snow fence has been put up as a temporary measure. The DPW has requested a scissor lift for the building. A quote was obtained for the equipment in the amount of $17,650.00. There were no objections to proceeding with this purchase.

A hold has been put on installation of solar panels. The Town needs to decide on how to proceed on a town wide basis. One issue with this site is that Eversource only allows one solar hook up per site and the building site is now a part of the RTS site which has the large solar array. New regulations and clarifications are anticipated from the Mass. Dept. of Energy Resources in January 2020 which will affect solar applications at the site.

The Committee reviewed CO #6 from Seaver Construction in the amount of $14,870.15 for four adds and one credit. 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. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #10 from Seaver Construction in the amount of $229,805.00 for construction services thru November 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 New Era Technology in the amount of $96,680.00 for security camera and cabling. The invoice was reviewed and approved by Mr. Gentile. 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 PermaLine in the amount of $611.45 for traffic signs. The invoice was reviewed and approved by Mr. Gentile. 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 three invoices from the Town of Needham in the amounts of $296.00, $328.00 and $296.00 for police details. The invoices were reviewed and approved by Mr. Gentile. 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, Req., CO, Invoices, Budget update, Solar Update

C. <u>Rosemary Recreation Complex</u>

Mike Retzky (BDCD) attended the meeting.

Mr. Retzky reported that the outstanding items have been finished. The GC has been cooperative in coming back to resolve issues as they arise. The $41,000.00 credit from the sewer change is coming thru BH+A. The manuals detailing procedures for opening and closing the pool are being finalized.

There are a few remaining items to finished before the project can be closed out. It is anticipated that it can be closed out at the beginning of 2020.

The Committee reviewed Requisition #22 thru November 2019 from G&R Construction in the amount of $10,000.00 to release the last of the retainage. The requisition was reviewed and approved by the 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.

Handouts: Req, Anticipated cost log, Budget update

D. Mitchell Modular Classrooms

Don Walter, Michele Rogers (Dore & Whitter), Hank Haff and Mike Retzky (BDCD) attended the meeting attended the meeting.

Mr. Retzky reported on the progress of the project. The cubbies for the 2014 modular building have been delivered and will be installed as soon as possible. The PA amplifier installation is anticipated to occur over the winter school break. Change Order #8 will be coming and includes the railing repair on the 2014 modular building, removal and replacement of landscape timbers and bathroom faucet switch out.

The silt fence removal has been scheduled. Follow-up landscape inspections have been scheduled. The two-year follow-up is part of the order of conditions from the Conservation Commission and is required to obtain the certificate of compliance. The monitoring during the two-year period is being done by a LEC thru Dore & Whittier Architects and apply only to the plantings in the buffer zone. The landscape plantings put in out side the buffer zone will be replaced by the GC if they do not survive the one-year warranty period.

The Committee would like to be informed when funds can be rescinded.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of $2,574.12 for services thru November 2019. The invoice was reviewed and approved by Mr. Retzky. 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 two invoices from Red Thread in the amounts of $40,420.98, and $662.08 for furniture and equipment. The invoices were reviewed and approved by Mr. Retzky. 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, Invoices, Budget update, Info on Order of Conditions

E. School Master Plan Study

Susan Neckes (School Committee), Anne Gulati (School Finance Director), Don Walter, Michele Rogers, Jason Boone and Glen Gollrad (D&W) attended the meeting.

Dore & Whittier has been gathering information on the school sites. Mr. Gollrad and their consultants have visited all the sites and Mr. Boone has interviewed the principals. The building and system conditions are being reviewed and the existing facilities conditions report is being prepared. Draft reports are anticipated to be ready in two weeks' time. The next phase is to identify issues to be resolved and solutions to explore.

Using Hillside School in the future as a swing space for school purposes would be extremely expensive. Because the Police station will be using the building as a temporary facility during the construction of the new police station the use of the building has been re-classified as business use. Before the building could be used as a school again it would have to be brought up to current code for educational buildings. This would require bringing it up to code for seismic, wind and snow loads. A sprinkler system, a code compliant fire alarm system, an electrical system upgrade and a new mechanical system would be required. Accessibility issues may also need to be addressed. The cost for these renovations has been estimated to be approximately $16.7M and is deemed inadvisable.

Handouts: None

F. Sunita L. Williams (Hillside) Elementary School

Susan Neckes (School Committee) and Hank Haff (BDCD) attended the meeting.

The Committee reviewed the DCAM evaluation of Wayne J. Griffin Electric on the Solar Array work. A DCAM rating of 96 was given. They responded and coordinated well with Bacon Construction. They did a good job on the project.

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

Intra Systems	Building Management System	$ 1,800.00
Whalley Computer	Wireless Access	$ 4,930.00
CDW-G	Cables, microphones, batteries, cases	$ 2,365.10
CDW-G	Cables, microphones, batteries, cases	$ 19.50
CDW-G	Cables, microphones, batteries, cases	$ 168.00
CDW-G	Cables, microphones, batteries, cases	$ 432.00
CDW-G	Cables, microphones, batteries, cases	$ 1,325.00
Apple Inc.	Logitech Crayons	$ 1,998.00
		$ 13,037.60

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 FF&E invoices for payment:

Gerstung/Gym Thing	Gymnasium Equipment	$	14,685.00
W.B. Mason	Office Items	$	2,778.34
W.B. Mason	Headphones	$	239.60
		$	17,702.94

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

The Committee reviewed the final invoice from Daedalus Projects in the amount of $646.00. 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 from Rist-Frost-Shumway Engineers in the amount of $810.00 for services thru November 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.

Handouts: Invoices

G. Other Business

Mr. Chandler made a motion to recognize in the meeting minutes Mr. Kent's long-term chairing of the PPBC and acknowledge a deep appreciation for his leadership to the Committee as he steps off the Chair. He will continue to serve on the Committee, but his role as Chair has been invaluable over the years. Mr. Schifilliti seconded the motion. The motion was voted upon and approved unanimously.

H. Adjournment

The meeting was adjourned at 9:20 PM.
The next PPBC meeting is scheduled for Monday, January 6, 2020 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.