

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: January 6, 2020	Time: 7:30 PM	Location: Library
Attendance		
PPBC Members:	Present: Stuart Chandler, Richard Creem, Natasha Espada, George Kent, Irwin Silverstein, Gene Voloshin Absent: Roy Schifilliti	
BDCD Staff:	Steve Popper (Director of Design and Construction) Hank Haff (Sr. Project Manager) Mike Retzky (Project Manager)	
User Representatives:	Susan Neckes John Schlittler Dennis Condon	School Committee, Hillside/Williams Rep. Police Chief, Public Safety Complex/FS2 Rep. Fire Chief, Public Safety Complex/FS2 Rep.
Other Attendees:	Don Walter Keith Mercy Myles McDonough	Dore & Whittier Architects, Inc. Kaestle Boos Associates Consigli Construction
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the December 16, 2019 PPBC meeting. Mr. Silverstein made a motion that the Committee approve the minutes as presented. Mr. Kent seconded the motion. The motion was then voted upon and approved.

B. Sunita L. Williams (Hillside) Elementary School

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 focus has been on the closeout punch-list and change order items. Good progress was made over the winter school break. Most of the hallway door threshold work is done. The third floor remains to be finished. Security camera work and training are ongoing.

Site work will be finished in the spring. The closeout work associated with the Conservation Commission order of conditions will be open until at least September.

The disposal of the furniture at the Hillside School is being handled by the School Department.

The new snow removal equipment arrived today. It was ordered because salt can not be used on the new concrete surfaces during the first year because of warranty issues.

The Committee reviewed CO #22 from Bacon Construction in the amount of \$78,005.00 for fifteen added cost items. The change order was reviewed and approved by Mr. Haff and Dore & Whittier. Mr. Chandler made a motion that the Committee approve the change order. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #27 from Bacon Construction in the amount of \$195,700.38 for construction services thru December 2019. The requisition was reviewed and approved by Dore & Whittier and Mr. Haff. Mr. Chandler 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.

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

CDW-G	Cables, microphones	\$	272.50
DataCal	Cafeteria Pin Pads	\$	657.25
Gerstung Gym Thing	Gym Equipment	\$	1,500.00
Red Thread	Mobile Art Carts	\$	2,460.48
Red Thread	Furniture	\$	19,739.97
Red Thread	Furniture	\$	6,995.74
Screen Flex	Portable Screens	\$	1,687.00
Dore & Whittier Architects	Dec 2019 Services	\$	16,086.50

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

Energy rebate are anticipated. Notification will be sent to the Select Board, the School Committee and the Finance Committee.

Handouts: Agenda, Req., CO, Invoice summary, Budget Update, Anticipated CO Log

C. Memorial Park Field House

Mike Retzky (BDCD) attended the meeting.

Mr. Retzky reported on the progress of the project. The contractor and subs are finishing the final outstanding items. The HVAC system air exchange issue is being worked on. The CFM is still not meeting its design limits. The Architect, the HVAC/Mechanical designer (CA Crowley), RFS Engineering, ATCO and the HVAC system manufacturer (BRYANT) are working to address and resolve the issue.

The furniture was delivered December 11th. The chain link storage cages are in place. The space is ready for the user groups to move back into the building. A user agreement is being developed by the Town Manager for the groups.

Acoustical treatment is needed in the multi-purpose and board rooms. The architect has made some suggestions and an acoustical engineer will be meeting with Mr. Retzky tomorrow to review the architect's suggestions and look at the rooms.

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

Rist-Frost-Shumway Engineers	Commissioning 11/19	\$2,267.00
Red Thread	Furniture	\$59,133.89

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

Handouts: Agenda, Invoices, Anticipated cost log, Budget update

D. Public Safety Complex & Fire Station #2

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

Mr. Popper and Mr. McDonough reported on the progress of the project. The MOU with the MDOT is still in process. Consigli has placed the tower foundation on site. The tower components have been fabricated and are being stored in NELLO Corporation's yard in New Hampshire and will be shipped to the site when the permit is in hand and erection is ready to commence.

The agreement with American Tower needs to be finalized.

The brick work is almost done on Fire Station 1. The overhead doors in the vehicle maintenance bays are complete and the apparatus bay overhead door installation is underway. There have been 21 days lost due to weather so far and 14 days lost in the schedule.

Rough MEP is ongoing. Metal panels are going up. Interior and exterior framing is substantially complete.

The temporary Fire Station 2 will be ready for occupancy by the end of this week. The Building Department will have to sign off on this. The move from Fire Station 2 to the temporary facility at Hillside is scheduled for January 16. The electric panel and fire alarm design issue contributed to the schedule delay from December to January.

The moveout of Fire Station 2 is anticipated to take two weeks to complete. Fencing will be installed and abatement inside the building will be done first. The utilities will be cut and capped. Demo is expected to be finished by mid-March.

The Committee reviewed CO #12 from Consigli Construction in the amount of \$473,044.00 for sixteen adds. These included four allowance overruns. The change order was reviewed and approved by Mr. Sargent and Kaestle Boos. Mr. Chandler 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 #11 from Consigli Construction in the amount of \$1,153,910.29 for December 2019 services. The requisition was reviewed and approved by the Architect and Mr. Sargent. Mr. Chandler 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. Chandler made a motion that the Committee approve the following invoices for payment:

Kaestle Boos Associates	Arch Services 12/19	\$32,352.94
Rist-Frost-Shumway Engineers	Commissioning 11/19	\$1,022.00
UTS of Mass	Materials Testing 11/19	\$1,550.00
Milton CAT	Generator Rental 11/19	\$2,812.50
IntraSystems	Bldg. Management System	\$1,800.00
Grainger	Temp FS2 Appliances	\$4,860.14

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

\$75,000.00 was added to the project budget, as reflected on the Budget Summary, to account for Owners Project Management Services that was not accounted for in the original budget development. Contingency for the project currently stands at just below \$3 million.

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

E. Adjournment

The meeting was adjourned at 9:30 PM.

The next PPBC meeting is scheduled for Monday, January 27, 2020 at 7:30 PM, at the Public Services Admin Bldg. 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.