PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: May 11, 2020	Time: 7:30 PM	Location: Zoom Cloud Meeting

Attendance	All attendance was done remotely	
PPBC Members:	Present: Stuart Chandler, Richard Creem, George Kent, 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	Sunita Williams Principal, Hillside/Williams Rep.
	John Schlittler	Police Chief, Public Safety Complex/FS2 Rep.
	Dennis Condon	Fire Chief, Public Safety Complex/FS2 Rep.
Other Attendees:	Don Walter	Dore & Whittier Architects, Inc.
	Michael McKeon	Kaestle Boos Associates
	Keith Mercy	Kaestle Boos Associates
	Myles McDonough	Consigli Construction
	Roger MacDonald	IT Director
	Matt Tocchio	IT Network Manager
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on May 7, 2020 as a:

Virtual Meeting on Zoom Cloud Meetings

MEETING ID # 821 9654 6483

PASSWORD 003174

with the following instructions:

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A. Approval of Minutes

The Committee reviewed the minutes from the April 27, 2020 PPBC meeting. Mr. Creem made a motion that the Committee approve the minutes as presented. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously 5 yeas - 0 nays – 0 abstain.

B. Sunita L. Williams (Hillside) Elementary School

Michael Kascak (Principal), Don Walter (Dore & Whittier) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported on the progress of the project. The project is 99.9% complete with most divisions at 100%. The remaining work is for punch-list and warranty items. The Covid-19 virus has slowed down the completion of these items. Work thru April included the delivery of attic stock, repairs to the kitchen milk refrigerator, installation and painting of cage around roof access in stair #2, updates on technology, submission and review of the O&M manuals. The concrete sidewalks have been power washed. Concrete sealant will be applied when temperatures are above 50 degrees. Site work and landscaping is anticipated to proceed soon as temperatures warm up.

The final walk thru will be scheduled. The security system server and drives are being replaced under warranty. Minor HVAC issues are being addressed.

Mr. Kascak reported that teachers stop in to return teaching materials and pick up new materials. The students left personal items at the school and protocols for dealing with returning them are being developed.

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

Bacon Construction	April 2020 Services/Retainage Release	$ 43,641.83

Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

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

Tucker Library	Shelf Canopy	$4,488.37

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

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

Brodart	Library Cart	$ 637.00

Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

Documents: Agenda, Req., Invoice summary, Anticipated CO Log

C. Public Safety Complex & Fire Station 2

John Schlittler (Police Chief), Dennis Condon (Fire Chief), Michael McKeon, Keith Mercy (KBA), Myles McDonough (Consigli), Matt Tocchio (IT Network Manager), Ken Sargent and Mike Retzky (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. A draft lease was received from MDOT. The draft requires an insurance umbrella of $10M be carried by the contractor whereas the permit required $6M, which is what the contractor is carrying. The lease also is requiring the Town to carry insurance umbrella for the project and post a bond for the disassembly of the tower if needed in the future. These issues may be problematic and David Davison, Finance Director, is being consulted.

Sections of the tower at the Norfolk County Sheriff site are being erected. The shed and surface work are completed. Equipment will then be placed on the tower at the Jack Cogswell Building and the Headquarters building monopole and equipment will follow.

The type of antenna for the American Tower installation has been changed. The lease was revised to include this change. This change requires a new advertisement in the Central Register for a 30-day posting requirement. The thirty day period is over on June 12th and equipment installation can commence after this date. The lease starts on July 1st.

The MEP rough and finish work in the Fire Station 1 apparatus bay is mostly complete. Painting in that area is mostly complete. Metal panel work is ongoing around to the Chestnut Street side. MEP work in the basement is ongoing. Millwork is substantially complete on the 2nd floor and ongoing on the 1st floor. Ceiling work on both floors is ongoing. Bathroom tile work is complete and fixtures are being installed. Flooring has started on the 2nd floor.

Fire Station 2 concrete footing work is ongoing. Excavation is complete in the northeast corner. The utility cut and cap is complete.

At least two weeks was lost in the schedule due to the Covid19 pandemic. The anticipated substantial completion dates are now August/September 2020 for Fire Station 1, August/September 2021 for Fire Station 2 and January/February 2022 for the Police Station.

Manpower on the site is still challenging as some of the trade workers are electing not to work. Sub-contractors are having a hard time getting workers as they can collect more on unemployment than from working.

The technology for the building is on the critical path. Quotes are being obtained and contracts are being processed as quickly as possible with delays in processing of the paperwork impacting schedule.

Consigli has reviewed the drawings of all three buildings. Pricing is still coming in for some elements. A rough breakdown break down of the change orders is 50% design errors and omissions, 35% owner directed changes and 15% site unknowns. There is currently roughly $1.9M in contingency.

The Committee reviewed PSS #30 from Kaestle Boos Associates for Asbestos Testing and Air Quality Monitoring in the amount of $3,531.00. Mr. Chandler made a motion that the

Committee approve the PSS. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

The Committee reviewed PSS #31 from Kaestle Boos Associates for Additional FCC Licensing Services in the amount of $110.00. Mr. Chandler made a motion that the Committee approve the PSS. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:
Kaestle Boos Associates April 2020 Services PSS#14 $42,552.94
Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:
Kaestle Boos Associates April 2020 Services PSS#30 $3,531.00
Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:
Kaestle Boos Associates April 2020 Services PSS#31 $110.00
Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:
Milton CAT April 2020 Generator Rental $2,612.50
Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:
Town of Needham April 2020 Police Details $1,791.50
Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain

Mr. Chandler made a motion that the Committee approve the following invoice for payment:
Consigli Construction Req. #15 April 2020 $1,771,406.37
Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

The Committee reviewed CO #16 from Consigli Construction in the amount of $214,672.00 for fifteen adds and four credits. The change order was reviewed and approved by Mr. Sargent and Kaestle Boos Associates. Mr. Chandler made a motion that the Committee approve the change order. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

Documents: Agenda, Req., CO, PSS's, Invoices, Updated budget, Anticipated Cost Log, Consigli Dashboard, Photos

D. Chairs Meeting

Mr. Popper reported that the Emery Grover Building Study options at the 1330 Highland Avenue site were shared at the Chairs Meeting. The group felt that any decision on the Emery Grover Building should wait until the School Master Plan is complete. It was suggested that the Historical Commission should also be brought up to date on the study. An important part of any decision regarding the building is the availability of CPA funding. It is anticipated that the School Department will lead this inquiry.

The solar panel investigation for the Jack Cogswell Building was also discussed. The group agreed on pursuing the use of solar power at the site. David Davison indicated that funds for placing solar on the building would have to be borrowed and the borrowing environment at this time is not good. The installation cost is estimated at $750,000, a significant amount and concerns about the best use of these funds were raised. The project should be presented to the Finance Committee for review.

In order to make the best recommendation to the Town, the design by Weston & Sampson and the application fees will go forward.

E. Central Ave Storage/Jack Cogswell Building

Mr. Gentile reported that the DPW will not be able work on the knot weed removal from the woods as originally arranged. Seaver Construction has given a quote of $1,000 for a chemical treatment. It was noted that the herbicide should be compliant with Town approved treatments. It was also noted that the treatment should be an injection treatment and not a topical treatment. Mr. Gentile will request a quote for injection treatment.

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

ATS Equipment	Scissor Lift	$17,650.00
Beacon Integrated Solutions	April 2020 Services	$ 2,992.50

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously 5 yeas - 0 nays – 0 abstain.

F. Emery Grover Building Study

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

Bargmann Hendrie + Architype	March/April Services	$ 13,000.00

Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously 5 yeas - 0 nays – 0 abstain.

G. School Master Plan Study

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

Dore & Whittier Architects	Master Plan Services 4/20	$ 28,606.25

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously 5 yeas - 0 nays – 0 abstain.

H. Adjournment

The meeting was adjourned at 9:21 PM.
The next PPBC meeting is scheduled for Tuesday, May 26, 2020 and will start at **7:00 PM**, as a Zoom meeting.

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.