

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: October 5, 2020

Time: 7:00 PM

Location: Zoom Cloud Meeting

Attendance

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: Susan Neckes School Committee, School Master Plan Rep.
Michael Kascak Sunita Williams Principal, Hillside/Williams Rep.
Dennis Condon Fire Chief, Public Safety Complex/FS2 Rep.
John Schlittler Police Chief, Public Safety Complex/FS2 Rep.

Other Attendees: Donald Walter Dore & Whittier Architects
Michael McKeon Kaestle Boos Associates
Myles McDonough Consigli Construction

Minutes prepared by: Kathryn Copley Administrative Specialist

This meeting was posted on the Town web site on September 29, 2020 as a:

Virtual Meeting on Zoom Cloud Meetings

Meeting ID # 88414728107

<https://us02web.zoom.us/j/88414728107>

with the following instructions:

To view and participate in this virtual meeting on your computer, at the above date and time, go to [www.zoom.us](https://us02web.zoom.us/j/88414728107), click “Join a Meeting” and enter the Meeting ID: 884-1472-8107 Or join the meeting at link: <https://us02web.zoom.us/j/88414728107>

A. Approval of Minutes

The Committee reviewed the minutes from the September 21, 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 5 yeas - 0 nays – 2 abstain.

B. Sunita L. Williams (Hillside) Elementary School

Susan Neckes (School Committee), 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 99.99% complete. The contractor is working to closing out the remaining sub-contractor O&M manuals, As-Builts and change order work. The Conservation Commission approved the Certificate of Compliance on the Order of Conditions at their meeting on September 24th. The landscape warranty period ends at the end of July 2021. To cover this work and to allow the contractors contract to be closed out, a bond or escrow for the landscape work will be investigated.

The project received the LEED Silver rating with 53 points out of 50 needed for the designation.

The MSBA's Close-out and audit phase has been initiated. A conference call has been set up for next week to discuss the next steps. The closeout paperwork indicates that all invoices need to be paid before the audit can begin. The Contractor and the Architect will prepare their final invoices by the end of October for PPBC approval on 11/9/20. If the documents are delivered to the MSBA by December 31, 2020 it is anticipated that the process could be finished as soon as April 15, 2021.

The upcoming sidewalk refurbishment work under the direction of the DPW on Cefalo and Sunset Roads will not be submitted to the MSBA as it is not an eligible cost.

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

Bacon Construction	September 2020 Services/Retainage Release	\$ 9,066.41
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Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

Documents: Agenda, Req., LEED Score card, Budget Summary

C. School Master Plan Study

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

The School Committee is scheduled to have a final public hearing on the School Master Plan on October 6th and are anticipated to vote on the preferred option.

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

Dore & Whittier Architects	September 2020 Services	\$ 7,615.05
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Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas – 0 nays – 0 abstain.

D. Public Safety Complex & Fire Station 2

John Schlittler (Police Chief), Dennis Condon (Fire Chief), Keith Mercy (KBA), Myles McDonough (Consigli), Ken Sargent and Mike Retzky (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. The Phase 1 landscaping around the Fire Headquarters is being installed. The Communication System is complete and the permit signoffs are being gathered. It is anticipated that the Phase 2 demolition of the old Fire/Police HQ building will begin this coming week, possibly on Wednesday. Site demolition has already started.

The Eversource bypass work is holding up the removal of the transformer. Apparently that transformer is servicing several sites. Eversource has known of the need for the bypass work since last year.

The soils work at Fire Station 2 is closed out and the foundation work is complete as is most of the back filling. Steel erection is anticipated to start this week. Under slab utility work and the stair/elevator tower masonry work is ongoing.

The Risk Assessment meeting determination was to install a vapor barrier. No passive or active monitoring is required.

Mr. Sargent reviewed the anticipated cost log. Concerns about the contingency balance were raised. Frustration on the extent of the design related change orders was expressed, and discussion will be held on the subject at the next PPBC meeting. The lack of proper structural design to hang the historic bell in the bell tower was a current example.

The updated anticipated substantial completion dates are October/November 2021 for Fire Station 2 and January/February 2022 for completion of the Public Safety Complex.

Mr. Chandler made a motion that the Committee approve the following change order:

Consigli Construction	CO #21	\$ 600,770.00
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Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following PSS's:

Kaestle Boos Associates	PSS#36 Geotech Services	\$ 4,627.00
Kaestle Boos Associates	PSS#38 Lic Site Professional	\$ 50,100.00

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

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

Consigli Construction	Req. #20 September 2020	\$1,366,307.53
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Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

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

Kaestle Boos Associates	September 2020 Services	\$ 35,752.94
Kaestle Boos Associates	September 2020 Services	\$ 4,627.00
Kaestle Boos Associates	September 2020 Services	\$ 2,315.23

Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following invoices for payment within the FF&E budget:

WESCO	Dispatch Consoles	\$ 4,634.35
WESCO	Dispatch Consoles	\$ 26,636.08
WESCO	Dispatch Consoles	\$ 59,336.19

Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

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

Motorola	Communications System	\$ 39,391.00
Ockers Co.	Aruba Wireless	\$ 335.20
Ockers Co.	Aruba Wireless	\$ 1,768.29
Ockers Co.	Aruba Wireless	\$ 4,200.00
Ockers Co.	Audio / Video Equipment	\$ 8,010.00
Ockers Co.	Audio / Video Equipment	\$ 19,989.00
Ockers Co.	Audio / Video Equipment	\$ 78,606.18
Ockers Co.	Audio / Video Equipment	\$ 1,979.00
Ockers Co.	Audio / Video Equipment	\$ 36,626.79
Ockers Co.	Audio / Video Equipment	\$ 23,200.00
Harbor Networks	Phones	\$ 355.00
Harbor Networks	Phones	\$ 35.50
Harbor Networks	Phones	\$ 1,414.32
ComTech	VOIP Needham Police 911	\$ 7,565.36

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain

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

UTS of Mass	FS2 Sept Materials testing	\$ 4,690.00
Town of Needham	Sept. 15, 2020 Police Detail	\$ 356.00

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain

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

E. Ridge Hill Demolition Feasibility Study

Mike Retzky (BDCCD) attended the meeting remotely.

Mr. Kent questioned whether the PPBC was required to vote to approve invoices for the project since it is not a PPBC project. Voting proceeded in case it was necessary.

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

Dore & Whittier Arch.	August Services	\$ 12,675.00
Dore & Whittier Arch.	September Services	\$ 4,875.00

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

F. Memorial Park Field House

Mike Retzky (BDCD) attended the meeting remotely.

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

Winter Street Arch.	Closeout/Construction Admin Services	\$ 20,905.00
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Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain

G. High School Expansion

Hank Haff (BDCD) attended the meeting remotely.

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

ENE Systems	Modulating Actuator	\$ 2,647.13
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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 8:37 PM.

The next PPBC meeting is scheduled for Monday, October 19, 2020 at 7:00 PM, as a Virtual Meeting on Zoom Cloud Meetings.

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.