

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: November 9, 2020

Time: 7:00 PM

Location: Zoom Cloud Meeting

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)
Ken Sargent (Sr. Project Manager)
Mike Retzky (Project Manager)
Steve Gentile (Project Manager)

User Representatives: 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
Michele Rogers Dore & Whittier Architects
Michael McKeon Kaestle Boos Associates
Keith Mercy Kaestle Boos Associates
Myles McDonough Consigli Construction

Minutes prepared by: Kathryn Copley Administrative Specialist

This meeting was posted on the Town web site on November 3, 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 October 19, 2020 PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes as presented. Mr. Silverstein seconded the motion. The motion was then voted upon and approved 5 yeas - 0 nays – 0 abstain.

B. Sunita L. Williams (Hillside) Elementary School

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

Mr. Haff reported on the progress of the project. The project is 100% complete and only minor warranty work is ongoing. The LEED Silver plaque has been installed in the front hall of the school. The Conservation Commission certificate of compliance was received and has been sent for filing at the Norfolk County Registry of Deeds.

The O&M manuals, As-Builts and digital versions have been distributed to the Building Maintenance Department.

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, the bond is being retained thru the end of this period.

The MSBA's Close-out process is ongoing, and audit phase has been initiated. It is anticipated that all documents will be delivered to the MSBA by December 31, 2020 and the audit could be finished as soon as April 15, 2021.

The sidewalk refurbishment work under the direction of the DPW on Cefalo and Sunset Roads is now anticipated to be done in the spring of 2021.

Mr. Haff reviewed the DCAMM 100% evaluation for Dore & Whittier Architects. A score of 4 out of 4 was given. It was felt that they have done an excellent job on the project and performed admirably on all fronts. Mr. Kent made a motion that the Committee approve the DCAMM designer evaluation as presented. 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 requisition for payment:

Bacon Construction October 2020 Services Final Req. \$ 29,741.99

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:

Dore & Whittier Architects October 2020 Services Final inv. \$ 10,487.66

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:

Red Thread Retainage Release for FF&E \$ 5,000.00

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

Documents: Agenda, Req., Invoices, Designer 100% evaluation, Budget Summary

C. School Master Plan Study

Hank Haff (BD CD) attended the meeting remotely.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:
Dore & Whittier Architects October 2020 Services \$ 7,615.05
Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously -
6 yeas – 0 nays – 0 abstain.

D. Mitchell Modular Classrooms

Mike Retzky (BD CD) attended the meeting remotely.

Mr. Retzky reported on the progress of the project. The contractor worked on completing the rest of the change order work and miscellaneous warranty work. A few closeout documents are being chased by the contractor.

Final landscape warranty items are being addressed by the contractor. Ten replacement plants are being sourced by the contractor's landscape subcontractor. The landscape restoration inspection period requirement by the Conservation Commission's Order of Conditions ends in late August 2021. There is approximately \$120,000 left in the project contingency.

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

Triumph Modular Thru October 2020 Final req. \$ 3,588.15
Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

Documents: Agenda, Req., Budget Summary

E. Public Safety Complex & Fire Station 2

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

Mr. Sargent reported on the progress of the project. Phase 2 demolition of the old Fire/Police headquarters on Chestnut Street is complete. The Phase 2 excavation is underway, and no surprises have been discovered. The communications system permit signoffs have been received. Eversource completed the bypass at School Street and removed the transformer last week.

The soils work at Fire Station 2 is complete and final closeout of all related contaminated soil costs will happen in the spring. Steel erection is mostly complete, and detailing is ongoing. Under slab utility work is ongoing and the stair/elevator tower masonry work is complete.

Mr. Sargent reviewed the anticipated cost log. The burn rate is currently below the anticipated rate and will be clearer in January.

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

An issue with the Fire HQ steam showers has become evident. The showers were converted from regular showers to steam showers during design. Garcia Galuska DeSousa, Inc., the plumbing engineer, changed the design to incorporate steam showers but retained the acrylic coated fiberglass insert in their specification. The architectural drawings however carried a tile design. The work was bought out with the acrylic lined inserts which have started to bubble.

Rebuilding of the seven showers is currently estimated to cost somewhere between \$52,000 and \$99,000 depending on the salvageability of the shower doors and estimate assumptions. Both KBA and Consigli had responsibility in reviewing the specifications and drawings. This discrepancy was not picked up during the submittal review process. KBA is in discussion with Mr. Popper and Consigli Construction on how to go forward with the correction of the bubbling acrylic inserts. The architect has acknowledged culpability and is reporting that there will be a change order, but they anticipate near \$0 liability to the Town. There should be an update on the situation in two weeks.

Mr. Chandler made a motion that the Committee approve the following change order which include the COVID costs from April to October:

Consigli Construction	CO #22	\$ 222,139.00
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Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

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

Consigli Construction	Req. #21 October 2020	\$1,149,762.27
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Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

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

Kaestle Boos Associates	October 2020 Services	\$ 35,752.94
Kaestle Boos Associates	October 2020 Services	\$ 1,117.05
Kaestle Boos Associates	October 2020 Services	\$ 4,345.00
Kaestle Boos Associates	October 2020 Services	\$ 4,675.00

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

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

W. B. Mason	Waste Baskets	\$ 53.10
W. B. Mason	Waste Baskets	\$ 116.63
W. B. Mason	Waste Baskets	\$ 89.91
Grainger	Hardware	\$ 24.73

Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

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

Ockers Co.	Audio / Video Equipment	\$ 1,289.60
Ockers Co.	Audio / Video Equipment	\$ 9,125.00
Harbor Networks	Phones	\$ 14,820.86

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain

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

PODS	BX Repositioning	\$ 74.00
PODS	BX 10/26/20 – 11/25/20	\$ 114.99
PODS	CP 10/19/20 – 11/18/20	\$ 114.99
Town of Needham	Police Details 10/13,14,15	\$ 1,068.00
Town of Needham	Police Details 10/19,20,21,22	\$ 1,424.00
Town of Needham	Police Details 10/26,27,28	\$ 1,068.00
Town of Westwood	Oct. 23, 2020 Police Detail	\$ 429.52
UTS of Mass	FS2 Oct Materials testing	\$ 390.00
UTS of Mass	FS2 Oct Materials testing	\$ 2,925.00

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain

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

F. Other Business

PPBC Chair

Last November the Committee discussed rotating the chair yearly. It was revisited and a suggestion was made to extend the term to two years to maintain continuity. The Committee felt that that would be acceptable.

School Master Plan

It was noted that the School Committee did vote on a preferred option D1 in the School Master Plan. Significant funding will need to be requested to enable realization of the Plan. An amount of \$3.6M for design would be required at the May 2021 Annual Town Meeting to move forward on the Option D timeline. The role that the Committee takes in these discussions needs to be defined. A proposed modified approach to implementation will be discussed at the next PPBC meeting on November 23rd. Priority upgrades in several schools are needed.

The School Department will present the School Master Plan as well as the Emery Grover Study to the Select Board on Tuesday November 24th.

The DPW has been carrying CIP funds of \$1.2M for the Pollard HVAC system for four years. It is important to understand how interim upgrades fit into the Master Plan so that a minimum of wasted work is done.

G. Adjournment

The meeting was adjourned at 8:53 PM.

The next PPBC meeting is scheduled for Monday, November 23, 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.