PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: November 23, 2020	Time: 7:00 PM	Location: Zoom Cloud

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:	Susan Neckes	School Committee, School Master Plan Rep.
	Anne Gulati	School Finance Director/School Master Plan
	Dennis Condon	Fire Chief, Public Safety Complex/FS2 Rep.
	John Schlittler	Police Chief, Public Safety Complex/FS2 Rep.
	Carys Lustig	Interim DPW Director
	Matt Borelli	Select Board, Memorial Park Rep.
Other Attendees:	Moe Handel	Select Board
	Kate Fitzpatrick	Town Manager
	Barry Dulong	Director of Building Maintenance
	Donald Walter	Dore & Whittier Architects
	Michele Rogers	Dore & Whittier Architects
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on November 17, 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, 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 November 9, 2020 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 5 yeas - 0 nays – 0 abstain.

B. Ridge Hill Demolition Plan Study

Moe Handel (Select Board), Kate Fitzpatrick (Town Manager), Barry Dulong (Building Maintenance) and Mike Retzky (BDCD) attended the meeting remotely.

Mr. Retzky reported on the study informally to the Committee. Dore & Whittier Architects was hired to conduct the study early this year and the study is now complete. The focus of the study is the demolition of the manor house and the garage and excludes the barn. The estimated construction and design costs to demolish these two structures originally included conservative assumptions related to contaminated soils. At the suggestion of the Committee in September, further investigation was initiated, and a ground penetrating radar company was hired to locate any underground storage tanks. One was found intact near the garage and removed. The soil around the tank was tested and no contamination was found.

The construction cost estimate has been reduced to $756,891 from $855,000. Asbestos was found in the manor house and allowances have been included for unknown hazardous materials removal.

At this time the project is not technically under the PPBC's oversight. Ms. Fitzpatrick indicated that funds for the project were being included in the Capital Improvement Plan and will be requested at the May 2021 Annual Town Meeting with language indicating that it will be under the direction of the Town Manager and PPBC.

The Committee was asked to send any further comments to Mr. Retzky.

C. School Master Plan Study

Susan Neckes (School Committee), Anne Gulati (School Finance Director), Barry Dulong (Building Maintenance), Don Walter, Michele Rogers (D&W) and Hank Haff (BDCD) attended the meeting remotely.

The School Committee voted on a preferred option, D1, in the School Master Plan. Option D1 consist of the following:

- High Rock becomes an Elementary School (6ES & One 6-8MS) Mitchell rebuilt as a 3-classrooms /grade level ES, High Rock repurposed as a 3 classrooms /grade ES, Pollard Add/Reno as a 6-8 MS. – The timeline for construction would be from April 2023 thru September 2027 (78 months in total from initial design funding) and is estimated at a total current day cost of $208M ($252M when escalated) in addition to capital improvement projects totaling $1.5M.

The Pollard project would be a non-MSBA project and the Mitchell School would hopefully be funded in part by the MSBA. This option is the most efficient option and has the lowest cost and most rapid schedule.

The Finance Committee and the Finance Director are looking into the financial impact funding the projects would have on the town debt cap. In discussions with the Finance Committee, a modified plan was proposed. It would involve a more limited first step to Option D1 if there is a delay in implementing the School Master Plan schedule and would allow the start of the process as early as this spring. It is strongly suggested that Option D cannot be deferred indefinitely.

The modified plan would focus on the Pollard School, which has serious system deficiencies and requires immediate attention. It would start with a feasibility study that looks at programming and space use layouts, identify short term priority capital improvements that would be consistent with the long-term goals and below the code triggering upgrades. It is important to understand how interim upgrades fit into the Master Plan so that a minimum of wasted work is done. The modified approach was approved by the School Committee. Capital improvement funding would be requested at the May 2021 Annual Town Meeting in the range of $280,000 for the study.

Pollard School will require infrastructure work which includes enhanced electrical supply, the installation of LED lighting and HVAC work. The DPW (BMD) has been carrying CIP funds of $1.2M for the Pollard HVAC system for four years and Dore & Whittier has projected a need of spending $2M per year on upgrades until such time that rehabilitation of the school were possible.

The Mitchell School will be kept running until it can be replaced. The school will require several capital improvement projects, including a boiler replacement, to maintain it until that time.

D. Public Safety Complex & Fire Station 2

John Schlittler (Police Chief), Dennis Condon (Fire Chief), Ken Sargent and Mike Retzky (BDCD) attended the meeting remotely.

Mr. Sargent reported that foundation work continues at the Chestnut Street site and steel detailing is ongoing at the Fire Station #2 site.

Mr. Chandler made a motion that the Committee approve the following requisition for payment for the COVID costs from April to October:

Consigli Construction	Req. #22 Covid Costs	$112,443.00

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 within the Technology budget:

Ockers Co.	Audio / Video Equipment	$ 25,642.00
Ockers Co.	Audio / Video Equipment	$ 98,994.21
Ockers Co.	Aruba Wireless PD 7 FD	$ 20,928.51
Ockers Co.	Aruba Wireless PD 7 FD	$ 3,972.20
Ockers Co.	Audio / Video Equipment	$ 941.00

Mr. Schifilliti 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:

Rist Frost Shumway	Commissioning Services	$ 4,755.00
Town of Needham	Police Details 11/9,10,12,13	$ 1,424.00

Milton CAT	Generator Rental Nov. 2020	$ 2,612.50

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

Documents: Req., Invoices

E. Central Ave Storage/Jack Cogswell Building

Carys Lustig, Barry Dulong (DPW) and Steve Gentile (BDCD) attended the meeting.

Mr. Gentile reported on the status of the project. The project has been complete for one year. The plantings have survived and are in good shape and are under the Conservation Commission Order of Conditions for another year. The Temporary Certificate of Occupancy will be renewed until the parcels are consolidated and the Order of Conditions is met. The plantings in the island are also doing well but are not part of the Order of Conditions.

The weather station is installed but a website needs to be set up in order to access the data.

The building has been used more by Town personnel than anticipated due to the Covid pandemic. It is being used as a staging area where workers gather outside in the mornings and pick up equipment. During the colder months ahead, the interior space will be used more. Installation of a Building Maintenance System is being requested by the DPW. Currenting the heat is set at 55 degrees and having a BMS would allow setting different temperatures during the day and reducing it at night and on weekends. A quote of $15,451 was obtained from ENE Systems to install the BMS.

Mr. Chandler made a motion that the Committee go forward with ENE Systems to install a Building Management System in the building. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously 7 yeas - 0 nays – 0 abstain.

Handouts: Agenda, ENE proposal, budget update

F. Memorial Park Field House

Matt Borrelli (Select Board) and Mike Retzky (BDCD) attended the meeting remotely.

Mr. Retzky reported that the acoustical panels were installed and that the acoustical engineer returned to make sound measurements. It was determined that the panels are working as anticipated.

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

G&R Construction	Req. #19 Final	$28,966.00

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

Handouts: Agenda, Req., budget update

G. Rosemary Recreation Complex

Mike Retzky (BDCD) attended the meeting remotely.

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

Archetype Signworks	Dedication Plaque	$ 1,910.00

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

H. Mitchell Modular Classrooms

Mike Retzky (BDCD) attended the meeting remotely.

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

Dore & Whittier Architects	October 2020 Services	$ 1,108.00

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

I. 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 it would make sense to do this to maintain continuity.

Mr. Kent made a motion that the Committee extend the terms of Stuart Chandler as Chair and Richard Creem as Vice Chair for another year and then reevaluate at that time. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

J. Adjournment

The meeting was adjourned at 8:30 PM.
The next PPBC meeting is scheduled for Monday, December 14, 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.