

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: February 8, 2021	Time: 7:00 PM	Location: Zoom Cloud Meeting
------------------------	---------------	------------------------------

Attendance		
PPBC Members:	Present: Stuart Chandler, Richard Creem, Natasha Espada, George Kent, Roy Schifilliti, Irwin Silverstein, Gene Voloshin Absent:	
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:	John Schlittler Dennis Condon	Police Chief, Public Safety Complex/FS2 Rep. Fire Chief, Public Safety Complex/FS2 Rep.
Other Attendees:	Keith Mercy Myles McDonough	Kaestle Boos Associates Consigli Construction
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on February 3, 2021 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 January 11, 2021 PPBC meeting. Mr. Schifilliti 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. Public Safety Complex & Fire Station 2

Dennis Condon (Fire Chief), John Schlittler (Police Chief), 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. The Chestnut Street Phase 2 sally port walls are complete. The exterior/interior backfill/waterproofing is ongoing. The car port wall is approximately 75% complete. Snowy weather has impacted the progress. More snow is forecasted for tomorrow and may lead to further delays.

The Fire Station 2 slab on grade and slab on deck is poured. Mechanical, electrical and plumbing work is underway on the lower level including the generator. Masonry CMU work is ongoing on the main level and the lower level. The exterior framing is underway.

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 the same at this time.

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

Consigli Construction	CO #25	\$ 384,800.00
-----------------------	--------	---------------

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 PSS:

Kaestle Boos Associates	PSS#44 Credit for PSS#14	\$ -52,207.00
-------------------------	--------------------------	---------------

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:

Rist-Frost-Shumway	PSS#1 Additional Commissioning	\$ 7,920.00
--------------------	--------------------------------	-------------

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 requisition, which includes release of \$565,626.28 FHQ retainage, for payment:

Consigli Construction	Req. #25 January 2021	\$1,787,481.41
-----------------------	-----------------------	----------------

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 invoices for payment:

Kaestle Boos Associates	January 2021 Services	\$ 32,352.94
-------------------------	-----------------------	--------------

Kaestle Boos Associates	January 2021 Services	\$ 1,258.18
-------------------------	-----------------------	-------------

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 invoice for payment within the Technology budget subject to the submission of backup documentation:

Ockers Company	Audio/Video Equipment	\$ 7,287.00
----------------	-----------------------	-------------

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 invoices for payment:

PODS	BX 1/26/21 – 2/25/21	\$ 114.99
PODS	CP 1/19/21 – 2/18/21	\$ 114.99
Milton CAT	Generator Rental Feb. 2021	\$ 2,612.50
Town of Needham	Police Details 1/7/21	\$ 333.75
UTS of Mass	Dec/Jan Materials testing FD2	\$ 1,575.00
UTS of Mass	Dec/Jan Materials testing PD	\$ 2,815.00
Rist-Frost-Shumway	Dec. Commissioning	\$ 1,585.00

Mr. Creem 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

C. Public Safety Complex & Fire Station 2 Appropriation

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

A request will be made at the May 2021 Town Meeting for additional funds, primarily due to COVID-19 expenses and contaminated soils found at Fire Station #2.

Mr. Popper reported that the current unspent/unencumbered amount remaining on the project was \$112,865. By projecting a change rate of \$80,000/month over a duration of 11 months added to the current Anticipated Cost Log (ACL) of \$694,221 a residual shortfall of \$1.46M results and an additional appropriation of \$1.5M instead of the original projection of \$1.7M would suffice. Of note, over the last 6 months the burn rate for added changes to the project had dropped to under \$65,000/month, thus rendering use of the prior \$80,000/month burn rate conservative in this projection. This is a reasonable outcome considering that some of the earlier changes resulted in costs that affected similar details in FS#2 and PDHQ and thus had already been accounted for in the project budget adjustments.

It is noteworthy that if one were to use the \$65,000/month in the analysis the shortfall would be reduced to about \$1.35M which coincidentally is the amount of the contaminated soils remediation and COVID (to-date plus future) that affects the projects budget to completion. The ACL also included an uptick in the Hillside School parking lot restoration to \$300K from a prior \$160K, to account for uncertainty with regard to the scope as it pertains to a Planning Board Decision requiring the site to be brought back to its original condition.

A discussion pursued over the amount of the additional funds to be requested. Recognizing that any unspent money would be returned to the Town and not wanting to go back to Town

Meeting for any additional request the Committee believed that a conservative outlook should be taken and voted that the supplemental appropriation remain at the \$1.7M originally forecasted.

Mr. Silverstein made a motion that the additional appropriation amount requested at the May 2021 Town Meeting remain at the \$1.7M originally forecasted amount to support the contingency to the end of the project. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 9 yeas - 0 nays – 0 abstain.

D. Adjournment

The meeting was adjourned at 8:05 PM.

The next PPBC meeting is scheduled for Monday, February 22, 2021 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.