

# PERMANENT PUBLIC BUILDING COMMITTEE

## TOWN OF NEEDHAM

### MINUTES OF MEETING

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Date: July 12, 2021

Time: 7:00 PM

Location: Zoom Cloud Meeting

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#### Attendance

PPBC Members: Present: Stuart Chandler, Richard Creem, George Kent, Roy Schifilliti  
Gene Voloshin  
Absent: Irwin Silverstein

BDCD Staff: Steve Popper (Director of Design and Construction)  
Hank Haff (Sr. Project Manager)  
Ken Sargent (Sr. Project Manager)  
Mike Retzky (Project Manager)

#### User Representatives:

|                  |                  |                                                  |
|------------------|------------------|--------------------------------------------------|
| Other Attendees: | Keith Mercy      | Kaestle Boos Associates                          |
|                  | Myles McDonough  | Consigli Construction                            |
|                  | Carys Lustig     | Director of Public Works                         |
|                  | Cecilia Simchak  | Director of Finance & Admin. for Public Services |
|                  | Barry Dulong     | Director of Building Maintenance                 |
|                  | Shannon Nelligan | Assistant Director of Building Maintenance       |
|                  | Steve Gentile    | Building Maintenance Project Manager             |

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Minutes prepared by: Kathryn Copley Administrative Specialist

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This meeting was posted on the Town web site on July 6, 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 June 14, 2021 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 – 0 abstain.

B. Public Safety Complex & Fire Station 2

Keith Mercy (KBA), Myles McDonough (Consigli), Ken Sargent and Mike Retzky (BDGD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project

The Chestnut Street Phase 2 exterior waterproofing is mostly complete. The detention and sally port concrete masonry block work are complete. Interior stud installation is mostly complete. Roof work has started although the heavy rain over the last two weeks has hampered the progress. Mechanical, electrical, and plumbing work is ongoing throughout the building. Window work has started.

The Fire Station 2 exterior brick work is complete. Mechanical, electrical, and plumbing work is ongoing throughout the building. Sheetrock is substantially complete. Painting and tile work are underway throughout the building. The curtain wall/windows are underway. The curtain wall passed the water test. The ceiling grid work has started. The building is weather tight and has experienced no water intrusion due to the rain.

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

Mr. Sargent reviewed the anticipated cost log (ACL) which totals \$274,581. The future COVID-19 costs line item increased to reflect the remaining balance out of the \$340,000 additional funds obtained for these costs. It is anticipated that the unused portion would be rescinded. There is a \$32,143 cost for a landing pad and cage for the slide pole at FS2. The slide pole may not be installed, and this added cost may not materialize. The Fire Chief will be making the decision on the pole.

The Building Inspector noted that Stairwell #2 will need to be brought into compliance as a second means of egress. It was designed to be a training tower but also acts as a second means of egress. The anticipated cost for adding the necessary in-fill is in the \$30,000 range and will be added to the ACL next month.

The current contingency balance is at \$585,367.92.

Mr. Chandler made a motion that the Committee approve the following change order for eleven adds and two credits:

|                       |        |              |
|-----------------------|--------|--------------|
| Consigli Construction | CO #30 | \$ 35,423.00 |
|-----------------------|--------|--------------|

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

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

|                         |                                           |              |
|-------------------------|-------------------------------------------|--------------|
| Kaestle Boos Associates | PSS#46 Credit for unused PSS#15, 32, & 35 | \$ -6,768.96 |
|-------------------------|-------------------------------------------|--------------|

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

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

|                       |                    |                |
|-----------------------|--------------------|----------------|
| Consigli Construction | Req. #30 June 2021 | \$2,109,718.72 |
|-----------------------|--------------------|----------------|

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

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

|                         |                    |              |
|-------------------------|--------------------|--------------|
| Kaestle Boos Associates | June 2021 Services | \$ 17,930.80 |
|-------------------------|--------------------|--------------|

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

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

|                |                  |             |
|----------------|------------------|-------------|
| The Ockers Co. | A/V Installation | \$ 3,281.12 |
|----------------|------------------|-------------|

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

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

|                    |                            |             |
|--------------------|----------------------------|-------------|
| PODS               | BX 6/26/21 – 7/25/21       | \$ 114.99   |
| PODS               | CP 6/19/21 – 7/18/21       | \$ 114.99   |
| Milton CAT         | Generator Rental July 2021 | \$ 2,612.50 |
| Rist Frost Shumway | May 2021 Commissioning PSC | \$ 1,320.00 |
| UTS of Mass        | June Materials testing PD  | \$ 1,465.00 |
| UTS of Mass        | June Materials testing FS2 | \$ 200.00   |

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

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

#### C. Other Business

##### COVID 19 State of Emergency

On June 16, 2021, the Governor's COVID 19 State of Emergency order regarding remote public meetings was extended to April 1, 2022, which allows the Committee to meet remotely thru that date if desired.

##### Central Ave Storage/Jack Cogswell Building

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

|                             |                    |             |
|-----------------------------|--------------------|-------------|
| Beacon Integrated Solutions | Solar Consultation | \$ 1,023.75 |
|-----------------------------|--------------------|-------------|

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

Mr. Gentile presented an agreement with Hydrograss Technologies for weeding the median strip and replacing an oak tree in the amount of \$3,950.00. The Committee agreed to go forward with this work. It was noted that the design misrepresented how low maintenance it would be.

### Rosemary Recreation Complex

Mr. Popper reported that during the heavy rainstorm on Friday, July 9<sup>th</sup> the lake overflowed onto the pool deck and contaminated the pool water. The water level has since gone down, and the pool is currently closed until the water chemistry can be rebalanced. The rainfall was extremely heavy and the water level in the lake was not lowered sufficiently before the rain event to prevent the flooding.

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

|                      |                               |             |
|----------------------|-------------------------------|-------------|
| G&R Construction     | Repair concrete at rail bases | \$ 1,754.35 |
| Environments at Work | Shelving                      | \$ 8,744.49 |

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

#### D. Building Maintenance Division update

Carys Lustig, Cecilia Simchak, Barry Dulong, Shannon Nelligan and Steve Gentile (DPW) attended the meeting remotely.

Mr. Popper reported that there have been ongoing discussions between the Building Design and Construction Department (BD CD) and the Building Maintenance Division (BMD) over the last few months on how to turnover projects to the BMD. The turnover of a new building affects the DPW and the BMD budgets and manpower and requires eighteen-month long lead budget request planning.

Ms. Lustig and Mr. Dulong reported that with the creation of the Assistant Director of Building Maintenance position and hiring of Ms. Nelligan in January, more involvement by Mr. Dulong in the development of building projects will be allowed and his input will be part of the solutions. He plans to attend the PPBC meetings to represent the DPW.

Mr. Dulong reviewed the departments efforts on the HVAC retro-commissioning of the schools over the summer and fall of 2020 to become COVID compliant for the 2020-2021 school year. Testing was done and adjustments and repairs made to reach the requisite four air exchanges an hour. MERV-13 filters were installed throughout. Updated Testing, Adjusting and Balancing (TAB) reports were released regularly to the school and public.

In the spring of 2021 bids were released for HVAC external support contracts, one for preventative maintenance and filter changing awarded to Ambient Temperature Controls and one for 24/7 on-call HVAC services awarded to Cooling & Heating Specialists. These provide external support to the department for quarterly preventive maintenance and air filter changes as well as on-call service and maintenance needs.

Recommissioning engineers will be used to repair and replace controls for the Building Maintenance System and to return HVAC systems back to design compliance. The department has eleven trades staff, forty custodians, two shift supervisors, a project manager,

assistant director and director. Mr. Gentile was moved over as a project manager from the Building Design & Construction Department and will work with the DPW and the BMD. With the addition of Ms. Nelligan and Mr. Gentile there is more day to day management and oversight.

Information on the equipment is being entered into a new software facility management tool; Facility Dude to enable effective long-term maintenance planning and to set up a replacement schedule as equipment reaches its end of life. The application will track the age of the equipment allowing for better planning.

The Committee is concerned over the training aspect that goes with turning over new buildings. Each new building has more sophisticated systems and requires training on the systems. There is concern whether the Town has the right support team in place to maintain the huge investment in buildings and the right budget level. Mr. Dulong indicated that he has limited staff and it is hard to schedule the staff to training while also dealing with problems on Town buildings. Each building seems to have different systems which complicates maintenance. With the additional staff he feels they may have the support now.

Ms. Lustig reported that it has been hard to hire trades persons. Every town is trying to hire from the same small group. The division will be looking into adding a Co-op program.

It was suggested that perhaps an initial maintenance budget be included in capital project estimates to cover the first year after a building is handed over to the BMD. Mr. Popper indicated that there is a dialog on these issues.

Collaboration between the BDCD and BMD will continue going forward and will include communication and discussions on turn-over issues at monthly meetings. A framework or outline of what needs to be done to achieve a successful turn-over should be developed. It was noted that the time to start thinking of this is at the beginning of a project rather than at the end. All stake holder should be involved in working group meetings.

#### E. Adjournment

The meeting was adjourned at 8:46 PM.

The next PPBC meeting is scheduled for Monday, August 9, 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.