PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: September 13, 2021	Time: 7:00 PM	Location: Zoom Cloud

Attendance

PPBC Members:	Present: Stuart Chandler, Richard Creem, Lynne Deninger, George Kent, Roy Schifilliti, Irwin Silverstein Absent: Gene Voloshin	
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:	John Schlittler	Police Chief, Public Safety Complex/FS2 Rep.
	Dennis Condon	Fire Chief, Public Safety Complex/FS2 Rep.
	Dan Gutekanst	School Superintendent, Emery Grover Study Rep.
	Anne Gulati	School Finance Director/School Master Plan & Emery Grover Study Rep.
Other Attendees:	Keith Mercy	Kaestle Boos Associates
	Myles McDonough	Consigli Construction
	Barry Dulong	Building Maintenance Div.
	Steve Gentile	Building Maintenance Div.
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on September 8, 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, 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 August 30, 2021 PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes as presented. Mr. Creem 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 (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project.

The Phase 2 brickwork is complete. The windows are substantially complete. The upper level sheetrock is substantially complete. The lower level sheetrock is ongoing. The roof work is complete with edge flashing remaining. Mechanical, electrical, and plumbing rough work is complete on the upper and middle levels and underway on the lower level. Block sealing is underway. Site work is starting back up. Metal panel work is starting.

The Fire Station 2 upper level finishes are underway. The apparatus floor is complete on the middle level and underway on the lower level. Site work is ongoing. Middle and lower level finishes have started. Metal panel are being installed on the rear of the building.

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

Mr. Sargent reviewed the anticipated cost log (ACL) which totals $266,134. The current contingency balance is at $440,065.72 with five months to go on the project.

Mr. Kent asked if the road work the State was doing would affect the project completion. Mr. Retzky reported that he will be talking with them regarding the traffic control lights. An OptiCom system is being installed to allow the emergency vehicles right-of-way. If the OptiCom system is not in place when the FS2 is operational a manual system will have to be installed in the interim.

Mr. McDonough reported that the overhead doors for the FS2 apparatus bays may be delayed. Consigli has been regularly checking on the order over the last few months. Apparently, many other projects are also experiencing delays.

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

Consigli Construction	CO #32	$ 46,083.00

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 requisition for payment:

Consigli Construction	Req. #32 August 2021	$2,242,905.44

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 invoice for payment:

Kaestle Boos Associates	July 2021 Services	$ 17,930.80

Ms. Deninger 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 8/26/21 – 9/25/21	$	114.99
PODS	CP 8/19/21 – 9/18/21	$	114.99
Milton CAT	Generator Rental 8/12/21-9/8/21	$	2,612.50
Rist Frost Shumway	August 2021 Commissioning PSC	$	5,788.00
L.G. Copley Associates	Acoustical Consulting	$	1,500.00
Mass DEP	RAM Fee	$	980.00

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 invoice for payment:

Grainger	Shelving	$	325.87

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

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

C. Emery Grover Building Study

Dan Gutekanst (School Superintendent), Anne Gulati (School Finance Director) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported that over the last several weeks BH+A has been working with the school administration department on reducing the program area requirements and gross square footage. This has resulted in having the needed building square footage reduced by a third. The relocation of the information technology department has been removed from the scope. The business and conference common areas have been consolidated and reduced. Some individual offices were converted to open office work areas. The reduced program can now fit entirely within the existing building footprint. The building square footage has been reduced from 32,000 sqft to roughly 21,000 sqft. The reduction in programming space went from 23,000 sqft to 14,400 sqft. The Committee reviewed the updated plan which was endorsed by the School Department.

Mr. Gutekanst stated that a year ago, the Emery Grover plan was voted on by the School Committee. Since last spring the Town has been in discussions on how to finance various projects. There is no question in his mind that space is needed for the school operations and administration. The services provided are hands on and interactive. In looking for alternate space, requests for leasing option information were extended through a public RFI but no realtors or building owners responded. The plans have been thoughtfully reimagined to make sure the needs of the community are met for the next several decades. Hillside has been carefully considered as a possible alternative.

The total cost estimate for the project is expected to be between $20M and $21M; the Committee anticipating closer to $21M. Initial design costs for the Emery Grover and Hillside temporary facility and expenses are $1,475,000. This amount will be requested at the

October 25th Special Town Meeting and is included in the total project estimate of between $20M and $21M.

Mr. Kent made a motion that the Committee endorse the initial design budget in the amount of $1,475,000. Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

It has been anticipated that funds for the Hillside swing space renovation and then Emery Grover construction would be requested at later dates. It was suggested that these two requests should be combined in one request at the May 2022 Annual Town Meeting. This would require requesting funds earlier then construction document completion.

Community Preservation Act funds should be available for the project. The information on eligibility will be forwarded to the Community Preservation Committee for review and they will determine how much will be available.

Shown on screen: Updated design, cost estimate

D. Project Closeouts

Mr. Popper presented four projects for closeout. The projects are the Memorial Park Field House, the Rosemary Recreation Complex, the High School Expansion and the Sunita L. Williams Elementary School. All projects have been completed and no additional expenses are anticipated. Mr. Haff reported that the Sunita Williams School project received a citation for building design by the American School & University 2021 Architectural Portfolio.

Mr. Kent made a motion that the Committee approve the closeout of the following projects:
Memorial Park Field House with a remaining budget of approximately $ 27,000.00
Rosemary Recreation Complex with a remaining budget of approximately $ 35,000.00
High School Expansion with a remaining budget of approximately $ 3,500.00
Sunita L. Williams School with a remaining budget of approximately $ 1.38M
Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

The Mitchell School Modular project is finishing up requirements for the Conservation Commission to file the Certificate of Compliance. It has been voted on and approved by the Conservation Commission. Once all signatures have been received it will be filed at the Registry of Deeds. Final invoices from the architect are also anticipated. It will be presented for closeout after these have been finalized.

E. Central Ave Storage/Jack Cogswell Building

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

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

Hydrograss Technologies	Tree & weeding median	$ 3,950.00

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

Mr. Haff reported that a solar array presentation was made to the Finance Committee on September 9th and will be made to the Select Board tomorrow, on September 14th. The updated the economic scenarios outlined by Beacon Integrated Solutions, including Town borrowing, ARPA grant funding, Town cash capital funding, and private ownership options were reviewed. There seems to be a strong interest to make solar a part of every project.

Shown on screen: Solar Photovoltaic Update

F. Adjournment

The meeting was adjourned at 8:54 PM.
The next PPBC meeting is scheduled for Monday, September 27, 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.