

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: November 08, 2021

Time: 7:00 PM

Location: Zoom Cloud

Attendance

PPBC Members: Present: Stuart Chandler, Richard Creem, Lynne Deninger, 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)

User Representatives: John Schlittler Police Chief, Public Safety Complex/FS2 Rep.
Michael Greis School Committee, Emery Grover Study Rep.
Anne Gulati School Finance Director, Emery Grover Study Rep.

Other Attendees: Keith Mercy Kaestle Boos Associates
Myles McDonough Consigli Construction
Dan Gutekanst School Superintendent
Steve Gentile Building Maintenance Div.

Minutes prepared by: Kathryn Copley Administrative Specialist

This meeting was posted on the Town web site on November 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>

Mr. Chandler announced that this will be Steve Popper's last meeting before he retires on November 19th. He was a member of the PPBC from September 2000 to May 2003 and became an employee of the Building Design & Construction Department (then known as the Building Construction & Renovation Department) in August 2003. Mr. Chandler wanted to recognize and thank him for his efforts on the Town's behalf over the last eighteen years.

A. Approval of Minutes

The Committee reviewed the minutes from the October 12, 2021 PPBC meeting. Ms. Deninger 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 – 2 abstain.

B. Public Safety Complex & Fire Station 2

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

Mr. Sargent reported on the progress of the project.

The Phase 2 upper and lower-level painting is substantially complete. The upper-level ceiling grid work is complete. Mechanical, electrical, and plumbing finish work continues on the upper and lower levels. Work on the firing range is ongoing. The plaza wall work has been completed and backfilling will commence. Metal panel work continues on Chestnut Street. Millwork is substantially complete on the upper level and is ongoing on the main level. The tile work is substantially complete. The light fixtures arrived and have been installed. The plantings will be installed in the spring. The move into the police building is anticipated for mid-January/early February 2022. There is a delay on the delivery of the ground floor 2x2 light fixtures that could hold up above ceiling inspections

The Fire Station 2 inspections are complete, and the temporary certificate of occupancy was issued today. The fire personnel and equipment move into the new facility is underway. The site work and landscaping remain to be finished.

The tents and trailers at Hillside School will go back to the vendors. Some of the equipment from the structures will be reused by the Building Maintenance Department. The generator is expected to be removed tomorrow.

The anticipated substantial completion date for the Public Safety Complex is mid-January/early February 2022.

Mr. Sargent reviewed the anticipated cost log (ACL) which totals \$253,572. The current contingency balance is at \$402,731.72 with three months to go on the project.

Mr. Popper wanted to recognize the hard work it took the team in getting FS2 completed.

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

Consigli Construction	CO #34	\$ 22,840.00
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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 professional service supplement:

Rist Frost Shumway	PSS #2	\$ 8,460.00
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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 requisition for payment:

Consigli Construction	Req. #34 October 2021	\$1,920,149.59
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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 invoice for payment:

Kaestle Boos Associates	October 2021 Services	\$ 17,930.80
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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 invoices for payment:

PODS	BX 10/26/21 – 11/25/21	\$ 114.99
PODS	CP 10/19/21 – 11/18/21	\$ 114.99
Rist Frost Shumway	Commissioning PSC	\$ 668.00
Rist Frost Shumway	Commissioning FS2	\$ 1,220.00
UTS of Mass.	PSC Materials Testing	\$ 970.00
UTS of Mass.	FS2 Materials Testing	\$ 1,330.00
Milton CAT	Generator Rental Sept 2021	\$ 2,612.50
Milton CAT	Generator Rental Oct 2021	\$ 2,612.50

Ms. Deninger 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:

Grainger	15 Drawer Cabinet	\$ 1,294.44
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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:

Ockers Company	Audio Visual Equip.	\$ 7,595.00
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Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain

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

C. Emery Grover Building Study

Michael Greis (School Committee), Anne Gulati (School Finance Director), Dan Gutekanst (School Superintendent) and Hank Haff (BD CD) attended the meeting remotely.

Mr. Haff reported that Article 7 at the October 2021 Special Town Meeting was approved for building design services for the Emery Grover Building and for temporary use of the Hillside School for School Admin occupancy.

The kick-off for the project was today with several meetings with the architect, Bargmann Hendrie & Archetype.

The project schedule was reviewed. The Emery Grover renovation and Hillside School temporary designs will proceed concurrently. It is anticipated that bids will be in hand for the May 2022 ATM for construction funds for the renovations to the Hillside School to allow work to be done during the summer/fall of 2022. The ATM appropriation for the Emery Grover Building will be based upon Design Development cost estimates. The school administration staff will occupy Hillside in December 2022. Bidding for the Emery Grover renovations is scheduled for October 2022 with construction to start in December 2022 and end in August 2024. This is an aggressive schedule but doable.

Deborah Robinson of BH+A will be leading the design for Emery Grover. She has experience in historical renovations. Walter Tsigler will lead the effort for the Hillside School renovation.

Heating/cooling system studies are underway for the Hillside School. There are two oil fired boilers, one of which has failed. The steam heating system needs to be repaired. The Building Maintenance Department would be upgrading the electrical service to the building. Air source heat pumps to heat and cool will be looked at for heating/cooling of the building. Envelope upgrades may be needed. Sprinklers may be needed as well pending discussions with the Fire Chief and Building Commissioner.

Mr. Gutekanst indicated that Michael Greis will be taking his place as the User Agency Representative, but he will remain involved in the project behind the scenes. He would like the minimum effort put into the Hillside School for the school administration occupation as he would like to focus on the Emery Grover renovation.

Mr. Haff present a proposal from Bargmann Hendrie & Archetype for design services in the amount of \$1,276,740 for design thru construction administration on the Hillside School and schematic design thru construction documents on the Emery Grover renovation. Construction administration would be added once construction funds are appropriated.

Mr. Kent made a motion that the Committee go forward and extend the contract with Bargmann Hendrie & Archetype for continued design services. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 9 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve PSS#4 for additional design services:

Bargmann Hendrie & Archetype	PSS #4	\$ 1,276,740.00
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Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 9 yeas - 0 nays – 0 abstain.

The RFQ for On-Call Project Management Services was available on November 4th and the due date for responses is December 1st. A sub-committee will be formed to screen the submissions and to short list them. A member of the PPBC, along with Mr. Haff and Mr. Sargent would make up the sub-committee. Ms. Deninger volunteered to take on the task. Interviews are scheduled for December 10th if deemed necessary.

Ms. Gulati will be preparing an application for the CPA funding with input from Mr. Haff and BH+A.

Shown on screen: Schedule, budget, PSS

D. Ridge Hill Demolition

Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported that Article 6 at the October 2021 Special Town Meeting was approved for demolition and removal of the manor house and garage at Ridge Hill. \$603,091 was appropriated for this purpose. After review with Town Counsel, Dore & Whittier Architects, can continue on the project and submit a proposal for design and construction administration services. It is recommended that the Committee approve going forward with Dore & Whittier.

Mr. Silverstein made a motion that the Committee go forward and extend the contract with Dore & Whittier Architects for continued design and construction administration services. Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays - 0 abstain.

Many residents have questioned the high cost of the demolition. Mr. Kent would like to see further information on the breakdown of the estimated costs. There are several possible unknown hazardous waste issues that would increase the costs, and these have been worked into the estimate.

The Historical Commission in prior discussion has not indicated that they have issues with the demolition. It is not believed that there will be a six-month waiting period before demolition can proceed.

Two user agency representatives for the project have been requested.

E. Central Ave Storage/Jack Cogswell Building

Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported that Article 8 at the October 2021 Special Town Meeting was approved that will allow the Select Board to enter into a PPA for solar array panels for the Jack Cogswell Building. The Town does have to apply for a Department of Public Utilities (DPU) waiver to give authorization for net metering by two solar array facilities to be on the same parcel. Once granting the Town can proceed with the PPA.

The PPBC would be a liaison to the project and have initial review. The DPW will have oversight once the project is underway. The contract will be signed by the Town Manager. The Town may have the DPU waiver by the May 2022 ATM.

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

Beacon Integrated Solutions Sept 2021 services \$ 2,283.77
Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously -
7 yeas - 0 nays – 0 abstain.

Shown on screen: none

F. Adjournment

The meeting was adjourned at 8:39 PM.

The next PPBC meeting is scheduled for Monday, November 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.