PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: December 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, Gene Voloshin Absent:	
BDCD Staff:	Hank Haff (Sr. Project Manager) Ken Sargent (Sr. Project Manager)	
User Representatives:	John Schlittler	Police Chief, Public Safety Complex/FS2 Rep.
	Dennis Condon	Fire Chief, Public Safety Complex/FS2 Rep.
	Michael Greis	School Committee, Emery Grover Study Rep.
Other Attendees:	Keith Mercy	Kaestle Boos Associates
	Myles McDonough	Consigli Construction
	Kate Fitzpatrick	Town Manager
	Barry Dulong	Building Maintenance Div. Director
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on December 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 November 22, 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 4 yeas - 0 nays – 2 abstain.

B. Public Safety Complex & Fire Station 2

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

Mr. Sargent reported on the progress of the project.

The Phase 2 upper and lower-level painting, flooring and other finishes are substantially complete. The firing range is complete. The final light installation on the main level is underway. Mechanical, electrical, and plumbing finish work continues on the main level. The binder course and curbs are mostly complete. Sidewalk work will be this week. The Plaza wall granite panels are underway. The metal panel work is substantially complete, and they are working on the carport now. Millwork is substantially complete.

The lettering at Fire Station 2 has been installed. The intersection work done by the State at Highland and Webster is not complete and has been closed down for the winter. Work will continue in the spring.

At the Hillside Temporary Station, the tent was removed, and trailers are anticipated to be removed this coming Thursday. Site work will begin next week.

On track for early February substantial completion for Public Safety Complex Phase 2.

Mr. Kent inquired if any equipment is delayed. Mr. Sargent indicated that some equipment, such as the key tracker and asset tracker is delayed but will it not affect occupancy.

A temporary certificate of occupancy will be requested as the final paving and landscaping won't be completed until the spring.

Mr. Sargent reviewed the anticipated cost log (ACL) which totals $293,221. The current contingency balance is at $344,198 with two months to go on the project.

The contingency log includes ventilation needed in the basement room with the training simulator. It was originally designed to be a storage room. Exposed water lines at the sally port need to be insulated or heat traced to prevent potential freezing. The pipes were originally placed within the CMU walls. The Contractor noted that if the pipes ever froze the wall would have to be demolished to repair the pipes. The pipes were moved and the fact that the area was an unheated room was overlooked. The 9/11 Memorial's foundation needs to be improved.

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

Consigli Construction	CO #35	$ 18,334.00

Mr. Silverstein 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 the following professional service supplement:

Kaestle Boos Associates	PSS #47	$ 550.00

Mr. Kent 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 the following requisition for payment:

Consigli Construction	Req. #35 November 2021	$1,781,279.09

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 the following invoices for payment:

Kaestle Boos Associates	November 2021 Services	$ 21,948.08
Kaestle Boos Associates	November 2021 Services	$ 550.00

Mr. Kent 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 the following invoices for payment:

PODS	BX 11/26/21 – 12/25/21	$ 114.99
PODS	CP 11/19/21 – 12/18/21	$ 114.99
OccuHealth	Water Quality Testing FS2	$ 4,395.92
Wood & Wire Fencing	Temp Fencing Hillside	$ 2,520.00
UTS of Mass.	PSC Materials Testing	$ 750.00
UTS of Mass.	FS2 Materials Testing	$ 700.00

Mr. Voloshin 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 the following invoices for payment:

Moduform	Bunkroom Furniture	$ 14,256.57
Robert Lord Co.	Seating, Desks, File Cabinets	$ 39,840.34
Robert Lord Co.	Shelving	$ 6,441.96
Mohawk Lifts	Vehicle Lift	$ 71,715.22

Ms. Deninger 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 the following invoices for payment:

Ockers Company	Audio Visual Installation	$ 825.00
Ockers Company	Audio Visual Equip.	$ 86,687.57

Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously - 9 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) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported there was a presentation made to the Historic Commission earlier tonight to give them an overview of the project and the direction the project is heading.

Bargmann Hendrie & Archetype has been engaged in investigating the existing conditions of the building. There has been a whole building scan of both interior and exterior areas. The whole building laser scan will allow a 3D Revit model to be created as a base. A structural engineer has been to the site. Some walls, floor and ceiling areas were opened. The intention is to retain the wood structure and the exterior brick with reinforcement where necessary.

The September 3rd plan update was reviewed. A one-story loading dock will be added off the back of the building to allow deliveries to the production center. The interior stairs at the north portico will be reconstruction to meet code and allow for the placement of an elevator. A ramp will be built that goes from the rear parking lot up to the north portico for handicapped entrance into the building. Refinement of the space program test fit is underway. The exterior of the building will be largely preserved.

The space program test fit into the Hillside School is being refined. The focus is on the 1959 building with the intent of minimizing new walls and use the upgraded police areas. The 1967 wing will be used as storage and the modular classrooms will not be used at all. Tearing the modulars down will be considered perhaps as a deduct alternate. Existing Emery Grover furniture will be relocated to Hillside, and open office plans are proposed in the various classrooms. The kitchen will become the production center. The toilets in the kindergarten rooms will be changed out to standard sized by the BMD.

The electrical load requirements are being explored. The old electrical infrastructure has had problems over the last decade and the circuit breakers are always going off. The school administration staff have more computers, printers and copiers than the police had or than the school had. The Building Maintenance Department will be handling the electrical upgrade and have a meeting set up with Eversource.

An analysis of using mini splits is being looked at against boiler replacement.

Automatic sprinklers will have to be installed per the Fire Chief and the Building Commissioner who are the Authority Having Jurisdiction (AHJ). More than 12,000 sqft of the building will be used for the school administration and there is not a two-hour fire separation rating between floors. The requirement was waived for the police occupation because the building was occupied 24/7 and Fire Station 2 was located immediately adjacent to the building, also staffed 24/7. Also, for the police occupancy, barriers had been constructed between used and unused spaces and occupied spaces were less than the 12,000 sqft threshold. There is no long-term plan or capital funding to tear the building down and the Building Commissioner assumes the Town will want to use it for something in the future. Mr. Dulong indicated there is a report on the code requirements for sprinklers. He suggested the report be distributed to the Committee. The Fire Chief and Building Commissioner indicated that the issue can be brought before the Sprinkler Board of Appeal but would not support the effort. The sprinkler consultant brought in to look at the building also sits on the Sprinkler Board of Appeals. It is doubtful an appeal would be successful.

The Committee felt that requiring the expense of installing sprinklers to the building for a temporary use is a waste of funds. Mr. Haff will follow up on the issue.

Mr. Haff reviewed the schedule. The design of the Hillside is being accelerated. It is anticipated that bids will be in hand for the Hillside renovations prior to the May 2022 ATM. Design Development level cost estimates will also be in hand for the Emery Grover Building

This will be the basis to request construction funds for both the renovations to the Hillside School and Emery Grover. Work at Hillside will be from May to November of 2022. This would allow the school administration staff will occupy Hillside in December 2022, and construction at Emery Grover to begin in January 2023. With a 20-month construction period School Administration would reoccupy Emery Grover in August 2024. Hopefully the supply chain issues will have eased by the time of construction.

Eight firms submitted qualifications in response to the RFQ for On-Call Project Management Services on December 1st. They were AECOM, Anser Advisory, Atlantic Construction & Management, Inc., Construction Monitoring Services, Inc., Hill International, Inc., Leftfield, Schoolhouse Construction Services, LLC and Skanska USA Building, Inc. A sub-committee of Ms. Deninger, Mr. Haff, and Mr. Sargent shortlisted and interviewed three firms on December 10th: AECOM, Hill International, Inc. and Skanska USA Building, Inc. The three firms were evaluated after the interviews and Hill International, Inc. was deemed to be the preferred choice and recommended the contract be awarded to them.

Mr. Creem made a motion that the Committee select Hill International Inc. for the On-Call Project Management Services. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

D. Central Ave Storage/Jack Cogswell Building

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

ENE Systems	Bldg. Maint. System	$ 6,931.00

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

E. School Master Plan

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

Dore & Whittier Inc.	November 2021 Services	$ 21,915.00

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

F. Reorganization of PPBC

The Committee needs to decide on whether to make a change in chair and vice chair or continue. Mr. Chandler and Mr. Creem are content to remain as chair and vice chair for another year. It was felt that perhaps after three years a change should be made next December.

Mr. Kent made a motion that the chair and vice chair be maintained as is for one more year. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

G. Appoint New Director of Building Design & Construction Department

Kate Fitzpatrick (Town Manager) attended the meeting remotely.

Steve Popper retired in November and a replacement needs to be approved by the Committee by a formal vote. Mr. Haffs resume was sent to the Committee for review. Mr. Kent indicated that he felt Mr. Haff would be great in the roll and has been mentored by Mr. Popper over the last decade.

Ms. Fitzpatrick indicated that the Committee has an official role in deciding the next department director. Under the Charter all elected or appointed boards that have jurisdiction over a department need to provide an affirmative vote to the Town Manager before the position can be offered to the prospective candidate. It is built into the system, but it would be done anyway as a good policy.

Ms. Fitzpatrick indicated that Mr. Haff is being recommended for the position for proven team leadership and his decade long experience in Needham overseeing many challenging and controversial projects. In addition, he is always stepping forward on non PPBC projects such as the solar array at the RTS where his expertise comes into play particularly in respect to sustainability. Mr. Haff can step right into the position.

Mr. Chandler concurred with these comments and noted Mr. Haff is detail oriented and conscientious and will look out for the best interests of the Town. Mr. Creem agreed he was a terrific choice with expertise and an even temperament. Mr. Silverstein indicated this was an easy decision and is in full support of this recommendation. There will be a seamless continuity in the department.

Mr. Chandler put forth the motion to approve the appointment of Mr. Haff to the position of the Director of the Building Design & Construction Department. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

Mr. Haff thanked the Committee for their confidence and looks forward to continuing working with them.

Documents: Resume

H. Adjournment

The meeting was adjourned at 8:15 PM.
The next PPBC meeting is scheduled for Monday, January 10, 2022, 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.