PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: March 9, 2015	Time: 7:30 PM	Location: Library

Attendance

PPBC Members:	Present: George Kent, Stuart Chandler, Natasha Espada, Irwin Silverstein Absent: John Keene, Paul Salamone, Roy Schifilliti	
	Steve Popper (PFD-C Director of Design and Construction) Hank Haff (Project Manager) Phaldie Taliep (Project Manager)	
User Representatives:	Rick Merson	DPW Director, St. Mary St. Pump Station Rep.
	Tony DelGaizo	Town Engineer, St. Mary St. Pump Station Rep.
	Moe Handel	Selectman, Facilities Master Plan Rep.
	Dan Gutekanst	School Superintendent, Mitchell Modular Rep.
	Heidi Black	School Committee, Hillside & H.S. Rep.
	Jonathan Pizzi	High School Principal, H.S. Expansion Rep.
Other Attendees:	Lee Storrs	CDMSmith
	Anne Gulati	School Finance Director
	Cal Olson	Drummey Rosane Anderson
	Judd Christopher	Drummey Rosane Anderson
	John Connelly	Finance Committee
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. St. Mary Street Pump Station

Rick Merson (DPW Director), Tony DelGaizo (Town Engineer) and Lee Stores (CDMSmith) attended the meeting.

Mr. Taliep reported on the progress of the project. The doors are installed. The building is weather tight. Temporary heat has been on in the building for a week. Sheet rock installation started today. The transformer is on site. It is expected to be connected by May 1st.

The Committee reviewed Requisition #14 from Waterline Industries in the amount of $211,799.09 for work thru February 2015. The requisition was reviewed and approved by CDMSmith and Mr. Taliep. Mr. Kent made a motion that the Committee approve the requisition for payment. Mr. Merson seconded the motion. The motion was then voted upon and approved unanimously.

The DPW has engaged CDMSmith to install a Water SCADA (supervisory control and data acquisition) system. This is a system that operates with coded signals over communication channels so as to provide control of remote equipment. The system will connect the St. Mary St. Pump Station (SMPS) to the Charles River Street Water Treatment Plant, the Bird's Hill water tank and the Dunster tank. Fiber optic lines and related equipment need to be installed between these areas with the Town Hall being the hub. It was anticipated that the SCADA system would be completed prior to completion of the SMPS. The timeline of the pump station project was known, however this project has been delayed until late 2015, which affects the pump station project.

The testing and startup of the pump station requires the installation of the Water SCADA equipment at the Town Hall and the Charles River Street water treatment plant. The system needs to be in place by May 20th when the old pump station is demolished. It has been proposed that the pump station project install the equipment in order for the project to be finished on time. The cost to install the necessary components is approximately $30,000 and would be ultimately be picked up by the DPW Water Department. CDMSmith would be expected to furnish the design and oversee the installation of the components.

It was suggested that a change order for this work be issued to Waterline to proceed in the above manner to move in this direction.

The Committee reviewed an invoice from BETA Group in the amount of $8,719.44 for services thru December 2014. The invoice was reviewed and approved by Mr. Taliep. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. DelGaizo seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: CDMSmith update, Updated budget, Schedule, Waterline Req. #14, SCADS information

B. <u>Facilities Master Plan</u>

Moe Handel (Selectman) attended the meeting.

The study is complete and consists of three volumes. A complete set has been distributed to all of the participants. It will be available for viewing on the Towns website and at the Needham Public Library.

The Committee reviewed Change Order #3 from HKT Architects in the amount of $1,425.00 for adding additional scenarios for future development as requested by the Town. The change order was reviewed and approved by Mr. Popper and Mr. Haff. Mr. Kent made a motion that the Committee approve the change order. Mr. Handel seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from HKT Architects in the amount of $6,750.00 for services thru December 2014. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from HKT Architects in the amount of $6,750.00 for services thru January 2015. The invoice was reviewed and approved by Mr. Haff. Mr.

Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from HKT Architects in the amount of $1,425.00 for services thru February 2015 which will close out the project. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: none

C. Senior Center Construction

There are ongoing issues with the telephone system. There will be further charges for this item and two other items for an approximate total of $25,000. The items will be added work being requested of CTI in our deliberations with Verizon to assure reliability of the phone system, a hood over the exiting door to the roof deck to avoid snow pile up inhibiting personnel from gaining access to that area and the addition of a flag pole at the south west corner of the entry area.

It is anticipated that the remaining unencumbered funds would be rescinded to the Town.

Handouts: Phone update, voltage/current readings

D. Mitchell Modular Classrooms

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of $495.00 for services thru December 2014 and January 2015. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Gutekanst seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed two invoices from Office Resources in the amounts of $140.00 and $263.90 for changes to work stations. The invoices were reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Gutekanst seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from MassCor in the amount of $81.65 for five classroom flags. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Gutekanst seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Dick Blick in the amount of $297.80 for an art room drying rack. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Gutekanst seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Haff reported that the modular classrooms have had a problem with ice in the gutters. Installing heat tracing in the gutters was proposed and a price from Triumph Modular was obtained. Also one of the skylights was damaged when snow was removed from the roof. Fixing the skylight was also included in the price.

The Committee reviewed Change Order #6 from Triumph Modular in the amount of $4,594.80 to install heat tracing and fix the skylight. The change order was reviewed and approved by the Architect and Mr. Haff. Mr. Kent made a motion that the Committee approve the change order. Mr. Gutekanst seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: budget review, draft of CO #6

E. Hillside School Feasibility Study

Heidi Black (School Committee) attended the meeting.

The three short listed architects are scheduled for interviews tomorrow morning at the MSBA. Ms. Black, Mr. Kent, Mr. Gutekanst, Mr. Popper and Mr. Haff will be attending the interview. An architect will be chosen tomorrow.

Handouts: none

F. High School Expansion

Heidi Black (School Committee), Jonathan Pizzi (H. S. Principal), Cal Olson and Judd Christopher (DRA) attended the meeting.

Mr. Popper indicated that the consultant the School Department hired to review and confirm the student enrollment projections over the next ten years had come up with lower numbers. The numbers were 24 to 114 less over the years than the prior projections, which were drafted by the Future School Enrollment Committee and previously used in defining space needs. The current projections have a low of 1,603 and a high of 1,695, instead of a low of 1,700 and high of 1,758. The renovated High School was designed to hold 1,450 students. The classroom size of 760 sf was considered the standard for 22 students in the original design. The school is currently operating at or above a 90% utilization rate with room occupancy of more than 22 students. An 85% utilization rate is the desirable rate and industry norm. Three program spaces within the school which have been turned into classrooms are expected to be returned to their original purpose in the plan going forward.

There have been working group meetings twice a week with the architect to discuss and develop the possible options. Five scenarios for teaching stations have been developed with 6 and 8 additional classrooms choices.

DRA reviewed all of the updated options with the Committee with varying utilization factors and class sizes. The cost estimates for each scenario was also reviewed. The estimated costs varied from $4,326,281 to $6,915,238 for the different options.

The Committee decided that DRA should move forward with the six to eight classroom Option B and Option G scenarios.

Handouts: updated scenarios with updated HS Enrollment projections, option cost estimates, option floor plans, Memo from J. Pizzi

G. Adjournment

The meeting was adjourned at 10:20 PM.
The next PPBC meeting will be on Monday, March 23, 2015 at 7:30 PM, at the Needham Library Community Room.

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.