PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: November 28, 2016	Time: 7:30 PM	Location: Library

Attendance

PPBC Members:	Present: George Kent, Stuart Chandler, Natasha Espada, Roy Schifilliti, Irwin Silverstein Absent:	
PFDC Staff:	Steve Popper (Director of Design and Construction Hank Haff (Sr. Project Manager) Mike Retzky (Project Manager) Steve Gentile (Project Manager)	
User Representatives:	Matt Borelli	Selectman, Memorial Park Rep.
	Heidi Black	School Committee, Hillside Rep., H.S. Rep.
	Susan Neckes	School Committee, Hillside Rep.,
	Matt Toolan	Park & Rec Commissioner, Rosemary Rep.
	Patty Carey	Park & Recreation Director, Rosemary Rep.
Other Attendees:	Dana Weeder	Winter Street Architects, Inc.
	Tom Scarlata	Bargmann Hendrie + Archetype
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the October 17th and November 14th PPBC meetings. Mr. Silverstein made a motion that the Committee approve the minutes. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

B. Memorial Park Building and Grounds Feasibility Study

Matt Borelli (Selectman) and Dana Weeder (Winter Street Architects, Inc.) attended the meeting.

Mr. Weeder reported on the progress of the project. The project kickoff meeting was on October 31st. The consultant’s site visits happened on November 22nd. The design team will be meeting with the Trustees on December 15th. The existing conditions modeling is complete. The exterior brick is in good shape. The CMU walls are in poor shape. The structural engineer indicated that the building may not be as sound as first thought. More analysis is needed. The results of the structural investigation will affect the design. Code compliance issues may be triggered. It is a possibility that the building may not be able to be saved if it does not meet current structural codes. The Committee would like to have further information from the structural engineer by the December 12th PPBC meeting. The handout provided drawings of the existing site and building. They were reviewed as part of Winter Street's presentation.

The next step is a programming meeting with the Trustees; the first one being scheduled on December 15th. In addition there will be meetings with DPW, Park & Recreation and High School Athletics staff. A Community meeting will also be scheduled. Design options will be developed and the Feasibility Study and final report is expected be finished in late April 2017, but may be extended depending on agreements with regard to programming and/or design options

Handouts: Project Schedule, Project update

C. Hillside School

Susan Neckes (School Committee) and Heidi Black (School Committee) attended the meeting.

The Town Manager has indicated that even though the Committee is short two members, a quorum remains the same, at a minimum of five members out of the nine for each project. The Committee reaffirmed the votes for Green Environmental' s Requisition #2 and Dore & Whittier's October invoice from the November 14th PPBC meeting.

The Committee reviewed Payment Requisition #2 from Green Environmental, Inc. in the amount of $50,600.00 for work thru October 2016. The requisition was reviewed and approved by the Architect and Mr. Retzky. 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 Dore & Whittier Architects in the amount of $240,013.50 for services thru October 2016. 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 PSS #13 from Dore & Whittier in the amount of $22,000.00 for Traffic Services for the Central Ave School site. The work includes looking at impacts to neighborhood conditions for the Safe Walk to School program for the school site and crosswalk design and placement. Mr. Kent made a motion that the Committee approve the PSS. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Retzky reported on the status of the site demolition project at Central Avenue. All of the buildings have been demolished. Foundations and demolition debris have been removed. The foundation holes are being backfilled. Additional poultry waste was discovered next to the green roof barn. Grease and bones were buried in plastic bags instead of being disposed of properly. This was not disclosed by the former owner. Disposal options are under investigation.

The Certification of the Ballot vote for the override was mailed to the MSBA. The MSBA is putting together the Project Funding Agreement. It is anticipated that the document will be received and signed by mid-December. The Accelerated Schedule alternative was discussed with MSBA staff members on November 18th and copies sent to them via letter requesting consideration. The Town believes the cost saving advantages and early transfer from the current Hillside School a year earlier, would be a benefit to both the District and the MSBA.

Mr. Haff reported that eighteen companies have requested the RFQ for the Outside Play Areas. Responses are due on December 7th. Reponses will be distributed to the PPBC on December 9th for short listing on December 12th.

Handouts: Agenda, Green Env. Req #2, D&W invoice, PSS #13, Budget update

D. <u>High School Cafeteria Expansion</u>

The Committee reviewed an invoice from Valley Communications in the amount of $3,304.98 for audio visual equipment within the Technology Budget. 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 Drummey Rosane Anderson Architects in the amount of $8,701.95 for services thru September 2016. 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

E. <u>Rosemary Pool</u>

Patty Carey (Park & Recreation Director), Matt Toolan (Park & Rec. Commissioner) and Tom Scarlata (BH+A) attended the meeting.

Mr. Retzky reported on the progress of the project. It was hoped that the pool project could piggy back on the Rosemary Lake dredging project being managed by the DPW. This will not be the case as there are concerns with regard to the timing in permitting and recent information that testing has identified further contaminants which could further delay the dredging project.

A meeting with the Massachusetts Environmental Policy Act **(**MEPA) will be scheduled to discuss decoupling the two projects. Special legal counsel has been hired to advise Public Facilities and Park & Recreation on the issue.

The Massachusetts Architectural Access Board (MAAB) denied the request to exclude an elevator in the proposed building. A variance is now being sought from the MAAB to not include an elevator/lift in the building. The MAAB is meeting tonight and tomorrow the results of whether the variance was granted will be known after that (Note: Variance was subsequently granted by the MAAB).

The Needham Planning Board hearing was continued to December 6th. Waivers were requested regarding parking, buffer, and lighting. The Conservation Commission hearing on November 12 will close on December 8 and an OOC is anticipated to be issued. A matter concerning legal title of a portion of the land is being investigated and an eminent domain taking will be processed at the May 2017 Annual Town Meeting.

The Pre-Qualification RFQ's for General Contractors and Filed Sub-Contractors will be available on November 30th. Daedalus Projects, Inc. will be administering the pre-qualification paperwork as BH+A is in the process of moving. Daedalus will receive and sort the responses and check references.

The Pre-Qualification selection committee will consist of Tom Scarlata from BH+A, Public Facilities (Steve Popper and Mike Retzky) and a member of Park & Recreation. Patty Carey volunteered as the Committee member representing Park & Recreation. Mr. Kent made a motion that the Committee vote to approve the pre-qualification selection committee members. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

A schedule of dates and tasks between November 23rd to May 1st, was provided for review and discussion. It is anticipated that the project will go out to bid on March 15, 2017. Filed sub-bids would be due on April 5th and GC bids would be due on April 19th. Bids in hand would confirm the actual construction funding sought which will be presented at the ATM in May 2017 for appropriation of construction funds.

Mr. Retzky reviewed the updated project cost estimates. The current construction cost estimate is $14,124,000 with soft costs estimated to be $2,072,100. The total estimate is projected to be $16,196,100 without the feasibility and design thru bidding fees of $1,000,000 that have already been appropriated. There is a roughly $1.2 million contingency included in the estimate to complete.

The Committee reviewed PSS#6 from Bargmann Hendrie & Archetype in the amount of $16,500.00 for the pool Bulkhead Alternative Construction Methods and MAAB Variance. The PSS was reviewed and approved by Mr. Popper and Mr. Retzky. Mr. Kent made a motion that the Committee approve PSS#6. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Bargmann Hendrie & Archetype in the amount of $51,700.00 for services thru August 2016. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Toolan seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Bargmann Hendrie & Archetype in the amount of $87,300.00 for services thru September 2016. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Toolan seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Updated Budget, Updated timeline, Cost Estimate, BH+A Invoices, PSS #6

F. Adjournment

The meeting was adjourned at 9:30 PM.
The next PPBC meeting will be on Monday, December 12, 2016 at 7:00 PM, at the 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.