

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: December 12, 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:	Rick Merson Tony DelGaizo Heidi Black Susan Neckes	DPW Director, DPW, SMSP, Salt Shed Rep. Town Engineer, SMSP Rep. School Committee, Hillside Rep., H.S. Rep. School Committee, Hillside Rep.,
Other Attendees:	Roger MacDonald Cal Olson Don Walter Michele Rogers Nick Beck	IT Director Drummey Rosane Anderson Dore & Whittier Architects Dore & Whittier Architects Dore & Whittier Architects
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. St. Mary St. Pump Station

Rick Merson (DPW Director), Tony DelGaizo (Town Engineer) and Roger MacDonald (IT Director) attended the meeting.

Mr. Popper reported that an upgrade in security was requested by the Department of Public Works for the St. Mary St. Water Pumping Station. Currently building entry is accessed by key. It has been proposed that a keyless entry system that used fobs be installed for nine doors and five exterior security CCTV cameras. This would provide additional security and log in persons entering and exiting the building. The Town has installed the fob entry systems in four other buildings and has requested quotes for the same system for the St. Mary St. Pump Station.

One quote has been received by the IT Department in the amount of \$51,335. Additional quotes are expected.

The Committee agreed that the concept was a good one. Mr. Kent made a motion that the Committee approve the purchase and installation of the fob entry system and CCTVs in an

amount not to exceed \$55,000. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: none

B. High School Cafeteria Expansion

Heidi Black (School Committee) and Cal Olson (DRA) attended the meeting.

Mr. Haff reported on the status of the project. The punch list items are almost complete. The process is taking longer than anticipated. The Contractor is working on finishing the O&M manuals. The sun shades have been fixed. The Commissioning agent is recommending another test now that the sliding moveable partition has been installed. The test would be while it is closed. The last balancing test was done without the partition in place which may change the results. There would be an added cost from the Commissioning agent. Mr. Olson will ask for an opinion from the mechanical engineer on whether this is needed.

Valley Communications is investigating why the TV monitors are shutting down after being in use for more than one hour.

The Committee reviewed CO #8 from Paul J. Rogan Co., Inc. in the amount of \$15,895.00 for four items. The items include motorized shades, roof changes, additional access panels and stainless steel corner guards. The change order was reviewed and approved by the Architect, Mr. Popper and Mr. Haff. Mr. Kent made a motion that the Committee approve CO #8. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Payment Requisition #11 from Paul J. Rogan Co., Inc. in the amount of \$91,686.12 for work thru November 2016. A portion of the retainage (75%) is being released. The remaining balance on the contract is \$20,666.21. The requisition was reviewed and approved by the Architect and Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

It is anticipated that all punch list items and O&M manuals will be completed by the end of January. The architect and OPM are still reviewing three PCO's with the contractor. Once agreed there will be one more change order.

Handouts: Agenda, Req. #11

C. Hillside School

Susan Neckes (School Committee), Don Walter, Michele Rogers and Nick Beck (D&W) attended the meeting.

Dore & Whittier reviewed the project design to date. Some changes to the interior placement of the entry way, cafeteria, library, classrooms, extended learning area and nurses area were reviewed. There have been recent meetings with the Conservation Commission, Planning

Board, Design Review Board and Working Groups. The Design team is proceeding on the timeline of the accelerated schedule.

Exterior finishes were brought in for the Committees review. Questions were raised on how the proposed wood veneer cladding would weather over time. The architect will get a sample from the manufacturers, Parklex and Proderma. Since there are only two manufacturers, the PPBC would need to approve this as a proprietary item.

The Committee reviewed an invoice from Dore & Whittier Architects for DD services in the amount of \$257,393.50 for services thru November 2016. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Payment Requisition #3 from Green Environmental, Inc. in the amount of \$154,533.52 for work thru November 2016. The requisition was reviewed and approved by the Architect and Mr. Retzky. There is a possibility that the final amount of the requisition may be slightly lower. Mr. Kent made a motion that the Committee approve the invoice for payment, not to exceed \$154,533.52. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously. (The final amount of the requisition \$153,448.75)

Daedalus Projects, Inc. did the Hillside Feasibility project cost estimating for the Town OPM. They were asked to provide a fee proposal for cost estimating services for the Town OPM going forward on the project. The Town will also seek project management services for the project when it gets closer to the construction phase.

The Committee reviewed PSS #1 for Daedalus Projects Inc. in the amount of \$60,000.00 for continued Cost Estimating services. Mr. Kent made a motion that the Committee approve the PSS. Mr. Silverstein 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.

Mr. Haff reported that two companies submitted qualifications on December 7th, in response to the RFQ for the Hillside School Outside Play Areas. The responding companies were Ray Dunetz Landscape Architecture and Warner Larson Landscape Architects. The responses were distributed to the PPBC on December 9th for review. The Committee discussed the qualifications of both firms. Both firms have the same sub consultants as a part of their team. The Town and the architect have worked with Warner Larson Landscape Architects with good results. After discussion the Committee felt that they would go forward with Warner Larson Landscape Architects.

Mr. Kent made a motion that the Committee go forward with Warner Larson Landscape Architects for the Outdoor Play Area design. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Green Env. Req #3, D&W invoice, Daedalus PSS #1

D. Adjournment

The meeting was adjourned at 9:10 PM.

The next PPBC meeting will be on Monday, January 9, 2017 at 7:30 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.