

PERMANENT PUBLIC BUILDING COMMITTEE  
TOWN OF NEEDHAM  
MINUTES OF MEETING

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Date: August 21, 2017

Time: 7:30 PM

Location: Library

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Attendance

PPBC Members: Present: George Kent, Stuart Chandler, Richard Creem, Natasha Espada,  
Roy Schifilliti  
Absent: Irwin Silverstein, Gene Voloshin

PFDC Staff: Steve Popper (Director of Design and Construction)  
Hank Haff (Sr. Project Manager)  
Mike Retzky (Project Manager)  
Steve Gentile (Project Manager)

User Representatives: Susan Neckes School Committee, Hillside Rep.  
Mark Forbes Memorial Park Commissioner, Memorial Park  
Rep.  
Rick Merson DPW Director, Fuel Island, Central Ave Storage  
Rep.  
Kate Fitzpatrick Town Manager, Central Ave Storage Rep.

Other Attendees: Mark Meche Winter Street Architects  
Dana Weeder Winter Street Architects  
Jamie Fair Weston & Sampson  
Jeff Alberti Weston & Sampson

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Minutes prepared by: Kathryn Copley Administrative Specialist

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A. Approval of Minutes

The Committee reviewed the minutes from the July 10<sup>th</sup> and August 7, 2017 PPBC meetings. Mr. Kent made a motion that the Committee approve the minutes. Mr. Chandler seconded the motion. The motion was then voted upon and approved.

B. Hillside (Williams) Elementary School

Susan Neckes (School Committee) attended the meeting.

Mr. Haff reported on the progress of the project.

The responses to the MSBA's comments on the 90% Construction Document plans and the cost estimates were submitted. All the information has been posted on the share file. The bid documents were released on August 16. All pre-qualified General Contractors and filed sub-bidders were notified by email and by U.S. mail. The pre-bid walk thru is scheduled for Thursday, August 24. The filed sub-bids are due on September 13<sup>th</sup> and the General

Contractor bids are due on September 27<sup>th</sup>. Ground breaking for construction is anticipated to occur in early November.

A walk along the Knoll trail is scheduled for Thursday, August 31<sup>st</sup> at 8 am with the Community Conservation Committee and the Conservation Commission. Anyone else is welcome to attend.

The current route for the Eversource gas line is underneath the houses at 609 Central Avenue and 45 Sunset Road which would mean that it could not be placed until the buildings are demolished. An alternate route down Cefalo Road and Sunset Road is being investigated.

The Committee reviewed an invoice from Bemiss Trucking Service in the amount of \$2,220.19 for delivery of the crushed stone. 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 an invoice from D. M. Berg Consultants in the amount of \$4,800.00 for Structural Peer Review services. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Warner Larson Landscape Architects in the amount of \$2,846.17. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Neckes seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Home Depot Credit Services in the amount of \$462.83 for 16 sheets of plywood. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously. The Committee reviewed invoices from Home Depot Credit Services in the total amount of \$262.92 for a refrigerator and shower curtains. The invoices were reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from the Student Conservation Association in the amount of \$7,600.00 for their services on the knoll trail. 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.

Handouts: Agenda

C. Memorial Park Feasibility Study

Mark Forbes (Memorial Park Trustee), Mark Meche and Dana Weeder (Winter Street Architect) attended the meeting.

Mr. Meche updated the Committee on the design progress on the project. The roof deck design has a tall security gate to discourage trespassing. This is a concern of the Trustees. The deck allows for the necessary second means of egress from the second floor and was approved by a majority vote by the Trustees as a preferable option to adding an interior stair tower. Winter Street is continuing their design of the exterior building for review by the Trustees.

The site survey field work is complete and the working plan is in progress. Schematic Design should be complete by September 22<sup>nd</sup>.

Winter Street reviewed the schedule with the Committee. It is anticipated that Bid documents will be available late February 2018. Bids will be in hand before the 2018 Annual Town Meeting. Construction would start on July 6, 2018 after the July 4<sup>th</sup> celebrations.

The next meeting with the Trustees is scheduled for September 6<sup>th</sup>. The next Working Group meeting is scheduled for September 19<sup>th</sup> and a Design Review Board meeting is scheduled for September 25<sup>th</sup>.

The Committee reviewed two invoices from Winter Street Architects in the amounts of \$12,200.00 and \$7,300.00 for services thru July 2017. The invoices were reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Updated budget, Schedule update, Power point presentation

#### D. Fuel Island Relocation

Rick Merson (DPW Director) and Jamie Fair (Weston & Sampson) attended the meeting.

Mr. Gentile reported on the progress of the project. Shop drawings are being received and reviewed. Site blocks are arriving. A site walk with the Conservation Commission occurred today. The demolition permit for the salt shed has been delayed. The Construction permit was obtained last Friday and includes the site wall and island pad. Construction meetings will take place on Fridays. The surveyor will be on site tomorrow. A schedule has been submitted by the Contractor.

Mr. Fair reported that erosion control is going in. Site work can start after the erosion control is complete. Some security fencing will be placed around the site, however because the area is a thruway for the DPW operations vehicles it will not be completely enclosed. Access for vehicles needs to be maintained between the DeFazio side and the DPW side; however signage indicating no general thru traffic will be placed.

The existing underground fuel storage tank will be removed after the new fuel station is operational. The anticipated completion date is October 27<sup>th</sup> even though the completion date in the contract is November 15<sup>th</sup>.

The Committee reviewed Requisition #1 from MECO Environmental Services in the amount of \$86,856.60 for bonding costs, general conditions and retaining wall work thru July 2017. The requisition was reviewed and approved by Mr. Gentile and Weston & Sampson. 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 Committee reviewed an invoice from Weston & Sampson in the amount of \$2,350.00 for services thru July 2017. The invoice was reviewed and approved by Mr. Gentile. 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.

Handouts: Agenda, Designer notes, invoice, Req. #1, Schedule update

E. DPW Storage at Central Avenue

Kate Fitzpatrick (Town Manager), Rick Merson (DPW Director) and Jeff Alberti (Weston & Sampson) attended the meeting.

Mr. Alberti reported on the progress of the project. Weston & Sampson has compiled a comprehensive list of all of the Town vehicles. The list includes ride on, towed, etc. Mr. Alberti reviewed the conceptual layouts for storing vehicles in the proposed renovation of 470 Dedham Avenue and a Seasonal Storage Building at Central Avenue. The storage buildings at the RTS would consist of an enclosed garage building (approximately 11,500 SF) and a canopy covered structure (approximately 4,130 SF). Room for additional vehicles has been built into the design.

Two areas were identified as possible sites. Area 1 is the current materials processing area. Area 2 is an undeveloped sloped area to the east of the RTS entrance. Three options were presented for possible building configurations. Options 1 and 2 place the storage buildings in Area 1, the current materials processing area, and relocate the materials processing area to the undeveloped sloped Area 2 to the east. Option 3 places the storage buildings on the undeveloped Area 2 and leaves the materials processing area where it is currently located.

Option 3 would have less overall impact to abutters and less impact on the wetlands. Relocating the materials processing area would not be needed, and traffic patterns in and out of the area would be safer and less frequent.

The next steps are to complete the test pits to verify subsurface conditions, develop a conceptual plan based on the preferred option, prepare a detailed estimate based on the preferred plan and finalize the report.

Currently funding the project is in question. The report will be available prior to the 2018 Annual Town Meeting and a request for design funding is anticipated. Weston & Sampson will advance with Option #3 as the preferred option.

The Committee reviewed an invoice from Weston & Sampson in the amount of \$56,250.00 for services thru July 2017. The invoice was reviewed and approved by Mr. Gentile. 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.

Handouts: Agenda, Invoice, Schedule update, Power point presentation

F. Adjournment

The meeting was adjourned at 9:20 PM.

The next PPBC meeting will be on Monday, September 11, 2017 at 7:30 PM, at the Needham Town 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.