

PERMANENT PUBLIC BUILDING COMMITTEE
TOWN OF NEEDHAM
MINUTES OF MEETING

Date: January 8, 2018

Time: 7:30 PM

Location: Library

Attendance

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

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 DPW Director, Fuel Island Rep.
Bob Lewis DPW Assistant Director, Fuel Island Rep.
Dennis Condon Fire Chief, Police/Fire Stations Rep.
John Schlittler Police Chief, Police/Fire Stations Rep.
Mark Forbes Memorial Park Commissioner, Memorial Park
Matt Borelli Selectman, Memorial Park Rep.
Susan Neckes School Committee, Hillside/Williams Rep.
Chris Gerstel Park & Rec. Commissioner, Rosemary Rep.
Patty Carey Park & Recreation Director, Rosemary Rep.

Other Attendees: Kate Fitzpatrick Town Manager
Mike McKeon Kaestle Boos Associates
Keith Mercy Kaestle Boos Associates
Seunghwan Lee Kaestle Boos Associates
Bill Roche Daedalus Projects
Tom Scarlata Bargmann Hendrie & Archetype

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the December 18, 2017 PPBC meeting. Mr. Chandler made a motion that the Committee approve the minutes. Mr. Creem seconded the motion. The motion was then voted upon and approved.

B. Fuel Island Relocation

Rick Merson and Bob Lewis (DPW) attended the meeting.

Mr. Gentile reported on the progress of the project. The fuel island is functional. The Contractor is working on the remaining punch-list items. There have been minor leaks where the hose connects to the dispenser. The Contractor will be replacing the unit under warranty. The infiltration basin is full and is not receding as quickly as it should.

The removal the existing old fuel tanks will be done in the spring and is estimated to cost \$26,000. All the fuel has been removed from the old tanks.

The Committee reviewed Requisition #5 from MECO Environmental Services in the amount of \$121,237.15 for work thru December 22, 2017. The requisition includes the release of 3% of retainage. 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 \$7,050.00 for services thru November 2017. The invoice was reviewed and approved by Mr. Gentile. 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 PSS #3 from Weston & Sampson in the amount of \$12,247.58 for additional design and oversight services. The PSS was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the PSS. Mr. Lewis seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Change Order #3 from MECO Environmental Services in the amount of \$20,276.21 for three adds that included an emergency generator plug, additional gravel and bollard relocation and covers. The change order was reviewed and approve by Weston & Sampson and Mr. Gentile. Mr. Kent made a motion that the Committee approve the change order. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Req. #5, Invoice, Budget update

C. Public Safety Complex & Fire Station #2

Dennis Condon (Fire Chief), John Schlittler (Police Chief), Mike McKeon, Keith Mercy and Sheunghwan Lee, (Kaestle Boos Associates) attended the meeting.

Mr. McKeon reviewed the latest exterior massing diagram of the Headquarters complex. The new antenna tower at the Complex is envisioned as 110 feet tall. The current antennas are at 99 feet. The updated exterior of Fire Station #2 was reviewed.

The proposed site for the temporary swing space for the Police Station and Fire Station #2 is the Hillside School. KBA is proposing to use five modular trailers (60'x12') for the Fire Station and a fabric tent for the fire apparatus. The police department will be housed inside the school building. Fire Station #2 will be housed on the site for approximately 14 to 15 months. They will be able to fully function out of this temporary site. The Needham Police Department will also be on site 14 to 15 months with the two Departments overlapping for some period of time.

The neighborhood has asked that the playground remain accessible to the community during this time. KBA is looking into determining a pathway.

The project progress will be presented to the Board of Selectmen on January 23rd.

The Design Development is anticipated to be done by March 23 and submitted to Planning on April 1st. Five permits will be submitted for the project. Two permits will be submitted representing the two site configurations, including and not including the property of 43 Lincoln Street. If the Town is able to purchase the property it will be necessary to have the permits in place in order to maintain the overall construction start date.

The three remaining permits are 1) Chestnut/Lincoln Street Parking lot, 2) FS#2 and 3) Temporary facilities at the Hillside School.

The Committee reviewed an invoice from Kaestle Boos Associates in the amount of \$357,000.00 for services thru December 2017. The invoice was reviewed and approved by Mr. Gentile. 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 Kaestle Boos Associates in the amount of \$3,500.00 for communications study services under PSS #5. The invoice was reviewed and approved by Mr. Gentile. 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 PSS #6 from Kaestle Boos Associates in the amount of \$50,688.00 for additional survey services. The PSS was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the PSS. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Updated schedule, PowerPoint presentation

D. Sunita L. Williams (Hillside) Elementary School

Susan Neckes (School Committee) and Bill Roche (Daedalus) attended the meeting.

Mr. Roche reported on the progress of the project. The Contractor is dealing with the cold and snow as well as possible. Thursday the site shut down due to the snow storm and Friday was spent removing snow. Starting in December three pours for footings have been done so far. The Contractor is using a ground thawing machine and they are monitoring the frost. Six inches of crushed stone has been placed under the footings, as an extra precaution.

The demolition permit for 45 Sunset Road has been obtained and demolition is anticipated to occur next Wednesday, January 17th.

The RFI and submittal process is going smoothly. Drainage work continues. Rebar placement is ongoing. Foundation, damp-proofing and underground utility work is also ongoing.

The anticipated cost log currently shows a credit amount of \$2,000. Rework regarding the elevator may require a minor modification.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of \$78,888.51 for services thru December 2017. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Daedalus in the amount of \$18,816.00 for services thru December 2017. 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 Requisition #3 from Bacon Construction in the amount of \$377,259.80 for construction services thru December 2017. 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 The Green Engineer, Inc. in the amount of \$6,749.50 for an energy efficiency analysis. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Req. #3, Anticipated cost log

E. Memorial Park Building

Mark Forbes (Memorial Park Trustee) and Matt Borelli (Selectman) attended the meeting.

Mr. Retzky updated the Committee on the progress on the project. The walkway has been redesigned and will be a switchback path of stone dust. A Planning Board meeting is scheduled for January 23rd. There have been minor comments from the Town Engineer which are being incorporated.

A meeting with the Trustees will take place in January. Three Trustees are in favor of the project however two Trustees may not be supporting it.

It is anticipated that Bid documents will be available at the beginning of April 2018. It is anticipated that bids should be in hand before the May 2018 Annual Town Meeting.

The Design Development phase estimate will be identified in the ATM Warrant article seeking construction funds for the project.

The Planning Board has requested the parking lot be surveyed. The entire parking lot is an existing non-conforming lot. There are no plans to change the parking lot. It was suggested that lighting at the periphery of the lot or on the building shining toward the lot would be beneficial. A lighting consultant may be engaged through Winter Street.

The Committee reviewed an invoice from Winter Street Architects in the amount of \$31,750.00 for services thru November 2017. The invoice was 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, Invoice, Updated site plan, Updated budget

F. Rosemary Pool

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

Mr. Retzky reported on the progress of the project. There is no update on the Land & Water Conservation Fund (LWCF). Additional information from Patty Carey and Tim MacDonald was sent to them.

The upper retaining wall has started. Drainage has been put in and connected. Site utilities are installed. The site electric and data communications conduit work is ongoing. Interior plumbing work is ongoing. Windows are onsite. Temporary heat is being brought into the building. The lap pool shell is complete.

The pool filters have been delivered. The pumps are onsite in the pump vault room. 24 hour dewatering is ongoing. Some of the dewatering pumps froze up but they are all back up and running. Remedial grouting under the far north corner of the headwall is anticipated. Some amount of washout has occurred at that location.

The gutters have been delivered and installation is anticipated to start this month.

The construction schedule update should be ready by the next PPBC meeting. Good progress is being made on the building however getting the building weather tight is a concern. An acceleration incentive to make the building tight was discussed. A bonus of \$25,000 plus markup will be offered if the building is closed up by January 15th. This incentive is included in Change Order #7. Weather conditions continue to hamper progress.

Some progress is being made on the FF&E and Technology buyout.

The Committee reviewed an invoice from Bargmann Hendrie & Archetype in the amount of \$37,160.78 for services thru November 2017. The invoice was reviewed and approved by 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 Requisition #7 from G & R Construction in the amount of \$1,717,861.89 for work thru December 2017. This represents approximately 46% completion of the work. The requisition was reviewed and approved by Mr. Retzky and BH&A. Mr. Kent made a motion that the Committee approve the requisition for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Budget update, Pay App #7 cover page, Invoice

G. Adjournment

The meeting was adjourned at 9:20 PM.

The next PPBC meeting will be on Monday, January 22, 2018 at 7:30 PM, at the Needham Town Hall, Great Plain 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.