

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: May 21, 2018	Time: 7:30 PM	Location: Library
Attendance		
PPBC Members:	Present: George Kent, Stuart Chandler, Richard Creem, Natasha Espada, Irwin Silverstein, Gene Voloshin Absent: Roy Schifilliti	
PFDC Staff:	Steve Popper (Director of Design and Construction) Steve Gentile (Project Manager)	
User Representatives:	John Schlittler Rick Merson Kate Fitzpatrick Susan Neckes	Police Chief, Police/Fire Stations Rep. DPW Director, Fuel Island Rep., Storage Bldg. Rep. Town Manager, Storage Bldg. Rep. School Committee, Hillside/Williams Rep.
Other Attendees:	Keith Mercy Dave McGinley Gregg McGuirl Chris Heep Mike Richards Don Walter	Kaestle Boos Associates Kaestle Boos Associates Consigli Construction Miyares Harrington Weston & Sampson Dore & Whittier Architects
Minutes prepared by: Kathryn Copley Administrative Specialist		

A. Public Safety Complex & Fire Station #2

John Schlittler (Police Chief), Keith Mercy, Dave McGinley (KBA), Gregg McGuirl (Consigli) and Chris Heep (Miyares Harrington) attended the meeting.

Mr. Gentile updated the Committee on the progress on the project.

Three vendors from the COMMBUYS ITC57 State Contract will be asked to submit proposals to provide services to provide and determine what voice and microwave radio equipment will be needed for the communication system. They will be sent the performance specifications for Voice and Microwave Radio Infrastructure prepared by the communications consultant Langone & Associates, sub-consultant to KBA.

The receiving and transmitting towers are anticipated to be located at four sites: at the Chestnut Street headquarters, at the RTS, and two sites yet to be determined; one in the NE and one in the SE section of Town. It appears that the latter two sites, originally thought to be at the Dunster and Birds Hill water tanks, will be located elsewhere.

Leading candidates for the two sites covering the eastern side of town are Cabot Circle near the Sheraton Hotel and the Norfolk County Sheriff's Office. Structural design of the towers will be done by KBA. The towers could be constructed by the CMR, Consigli Construction.

Rist Frost Shumway Engineering, the on call Commissioning Agent has submitted a proposal for the Design phase. The proposal is in the amount of \$20,000.

Mr. Kent made a motion that the Committee approve the proposal from RFS Engineering for Design Phase Commissioning services in the amount of \$20,000. Ms. Espada 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 \$171,061.92 for services thru April 2018. 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.

Mr. Heep reported that the permitting documents have been submitted. The Planning Board will conduct hearings tomorrow on May 22nd for the submissions. Originally 5 applications were submitted, two of them covered scenarios revolving on the Town not owning the 43 Lincoln Street property. Because the purchase of 43 Lincoln Street was approved at Town Meeting, the two permit applications mentioned above were then withdrawn.

KBA reviewed the proposed presentations that will be made at the hearings for the Planning Board tomorrow. Two comments were received from the Planning Board. One was a concern for construction traffic on Lincoln. Most of the traffic will head away from the residential area and towards Dedham Avenue. The other question was regarding the temporary modular at Hillside School. They would like the parking lot restored to its current condition after the modulares are removed. It is anticipated that the tents, modular units, and fencing will be removed. There is no need to restore the islands.

Handouts: Agenda, Invoice, Updated budget, Commissioning proposal, Project logistics, Specifications for Voice and Microwave Radio Infrastructure and project info

B. Fuel Island Relocation

Rick Merson (DPW) attended the meeting.

Mr. Gentile reported on the progress of the project. The old fuel tanks were removed smoothly and without incident. A dewatering hole was found and it is proposed that it be filled in with gravel and covered with a metal cap. Mr. Merson indicated it was a well point during the placement of the fuel tanks. It will not be exposed to surface runoff.

The generator has been ordered and is anticipated to arrive on July 2nd.

The Committee reviewed an invoice from Municipal Graphic Inc. in the amount of \$1,195.00 for signage. The invoice was reviewed and approved by Mr. Gentile. 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.

The Committee reviewed two invoices and a credit from John W. Kennedy Co. in the amounts of \$670.00, \$670.00 and \$41.88 for a total of \$1,298.20 for two fuel couplers. The invoices were reviewed and approved by Mr. Gentile. 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 Weston & Sampson in the amount of \$2,999.12 for services thru April 2018. 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.

Handouts: Agenda, Invoice, Photos, Budget update

C. Central Ave DPW Storage

Kate Fitzpatrick (Town Manager), Rick Merson (DPW) and Mike Richards (Weston & Sampson) attended the meeting.

Mr. Gentile reported on the progress of the project. Weston & Sampson submitted a proposal for Schematic Design thru Construction Administration Services in the amount of \$650,000. The schedule for the project was reviewed. The design work will commence at the end of this month, the bids are anticipated in late December, the contract will be awarded in January 2019 and it is anticipated that construction will take nine months and reach substantial completion at the end of September 2019.

It was determined that there will be no need to install toilets in the building as it is for vehicle storage and toilets are available nearby at the RTS.

Weston & Sampson will be in contact with Kaestle Boos Associates regarding the placement of the communications tower on the site. A spare electrical conduit will need to be placed in the building for power to the tower.

The Committee reviewed PSS #1 from Weston & Sampson in the amount of \$650,000 for Schematic Design thru Construction Administration Services. The change order was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the change order. 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 \$8,750.00 for services thru March 2018. The invoice was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Merson seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, PSS#1, Schedule

D. Mitchell Modular Classrooms

Susan Neckes (School Committee) and Don Walter (Dore & Whittier) attended the meeting.

Mr. Popper indicated that this project was a recommendation from the Full Day Kindergarten Study. The School Committee voted to proceed with engineering and design services for

modular classrooms at the Mitchell Elementary School to accommodate Full Day Kindergarten and they presented a warrant at the Annual Town Meeting to fund it.

The RFQ for the FDK study indicated that the chosen architect would be able to continue on in subsequent phases. Dore & Whittier have developed a proposal for their work. They will first conduct a mini study to determine the best location. Three possible locations will be looked at. One location is to the right of the school, one is to the left near the current modular classrooms and the last is in the rear of the school. Water, sewer and power will be needed for the building. This study will be started immediately and the results reported back to the Committee at its July 23rd meeting.

The Modular classrooms will be for the Art and Music classes.

A cost estimate will be developed to be presented at the Special Town Meeting in October 2018. It is anticipated that the project will be bid in December and placement on the site would occur June thru August 2019. Work will also be done in the existing modular to convert the KASE classroom to a kindergarten classroom.

A joint School Committee/PPBC meeting inviting the neighbors was suggested to let them know the plans for the school.

The Committee reviewed PSS #1 from Dore & Whittier Architects in the amount of \$175,000.00 for Study, Design and Bidding Services. The PSS was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the change order. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

It is anticipated that Greg Bayes, the principal of Mitchell School, will be the second user agency representative for the project.

Handouts: Budget

E. Pollard Blue & Green Gym Upgrades

Town Meeting voted to approve this project in the amount of \$540,000 at the Annual Town Meeting. Public Facilities Operations (DPW Building Maintenance Division) has hired Dore & Whittier Architects to design the upgrades. Because it is over \$500,000 it is potentially a PPBC project. However if the Committee feels that Public Facilities Operations (DPW Building Maintenance Division) has the manpower and capabilities to oversee the project, the Committee has the option to let them oversee the project. Mr. Popper indicated that the Public Facilities Operations (DPW Building Maintenance Division) has the appropriate staffing and capabilities to oversee the project. Mr. Popper recommended that the project could be done by the Public Facilities Operations (DPW Building Maintenance Division) and because of current workload suggested this should be transferred to them.

Mr. Kent made a motion that the Committee vote to turn the project over to the Public Facilities Operations (DPW Building Maintenance Division). Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

F. Hillside Knoll Trail & Field Project

The Committee reviewed an invoice from Warner Larson in the amount of \$2,766.30 for services thru April 2018. The invoice was reviewed and approved by 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.

G. High School Expansion

The Committee reviewed an invoice from UTS of Massachusetts in the amount of \$2,840.00 for April 2018 services. The invoice was reviewed and approved by 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.

H. Adjournment

The meeting was adjourned at 9:20 PM.

The next PPBC meeting will be on Monday, June 11, 2018 at 7:30 PM, at the Needham Public 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.