PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: May 7, 2019	Time: 7:30 PM	Location: Library

Attendance

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

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

User Representatives:	John Schlittler	Police Chief, Public Safety Complex/FS2 Rep.
	Dennis Condon	Fire Chief, Public Safety Complex/FS2 Rep.
	Mark Forbes	Memorial Park Trustee, Memorial Park Rep.
	Matt Borrelli	Select Board /Memorial Park Rep.
	Michael Kascak	Hillside Principal, Hillside/Williams Rep.
	John Regan	Fleet Supervisor, Central Ave Storage Rep.
	Patty Carey	Park & Recreation Director, Rosemary Rep.
Other Attendees:	Keith Mercy	Kaestle Boos Associates
	Myles McDonough	Consigli Construction
	Dana Weeder	Winter Street Architects
	Don Walter	Dore & Whittier Architects
	Bill Roche	Daedalus Projects

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the April 8, 2019 PPBC meeting. Mr. Chandler made a motion that the Committee approve the minutes as presented. Mr. Silverstein seconded the motion. The motion was then voted upon and approved.

B. Public Safety Complex & Fire Station #2

Dennis Condon (Fire Chief), John Schlittler (Police Chief), Keith Mercy (KBA) and Myles McDonough (Consigli) attended the meeting.

Mr. Sargent reported on the progress of the project. The Memo of Understanding from the MDOT was received that gave permission to proceed. This allows the project filing to be put before the Dedham ZBA and Planning Boards but requires the DOT review and approval of design before proceeding. The project is on the Dedham ZBA docket on May 23rd. Chris Heep will handle the presentation. The Dedham Planning Board date has not been set yet.

Applications are going to the Needham Planning Board for the three sites in Needham, and June meeting dates are anticipated.

The NEPA process is on hold until all the Tower applications have been submitted. Designs for all three towers are complete. A draft lease for the American Tower was sent to Town Counsel and the Town Finance Director for review. Green Mountain has been contracted to install the three towers and install equipment at the American Tower site.

Mr. McDonough reported that site work has been delayed due to unanticipated discoveries in the excavation and unusual weather conditions. Foundation work is underway. Support of excavation at the phase boundaries took longer than anticipated. This resulted in a 6 to 7 day slip in schedule and is expected to be made up as work on site continues. The target dates are holding firm.

Steel, coming from Canada, is anticipated to arrive in mid-June. Shop drawings are being reviewed. The Committee was presented with the construction sign and asked to approve it. The construction sign was approved.

The Committee reviewed CO #4 from Consigli Construction in the credit amount of $78,989.96 for two adds and one credit. The credit being de-scoping of work to be performed as part of the BMS. The change order was reviewed and approved by Mr. Sargent and Kaestle Boos. Mr. Kent made a motion that the Committee approve the change order. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #3 from Consigli Construction in the amount of $722,440.85 for April 2019 services. The requisition was reviewed and approved by the Architect and Mr. Sargent. 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 two invoices from Kaestle Boos Associates in the amounts of $32,352.94 and $8,332.50 for services thru April 2019. The invoices were reviewed and approved by Mr. Sargent. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from UTS of Massachusetts in the amount of $915.00 for materials testing services. The invoice was reviewed and approved by Mr. Sargent. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed two invoices from the Town of Needham in the amounts of $4,435.20 and $3,801.60 for fire watch services. The invoices were reviewed and approved by Mr. Sargent. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #23 from Kaestle Boos Associates in the amount of $2,783.00 for Hazardous Materials services. The PSS was reviewed and approved by Mr. Sargent. 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.

Handouts: Agenda, Req. 3, Invoices, CO #4, PSS 23,Budget Update, photos, Change Request Log, Consigli Dashboard

C. Memorial Park Building

Mark Forbes (Memorial Park Trustee), Matt Borrelli (Select Board) and Dana Weeder (Winter Street Architects) attended the meeting.

Mr. Retzky reported on the progress of the project. The shingle roof and flat roofs are completed. The building is effectively weather tight. Window frames and glazing work is underway. The plumber is on site installing pipe in walls and above the ceiling. They will be installing fixtures next. The HVAC sub is on site installing duct work and in wall units. The electrical work is ongoing.

Eversource has installed the transformer and pad. The next step will be bringing the wires from the pole to the transformer. Permanent power will be hooked up after that. Plaza and access work is ongoing.

The schedule is extremely tight. The Contractor has initiated overtime and Saturday work. It is hoped that the project will be at a place where the July 4th activities can be supported. The concession stand and storage space on the first floor should be able to be made available. A partial Temporary Certificate of Occupancy may be needed in order to operate the concession stand and use of the storage space and bathrooms. Life and safety issues will have to be addressed and full power will be needed. The Health Department will need to sign off on the concession area. A contingency plan will be developed in case a full TCO is not obtained. Mr. Borelli asked that the Exchange Club be notified as soon as a contingency plan is known so that the 4th of July can manage the situation in advance. They need storage, power and the concession stand.

Full occupancy of the building will not be achieved until sometime in August. A good sized punch list is anticipated.

The contingency balance is currently at $23,886.80. The Committee requested that an update on progress be provided at its next meeting on May 20th.

The Committee reviewed CO #5 from G&R Construction in the amount of $57,440.00 for six adds. The change order was reviewed and approved by Mr. Retzky and Winter Street Architect. Mr. Kent made a motion that the Committee approve the change order. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #10 from G&R Construction in the amount of $687,088.45 for April 2019. 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. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Winter Street Architects in the amount of $11,250.00 for services thru March 2019. The invoice was reviewed and approved by Mr. Retzky. 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 two invoices from UTS of Massachusetts in the amounts of $730 and $305.00 for materials testing services. The invoices were reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Rist-Frost-Shumway in the amount of $8,180.00 for services thru March 2019. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Budget update, Req., Invoices, CO 5, Schedule update, Anticipated cost log

D. Sunita L. Williams (Hillside) Elementary School

Michael Kascak (Principal), Don Walter (Dore & Whittier) and Bill Roche (Daedalus) attended the meeting.

Mr. Roche reported on the progress of the project. Overall the project is 88% complete. The Temporary Certificate of Occupancy is expected on June 14th. The Contractor is moving towards this goal. The playground installation is ongoing. Curbing is ongoing. The demolition of 609 Central Ave is scheduled for next week. It was delayed by waiting for Eversource to disconnect the service. Work on the bus loop is ongoing. The asphalt binder course is down in most areas. The roof top equipment start-up is in process. The generator start-up will occur the following week. Flooring is moving along. Rough clean-up is done in the A wing and has started in the B wing.

The April rain affected the exterior work progress. Ockers Company is on site doing the Audio Visual wiring. Shades and curtains are being installed. Town DPW forces are expected to be working on crosswalks and curbing on the other side of Central Avenue.

The furniture delivery is anticipated to begin on June 24th. The flush out period will start July 3rd for two weeks at which time air quality testing will commence.

The building dedication ceremony is scheduled for October 11th. It is anticipated that Sunita Williams will be able to attend.

The Committee reviewed CO #15 from Bacon Construction in the amount of $28,041.00 for seven adds, one credit and two no cost items. The change order was reviewed and approved by Mr. Haff and Dore & Whittier. Mr. Kent made a motion that the Committee approve the change order. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #19 from Bacon Construction in the amount of $1,751,356.81 for construction services thru April 2019. The requisition was reviewed and approved by Dore & Whittier and 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 CO #2 from Wayne J. Griffin Electric in the amount of $4,978.49 for installation of slip pads. The change order was reviewed and approved by Mr. Haff and Dore & Whittier. Mr. Kent made a motion that the Committee approve the change order. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #5 from Wayne J. Griffin Electric in the amount of $111,699.00 for Solar PV construction services thru April 2019. The requisition was reviewed and approved by Dore & Whittier and 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 two invoices from UTS of Massachusetts in the amounts of $12.50 and $5,660.00 for material testing services. The invoices were reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #2 from UTS of Massachusetts in the amount of $15,000.00 for additional materials testing services. The PSS was reviewed and approved by Mr. Haff. 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.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of $76,229.68 for services thru April 2019. 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 Daedalus in the amount of $30,336.00 for services thru April 2019. 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 Rist-Frost-Shumway in the amount of $950.00 for services thru March 2019. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed two invoices from PODS Enterprises in the amounts of $559.96 and $219.98 for POD container rental fees. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Grainger in the amount of $4,489.50 for storage containers. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Req., CO# 15, Budget Update, Pending CO Log

E. Central Ave Storage/Jack Cogswell Building

John Regan (DPW) attended the meeting.

Mr. Gentile reported on the progress of the project. Rock crushing is nearing completion. The sub-contractor over blasted and there was excessive material. The crushing machines are running continuously. There is a bit of a delay in the building frame shop drawings review and acceptance. The project is behind schedule by about two weeks. The Contractor anticipates that they will be able to catch up.

Trenching for the foundation has started. The tight water tank approval is delayed. Rebar is on site. The construction of the building foundation will begin next week. There will be a coordination meeting with the tower manufacturer, Green Mountain, regarding the tower pad. The median strip landscaping is being studied and will be developed per the Planning Board decision. A change order for this work will be forthcoming. The Committee discussed the inclusion of this work as possibly being outside of the project's appropriation.

The Committee reviewed Requisition #3r from Seaver Construction in the amount of $284,433.00 for April 2019 services. The requisition was reviewed and approved by the Architect and 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, Req.3r, Photos, Budget update, Schedule update

F. Rosemary Recreation Complex

Patty Carey (Park & Recreation Director) attended the meeting.

Mr. Retzky reported on the status of the project. The exterior railings are complete, painted and in place. All permanent hand rails are in place. The grass was replaced with hydro seeding and is growing well. Some shrubs were replaced last week.

The pool start up for this year has commenced. The covers are off the pool and the pools are being vacuumed.

The check from the insurance company for the sewer line issue was issued to Bargmann Hendrie + Archetype. They in turn will issue a credit PSS for the amount.

The Committee reviewed Requisition #20 from G&R Construction in the amount of $68,388.12 for work thru April 2019. 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. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Carousel Digital in the amount of $891.76 for software. The invoice was reviewed and approved by Mr. Retzky. 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: Budget update, Anticipated cost log, Invoice

G. PPBC Other Business

Mr. Kent made a motion that the Committee nominate Stuart Chandler for Vice Chair of the Committee. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

It is anticipated that the Chair and the Vice Chair will share the leadership role. The Chair interfaces with the Select Board and Finance Committee in discussions on new projects prior to the Annual Town Meeting. The Chair represents the PPBC at Town Meetings. A Chairs Meeting takes place approximately three times a year. It was suggested that perhaps each Committee member be assigned to follow a project.

H. Adjournment

The meeting was adjourned at 10:00 PM.
The next PPBC meeting is scheduled for Monday, May 20, 2019 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.