

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: May 20, 2019	Time: 7:30 PM	Location: Library
--------------------	---------------	-------------------

Attendance

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

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

User Representatives: Greg Bayse Mitchell School Principal, Mitchell Rep.
Susan Neckes School Committee, Emery Grover Rep.
Michael Kascak Hillside Principal, Hillside/Williams Rep.
Rick Merson DPW Director, Central Ave Storage Rep.

Other Attendees: Don Walter Dore & Whittier Architects
Pannha Chung Consigli Construction

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the April 22, 2019 PPBC meeting. Mr. Silverstein made a motion that the Committee approve the minutes as presented. Mr. Chandler seconded the motion. The motion was then voted upon and approved.

The Committee reviewed the minutes from the May 7, 2019 PPBC meeting. Mr. Creem 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. Mitchell Modular Classrooms

Greg Bayse (Principal) and Don Walter (Dore & Whittier) attended the meeting.

Mr. Retzky reported on the progress of the project. The submittal progress is ongoing. Site excavation is ongoing. Compacted structural fill has been placed under the building footprint. Survey and staking for the placement of the footings and foundation was done. The Contractor has started auguring holes for the footings. Eversource electric is on site and installed the new transformers on the new electric utility pole.

The modular boxes are anticipated to be shipped from Pennsylvania on June 11th and 13th, which is ahead of schedule. They will be stored at the High School back lower parking lot until needed at the site. The units are anticipated to be set on site on June 15th and 16th.

The budget and the anticipated cost log were reviewed. The contingency balance is in Excess of \$200,000.

The Committee reviewed CO #2 from Triumph Modular in the amount of \$3,150.00 for tree removal. The change order was reviewed and approved by Mr. Retzky, 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 #3 from Triumph Modular in the amount of \$83,908.75 for services thru May 10, 2019. The requisition was reviewed and approved by Dore & Whittier and Mr. Retzky. 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.

The Committee reviewed an invoice from UTS of Massachusetts in the amount of \$310.00 for material testing services. The invoices was reviewed and approved by Mr. Retzky. 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 an invoice from Dore & Whittier Architects in the amount of \$1,125.00 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. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from ProjectDog in the amount of \$675.00 for bid hosting services. 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.

Handouts: Agenda, Photos, CO, Req., Invoices, Budget update, Schedule Update

C. Sunita L. Williams (Hillside) Elementary School

Susan Neckes (School Committee), Michael Kascak (Principal), Rick Merson (DPW) and Don Walter (Dore & Whittier) and attended the meeting.

Mr. Haff reported that the DPW has hired a contractor to repave Central Avenue and will be doing it in sections. The work has not reached the section in front of the new school and isn't scheduled to reach it until 2020. A discussion ensued about the advisability of having this contractor complete the section between Louart Drive and Booth Street, estimated to cost \$200,000, before September. Road work, sidewalk, curbing and traffic marking would be included. The Committee felt that it was desirable to have the work done before the opening of the new school in September. Since the DPW does not have the funding at this time to assign the work to their contractor, as it was scheduled for 2020, it would require the work to be paid by the project. If the work is done in 2020 then some of the work done by Bacon Construction would have to be redone by the DPW contractor, which would be a waste of Town funds.

It was proposed that the nine curb cuts and five crosswalks, which were to be done by Bacon Construction be handed over to the DPW contractor. A credit would be forthcoming from Bacon Construction for the labor costs. The curb cut materials are already on site and would be given to the DPW contractor to complete their work. Mr. Popper indicated that Kate Fitzpatrick was in favor of handling the roadwork this way. He also indicated that David Davison felt it was an acceptable way to handle financing for the roadwork. The DPW contractor will bill these selected portions of the work to the project.

The Committee approved of the concept. Mr. Chandler made a motion that the Committee move forward with the road work for an amount not to exceed \$200,000 barring any objections from the Chairs. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Kent will contact the Chairs to confirm this approach. [Mr. Kent has since discussed this with John Bulian (Select Board Chair) and Barry Coffman (Finance Committee Chair) and they approved of this change in scope.]

The Committee reviewed an invoice from WasteEquip in the amount of \$3,753.00 for 6 and 8 yard trash receptacles. 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 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.

The Committee reviewed an invoice from Rist-Frost-Shumway in the amount of \$1,150.00 for services thru April 2019. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from PODS Enterprises in the amount \$219.98 for POD container rental fees. The invoice was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Espada 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 \$3,400.00 for material testing services. 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: email and Central Ave roadwork drawing

D. High School Expansion

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

Mr. Haff reported on the progress of the project. The NHS sign has been installed. All of the plantings are in place. There is minor warranty work by the landscaper to be done replacing dead plants. Consigli is working through the remaining punch list items. It is anticipated that the Certificate of Occupancy will be obtained by the end of May.

Ms. Chung reported that the software change is holding up the door security work. Entry by fobs is being added. Additional work by Town Building Maintenance forces replacing automatic valves in the chiller has to be done before they are restarted.

As-builts should be forthcoming. The door security work and chiller work will not hold up the Certificate of Occupancy process. Affidavits are in process. An additional change order from Consigli is anticipated.

The budget was reviewed and the current contingency balance is \$31,624.

The Committee reviewed Requisition #15 from Consigli Construction in the amount of \$36,731.59 for services thru April 2019. 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. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #1 from Rist Frost Shumway Engineering in the amount of \$8,750.00 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. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Budget update, Punch list

E. Memorial Park Building

Mr. Retzky reported on the progress of the project. He reviewed the three week look ahead schedule. Getting power to the building has been delayed and is being worked on. The transformer is on the pole. Wires are being pulled from the transformer to the building. Sign off from the electrical inspector is anticipated this week and is a prerequisite of having power brought to the building. [The sign off was achieved on May 21st.] Fire proofing is ongoing.

The site work is progressing. It is anticipated that the path down from the High School to the field will be available for the High School graduation on June 3rd. The plaza should be finished by the end of the month. Painting and CMU work is ongoing. The carpenter is onsite framing windows. Installation of the large garage doors will start this week and will continue into next week but requires power for testing.

The fire alarm system, elevator and second floor fire protection needs to be done before a Temporary Certificate of Occupancy can be obtained.

Chris Coleman is coordinating a meeting with the Exchange Club to discuss contingencies if the building is not ready for the Fourth of July celebrations.

The Committee reviewed an invoice from UTS of Massachusetts in the amount of \$835.00 for material testing services. The invoice was reviewed and approved by Mr. Retzky. 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 an invoice from Winter Street Architects in the amount of \$8,440.00 for services thru April 2019. 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 an invoice from Rist-Frost-Shumway in the amount of \$1,155.00 for services thru April 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: Three week look ahead, Invoices

F. Public Safety Complex & Fire Station #2

The Committee reviewed an invoice from UTS of Massachusetts in the amount of \$2,005.00 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.

A letter was received from Wayne J. Griffin Electric regarding the 25% tariff increases on products with Chinese components, effective on or about May 10, 2019. They are indicating that their vendors are suggesting releasing the affected product orders for purchase and fabrication now, which may avoid the direct 25% tariff increases. Mr. Popper is in discussions with David Tobin and David Davison regarding the legal aspect of doing this.

Handouts: Letter from Wayne J. Griffin Electric

G. Adjournment

The meeting was adjourned at 9:25 PM.

The next PPBC meeting is scheduled for Monday, June 10, 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.