

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: July 22, 2019	Time: 7:30 PM	Location: Library
Attendance		
PPBC Members:	Present: George Kent, Richard Creem, Roy Schifilliti, Gene Voloshin Absent: Stuart Chandler, Natasha Espada, Irwin Silverstein	
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 Dennis Condon Matt Borrelli Matt Spengler Rick Merson John Regan	Police Chief, Public Safety Complex/FS2 Rep. Fire Chief, Public Safety Complex/FS2 Rep. Select Board /Memorial Park Rep. School Committee, Mitchell Rep. DPW Director, Central Ave Storage Rep. Fleet Supervisor, Central Ave Storage Rep.
Other Attendees:	Keith Mercy Dana Weeder Mike Richards	Kaestle Boos Associates Winter Street Architect Weston & Sampson Engineers
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Public Safety Complex & Fire Station #2

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

Mr. Sargent reported that the steel is moving along well at the headquarters site. The underground utility work is ongoing.

Work has started at the Temporary Fire Station 2 quarters at the Hillside School. The security fence is up, the asphalt has been ripped up and paving is scheduled for next week. Trenching is being done for the drain lines. Work inside the school has commenced. The select interior demo has started. Plumbing and electrical work is ongoing.

The tent structure is now under Consigli's scope of work. The installation of the tent structure will take an additional two and a half weeks from the target date originally presented. This creates a fifteen day slip on vacating Fire Station #2.

The Committee reviewed CO #6 from Consigli Construction in the amount of \$519,642.30 for twelve adds and one credit. The cost of the tent structure is included. 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. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #5 from Consigli Construction in the amount of \$1,315,493.11 for June 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. Schifilliti 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 \$2,307.55 for services thru June 2019. The invoices were reviewed and approved by Mr. Sargent. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Voloshin 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 \$5,435.00 for services thru June 2019. The invoice was reviewed and approved by Mr. Sargent. 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 L.G. Copley Associates in the amount of \$1,800.00 for acoustical consulting services. The invoice was reviewed and approved by Mr. Sargent. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Kent indicated that

The communications towers were on the Needham Planning Board agenda on July 16th. The presentation included responses to issues identified at the June 18th hearing, including concealment designs. The Planning Board voted in favor of not concealing the towers.

Handouts: Agenda, Req. 5, Invoices, CO #6, Budget Update, Photos, Consigli Dashboard

B. Memorial Park Building

Matt Borelli (Selectman) and Dana Weeder (Winter Street Architects) attended the meeting.

Mr. Retzky reported on the progress of the project. A Temporary Certificate of Occupancy was obtained for the lower level in order for the Exchange Club to use the space for the July Fourth celebration. The Exchange Club had access to the lower level from July 2nd thru July 5th. The building was turned back over to the Contractor on July 8th. An updated schedule was delivered.

The Contractor is back on site. Most of the outdoor work is done. Loam is in place. Interior work continues. Low voltage wiring is ongoing. Data cables are being pulled. Telephone installation is anticipated for July 29th. Painting is ongoing. Fourteen exterior security cameras will be installed soon. The number of security cameras was recommended by the IT department and reviewed by Needham Police and supported by Town Hall.

Close out paperwork is being prepared and is anticipated to be in hand by August 16th to support receiving a Certificate of Occupancy by August 23rd. The punch list is anticipated on July 29th.

The Committee reviewed Requisition #12 from G&R Construction in the amount of \$626,908.80 for June 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 PSS #5 from Winter Street Architects in the amount of \$21,130.00 for additional services. The PSS was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the PSS. Mr. Borelli 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 \$20,130.00 for PSS #5 services. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Borelli 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 \$5,780.00 for services thru May 2019. 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.

The Committee reviewed an invoice from Winter Street Architects in the amount of \$3,898.00 for services thru June 2019. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Borelli seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from OccuHealth in the amount of \$2,650.00 for water sampling services. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Borelli 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 \$1,968.00 for commissioning services thru June 2019. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Borelli 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 \$880.00 for services thru June 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., PSS, Invoices, Anticipated cost log

C. Mitchell Modular Classrooms

Matt Spengler (School Committee) attended the meeting.

Mr. Retzky reported on the progress of the project. The boxes have been closed up all the connections. The sunlight tubes are installed. The roof seaming joint work was completed. The interior and exterior electrical preparation is connected and installed. The ramps are being installed. The siding is done. Eversource is installing the electrical service connection. All crews are on site. Water installation is anticipated for tomorrow.

The work on the older 2014 modular building is underway with wall demolition. Furniture delivery is scheduled for August 28th. School starts after Labor Day. Substantial completion is scheduled for August 22nd with priority given to have the kindergarteners in the 2014 modular building at the start of school.

There will be a cost to repair the handrails on the 2014 modular building. The welds have snapped. The damage could have been caused by snow plowing.

The Committee reviewed Requisition #5 from Triumph Modular in the amount of \$312,061.31 for services thru July 15, 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 CO #4 from Triumph Modular in the amount of \$4,053.00 for changes to the fire alarm requested by the Fire Department. 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. Schifilliti 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 \$2,250.00 for services thru July 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 UTS of Massachusetts in the amount of \$313.75 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. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

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

D. Central Ave Storage/Jack Cogswell Building

Rick Merson, John Regan (DPW) and Mike Richard (Weston & Sampson) attended the meeting.

Mr. Gentile reported on the progress of the median strip landscaping. The landscape architect has been looking at screening options for the median strip. In addition to the planting plan,

there is a proposal to change the traffic patterns to have the storage building traffic entrance near the current entrance separate from the resident entry and create a new resident entrance further west but before the electronic sign. The existing exit will remain the same and the storage building exiting traffic will also use this exit. The new plan will improve traffic circulation and provide for additional safety of mixed traffic.

Most of the trees on the median strip are in fair to poor condition and will be removed. The trees in good condition will remain. The invasive Japanese knotweed will be removed from the strip. The estimate for the work is in the \$200,000 range, more than anticipated. The landscaping is approximately \$100,000 and the rerouting is approximately \$100,000. The Contractor will be requested to provide pricing.

The plan will be presented to the Design Review Board in two weeks and then the Planning Board.

Mr. Kent recommended the Committee approve the plan contingent on approval of the concept by the Chairs Committee of using the project funds for this work. 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 \$1,615.00 for material testing services. 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.

There have been more people on site over the last two weeks. The Contractor has brought in their forces to supplement manpower. Steel is arriving later than originally scheduled. This may not be an issue as the start of work at Fire Station #2 is expected to be delayed some 15 days.

Handouts: Photos, Median Strip Planting Concept drawings, Cost estimates for median strip planting

E. Adjournment

The meeting was adjourned at 9:15 PM.

The next PPBC meeting is scheduled for Monday, August 5, 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.