

# PERMANENT PUBLIC BUILDING COMMITTEE

## TOWN OF NEEDHAM

### MINUTES OF MEETING

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Date: December 2, 2019

Time: 7:30 PM

Location: Town Hall

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#### Attendance

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

BDCD Staff: Hank Haff (Sr. Project Manager)  
Ken Sargent (Sr. Project Manager)  
Mike Retzky (Project Manager)  
Steve Gentile (Project Manager)

User Representatives: Susan Neckes School Committee, Hillside/Williams Rep.  
Michael Kascak Hillside Principal, Hillside/Williams Rep.  
Rick Merson DPW Director, Central Ave Rep.  
John Schlittler Police Chief, Public Safety Complex/FS2 Rep.  
Dennis Condon Fire Chief, Public Safety Complex/FS2 Rep.

Other Attendees: Don Walter Dore & Whittier Architects, Inc.  
Mike Richards Weston & Sampson Engineers  
Keith Mercy Kaestle Boos Associates  
Myles McDonough Consigli Construction

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Minutes prepared by: Kathryn Copley Administrative Specialist

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#### A. Approval of Minutes

The Committee reviewed the minutes from the November 18, 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.

#### B. Sunita L. Williams (Hillside) Elementary School

Michael Kascak (Principal), Susan Neckes (School Committee), Don Walter (Dore & Whittier) and Hank Haff (BDCD) attended the meeting.

Mr. Haff reported on the progress of the project. Punch-list and change order work are being completed during early release days and vacation days. As-builts have been submitted for the Final Certificate of Occupancy. Commissioning is being finalized.

An additional snow removal machine has been ordered for the project to eliminate the use of salt on the concrete sidewalks and the asphalt play areas.

The disposal of the remaining furniture left at the Hillside School was discussed. The Committee felt that the project should not be involved with the disposal effort of the furniture at Hillside School. It was felt that it was a School Department issue.

The Committee reviewed CO #21 from Bacon Construction in the amount of \$11,451.00 for eight added cost items and one credit. 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. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #26 from Bacon Construction in the amount of \$148,257.77 for construction services thru November 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. Chandler 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 \$8,889.39 for services thru November 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 from Rist-Frost-Shumway Engineers in the amount of \$540.00 for services thru October 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 GeoSurfaces in the amount of \$675.00 for striping the playing field. 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.

Mr. Kent made a motion that the Committee approve the following technology invoices for payment:

|                |                            |                    |
|----------------|----------------------------|--------------------|
| Intra Systems  | Building Management System | \$ 1,800.00        |
| Konica Minolta | Copier                     | \$ 8,550.00        |
| Konica Minolta | Copier                     | \$ 11,277.00       |
| Konica Minolta | Copier                     | \$ 8,550.00        |
| The Ockers Co. | Audio Visual Equipment     | <u>\$ 7,672.00</u> |
|                |                            | \$ 37,849.00       |

Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Kent made a motion that the Committee approve the following FF&E invoices for payment:

|                       |                      |             |
|-----------------------|----------------------|-------------|
| M.E. O'Brian & Sons   | swing chairs         | \$ 2,171.00 |
| M.E. O'Brian & Sons   | swing chairs (labor) | \$ 650.00   |
| B&G Restaurant Supply | Kitchen Equipment    | \$ 4,384.62 |

|                       |                   |    |           |
|-----------------------|-------------------|----|-----------|
| B&G Restaurant Supply | Kitchen Equipment | \$ | 8,096.36  |
| B&G Restaurant Supply | Kitchen Equipment | \$ | 210.36    |
| B&G Restaurant Supply | Kitchen Equipment | \$ | 453.46    |
| B&G Restaurant Supply | Kitchen Equipment | \$ | 516.18    |
| B&G Restaurant Supply | Kitchen Equipment | \$ | 121.92    |
| Red Thread            | Changing Pads     | \$ | 241.30    |
| School Specialty      | Drying Racks      | \$ | 2,564.88  |
|                       |                   | \$ | 19,410.08 |

Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Req., CO, Invoices, Budget Update, Anticipated CO Log, FF&E update and Technology update

C. Central Ave Storage/Jack Cogswell Building

Rick Merson (DPW) and Steve Gentile (BDCD) attended the meeting.

Mr. Gentile reported on the progress of the project. The construction is complete. The tower is installed and detuned. The entry way is complete, new traffic signage installed and the new RTS entry will be open to residents starting December 3<sup>rd</sup>. Info message boards have been set up from both ways on Central Ave.

The building was back punched today by Mr. Richards. Retainage of \$60,000.00 is being held. There is a structural issue that is being addressed. The GC modified an overhead door without consulting the Architect or Structural Engineer as the drawings were misread. The poured concrete knee wall was too short. The top of a concrete knee wall may need reinforcing steel in places. This issue is holding up the final Certificate of Occupancy.

Some equipment has been moved into the building. Equipment from Fire Station 2 is being moved into the garage bays located at 470 Dedham Ave. Two bays have been set aside for them.

The security system is installed, doors and cameras are operational.

The Committee reviewed an invoice from Weston & Sampson Engineers in the amount of \$14,848.00 for services thru October 2019. 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.

The Committee reviewed from FastSigns in the amount of \$62.50 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.

Handouts: Agenda, Photos, Punch list, Budget update

D. Public Safety Complex & Fire Station #2

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

Mr. Sargent and Mr. McDonough reported on the progress of the project. The MOU with the MDOT is not complete. Another two-page questionnaire was received regarding the design of the tower. The MDOT will not issue a permit until the questions are answered. It is anticipated that the answers will be obtained in a few days. Chris Heep is working on the MDOT lease. The tower work is proceeding under the permit at risk. Work on the pad has started. The tower is in MELO's yard and will be shipped to the site when the permit is in hand.

The NEPA application was passed and there were no issues during the comment phase. It is anticipated that the final sign-offs will be obtained soon.

Motorola is anticipating beginning the installation of the equipment in March 2020.

Fire Station 1 slab on grade work for the Apparatus Bay is mostly complete. The training tower is mostly complete. Exterior AVB and sheathing is complete except on the phase line.

The temporary Fire Station 2 facility is nearing completion. The facility is anticipated to be finished for a December 16<sup>th</sup> move in. (later moved to the beginning of January 2020 to accommodate changes in the fire alarm system)

The completion of Fire Headquarters is anticipated in late July 2020.

The Committee reviewed CO #11 from Consigli Construction in the amount of \$91,050.00 for eleven adds and one credit. 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. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #10 from Consigli Construction in the amount of \$2,111,641.20 for November 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 PSS#25 from Kaestle Boos Associates in the amount of \$18,101.63 for reproduction expenses during the bidding phase. 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 PSS#26 from Kaestle Boos Associates in the amount of \$18,700.00 for additional stormwater engineering and generator sound studies. Mr. Kent made a motion that the Committee approve the PSS. Mr. Voloshin 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 \$32,352.94 for services thru November 2019. The invoice was reviewed and approved by Mr. Sargent. 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 Kaestle Boos Associates in the amount of \$18,101.63 for reproduction expenses. The invoice was reviewed and approved by 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 an invoice from UTS of Massachusetts in the amount of \$860.00 for material testing services. The invoice was reviewed and approved by Mr. Sargent. 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 two invoices from Intra Systems in the amounts of \$89,802.80 and \$3,600.00 for Building Management equipment. The invoices were reviewed and approved by Mr. Sargent. 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 the Town of Needham in the amount of \$328.00 for Police details. The invoice was reviewed and approved by Mr. Sargent. Mr. Kent made a motion that the Committee approve the invoice. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from the Town of Needham in the amount of \$263.00 for Police details. The invoice was reviewed and approved by Mr. Sargent. Mr. Kent made a motion that the Committee approve the invoice. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

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

E. Memorial Park Field House

Mike Retzky (BDCD) attended the meeting.

Mr. Retzky reported on the progress of the project. The payment requisition came in late today and was not ready to present. Punch-list items are being completed. Furniture delivery is scheduled for December 11<sup>th</sup>. The chain link storage cages have been installed on the first floor and are complete.

Commissioning is still ongoing. Mr. Retzky noted there are continuing concerns with the HVAC system testing and balancing report. The CFM is still not meeting design capacity. The Architect, the HVAC/Mechanical designer (CA Crowley), RFS Engineering, ATCO and the HVAC system manufacturer (BRYANT) are working to address and resolve the issue.

The Committee reviewed from Rist-Frost-Shumway Engineers in the amount of \$904.00 for services thru October 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 from Sunshine Signs in the amount of \$1,366.88 for signage. 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.

Handouts: Agenda, Invoices, Anticipated cost log, Budget update

F. Adjournment

The meeting was adjourned at 9:45 PM.

The next PPBC meeting is scheduled for Monday, December 16, 2019 at 7:30 PM, at the Needham Town 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.