

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: August 19, 2019	Time: 7:30 PM	Location: Library
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Attendance

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

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

User Representatives: Matt Spengler School Committee, Mitchell Rep.
Greg Bayes Mitchell School Principal, Mitchell Rep.

Other Attendees: Don Walter Dore & Whittier Architect
Joel Bargmann Bargmann, Hendrie & Archetype

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the August 5, 2019 PPBC meeting. Mr. Schifilliti made a motion that the Committee approve the minutes as presented contingent upon correction of the attendance list. Mr. Creem seconded the motion. The motion was then voted upon and approved.

B. Mitchell Modular Classrooms

Matt Spengler (School Committee), Greg Bayes (Principal) and Don Walter (Dore & Whitter) attended the meeting.

Mr. Retzky reported on the progress of the project. The copper water service to the modular is complete. Eversource has completed the overhead electrical connection and the meter is installed. The classrooms are energized. Telephone and data conduit are being installed. Projectors have been installed. The new fire alarms improvements and connections were installed and tested. The ramp and concrete pad work are ongoing. Landscaping work is ongoing.

Demolition in the 2014 modular classrooms and interior renovations are complete. The inspection is anticipated to occur tomorrow. A TCO is expected by the end of this week.

Furniture delivery is scheduled for August 28th.

The Committee reviewed an invoice from UTS of Massachusetts in the amount of \$3,010.00 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 Dore & Whittier Architects in the amount of \$3,375.00 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. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #6 from Triumph Modular in the amount of \$166,534.54 for services thru August 14, 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 #5 from Triumph Modular in the amount of \$6,909.06 for two adds. 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 anticipated cost log was reviewed, and the remaining contingency is approximately \$179,000.

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

C. Emery Grover Study

Joel Bargmann (Bargmann Hendrie & Archetype) attended the meeting.

Mr. Bargmann reported on the progress of the project. A letter from the Historical Commission was received in which they stated that it would be very important to preserve the remaining and visible features of the building. The option being presented, which relies on an addition and renovation to accommodate programing, has strived to do so.

A proposed addition to the Emery Grover building is at the rear of the building leaving only 39 total parking spaces on the site was presented. The building would require 127 parking spaces to satisfy zoning; 71 appears very reasonable. The site is constricted. Additional parking at Stephen Palmer and on the street may be considered. It is assumed CPA funds may be available if the existing portion of the building is renovated. A request to look more carefully at developing use of the third floor was made.

Other locations and options for the School Administration have been looked at. The Hillside School may be a promising site for this use. Bringing the Hillside up to code however would be a very expensive proposition. It would appear to be less expensive to demolish it and build new. The School Master Plan study, which will be underway soon, will indicate whether Hillside School should be considered as swing space for other school projects, or not.

A working group will be formed to provide input in the study. This group will be made up of various interest groups. The architect will facilitate these meetings with the interest groups to sort thru the major issues that will be identified.

BH+A will prepare a response to the letter from the Historical Commission for the chair's signature.

Handout: Every Grover new addition option, 7-9-19 Historical Commission letter

D. Memorial Park Field House

The Committee reviewed an invoice from New Era Technology in the amount of \$11,287.00 for wireless network equipment. 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 OccuHealth in the amount of \$1,350.00 for Noise Monitoring services. The invoice was reviewed and approved by Mr. Retzky. 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 an invoice from Connectivity Point in the amount of \$3,412.35 for phone system equipment and installation. 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.

E. Sunita L. Williams School

The Committee reviewed CO #1 from Wakefield Moving in the amount of \$4,426.00 for additional moving services. The change order was reviewed and approved by Mr. Gentile. 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 two invoices from Wakefield Moving in the amounts of \$4,426.00 and \$8,652.00 for moving services. The invoices were reviewed and approved by Mr. Gentile. 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 an invoice from Intra Systems in the amount of \$133,269.02 for HVAC Systems control equipment. 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 Apple in the amount of \$9,786.00 for iPads. 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.

F. Other Business

Mr. Kent and Mr. Chandler attended a Chairs Meeting and discussed the addition of scope to projects made by the Planning Board and other groups. Transparency on material changes was also discussed. Clarification of the role of the Planning Board in municipal projects and what their scope is in requesting substantive monetary changes to what Town Meeting had approved was requested.

The Committee felt that the PPBC is responsible for projects and having scope added by other entities puts that responsibility at risk.

A higher level of planning with DPW regarding roadwork, water and sewer is to be considered for future projects.

A policy on Solar Power for future projects is to be considered.

G. Adjournment

The meeting was adjourned at 9:15 PM.

The next PPBC meeting is scheduled for Monday, September 9, 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.