PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: February 10, 2020	Time: 7:30 PM	Location: Library

Attendance

PPBC Members:	Present: Stuart Chandler, Richard Creem, Natasha Espada, George Kent, Roy Schifilliti, Irwin Silverstein, Gene Voloshin Absent:	
BDCD Staff:	Steve Popper (Director of Design and Construction) Hank Haff (Sr. Project Manager) Ken Sargent (Sr. Project Manager) Mike Retzky (Project Manager)	
User Representatives:	John Schlittler	Police Chief, Public Safety Complex/FS2 Rep.
	Dennis Condon	Fire Chief, Public Safety Complex/FS2 Rep.
	Susan Neckes	School Committee, Hillside/Williams Rep.
	Michael Kascak	Sunita Williams Principal, Hillside/Williams Rep.
Other Attendees:	Keith Mercy	Kaestle Boos Associates
	Myles McDonough	Consigli Construction
	Don Walter	Dore & Whittier Architects, Inc.
	Roger MacDonald	IT Director
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the January 6, 2020 PPBC meetings. Mr. Kent made a motion that the Committee approve the minutes as presented. Ms. Espada seconded the motion. The motion was then voted upon and approved.

The Committee reviewed the minutes from the January 27, 2020 PPBC meetings. Mr. Chandler made a motion that the Committee approve the minutes as presented. Mr. Kent 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), Myles McDonough (Consigli), Ken Sargent and Mike Retzky (BDCD) attended the meeting.

Mr. Sargent and Mr. McDonough reported on the progress of the project.

The communication Memorandum of Agreement from the MDOT should be done within the week. The permit review is anticipated to be done by February 19th. The footing for the tower is in place at the Norfolk County Sheriff site. When the permit is issued the tower will be erected.

American Tower is requesting a large amount of insurance for the lease for March 1st. The Town is looking into the issue. If an agreement can't be reached with American Tower, fiber may have to be used or an alternate tower located.

The move of the Fire Station 2 staff and equipment to the temporary facility at Hillside School occurred on January 16th. The construction fence is up around Fire Station 2. Abatement is finished. The utilities will be disconnected within the next week or so. Clearing and grubbing is underway. The job site trailer will be delivered soon.

The Fire Station 1 brick work is essentially complete. Metal panel work is 50% complete. Rough MEP on the second floor is substantially complete. Drywall work is ongoing. Roofing is substantially complete. Painting is scheduled to start next week. It is anticipated that substantial completion of Phase 1 Fire Department headquarters will be August 7, 2020.

Concern was expressed regarding the magnitude and amount of change orders. The majority of changes are the result of design deficiencies. Owner initiated changes are also occurring. Changes are being scrutinized and not all are accepted. The changes are being reviewed for the whole project when identified and being addressed so they have minimal impact on the schedule.

The Committee reviewed PSS #27 from Kaestle Boos Associates in the amount of $1,760.00 for Hazardous Materials Testing services. The PSS was reviewed and approved by Mr. Sargent. Mr. Chandler made a motion that the Committee approve the PSS. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #28 from Kaestle Boos Associates in the amount of $2,185.00 for FCC Licensing for four tower locations. The PSS was reviewed and approved by Mr. Sargent. Mr. Chandler 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 #29 from Kaestle Boos Associates in the amount of $6,069.00 for Generator Sound Study at Cabot Street. The PSS was reviewed and approved by Mr. Sargent. Mr. Chandler made a motion that the Committee approve the PSS. Mr. Kent 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 $3,960.00 for services thru January 2020. The invoice was reviewed and approved by Mr. Sargent. Mr. Chandler 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 three invoices from Kaestle Boos Associates in the amounts of $10,450.00, $32,352.94 and $517.00 for services thru January 2020. The invoices were reviewed and approved by Mr. Sargent. Mr. Chandler made a motion that the Committee approve the invoices for payment. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed CO #13 from Consigli Construction in the amount of $186,123.00 for thirty adds and three credits. The change order was reviewed and approved by Mr. Sargent and Kaestle Boos. Mr. Chandler made a motion that the Committee approve the change order. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #12 from Consigli Construction in the amount of $1,888,065.76 for January 2020 services. The requisition was reviewed and approved by the Architect and Mr. Sargent. Mr. Chandler 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 MiltonCat in the amount of $2,612.50 for December 2019 generator rental. The invoice was reviewed and approved by Mr. Sargent. Mr. Chandler made a motion that the Committee approve the invoice for payment. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from MiltonCat in the amount of $2,612.50 for January 2020 generator rental. The invoice was reviewed and approved by Mr. Sargent. Mr. Chandler made a motion that the Committee approve the invoice for payment. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed two invoices from IntraSystems in the amounts of $4,500.00 and $900.00 for Building Maintenance System. The invoices were reviewed and approved by Mr. Sargent. Mr. Chandler 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 three invoices from Connectivity Point in the amounts of $2,019.72, $124.38 and $4,039.44 for Temporary FS2 pones. The invoices were reviewed and approved by Mr. Sargent. Mr. Chandler made a motion that the Committee approve the invoices 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 $685.00 for material testing services. The invoice was reviewed and approved by Mr. Sargent. Mr. Chandler 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 Wakefield Moving in the amount of $8,543.00 for moving services from FS2 to Temporary Facility at 28 Glen Gary Road. The invoice was reviewed and approved by Mr. Sargent. Mr. Chandler 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 Rist-Frost-Shumway Engineers in the amount of $2,513.00 for services thru December 2019. The invoice was reviewed and approved by Mr.

Sargent. Mr. Chandler 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, Req., Invoice list, CO, Budget Update

C. Sunita L. Williams (Hillside) Elementary School

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

Mr. Haff reported on the progress of the project. The project is 99.9% complete. Punch-list work and certain change order work are remaining. The Contractor and subs only work on vacation days or early release days. Remaining site work and landscape punch-list items will be finished in the spring.

Training on the Building Management system will be upcoming. The solar PV was accepted into the SMART program.

The Committee reviewed CO #23 from Bacon Construction in the amount of $18,578.00 for eight added cost items, four no cost items and one credit. The change order was reviewed and approved by Mr. Haff and Dore & Whittier. Mr. Chandler made a motion that the Committee approve the change order. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #28 from Bacon Construction in the amount of $91,041.20 for construction services thru January 2020 including $63,000.00 release of retainage. $400,000.00 is still being held. The requisition was reviewed and approved by Dore & Whittier and Mr. Haff. Mr. Chandler 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.

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

Dore & Whittier Architects	January 2020 Services	$	714.60
Summit Energy	Energy Credit Certificates	$	2,105.60
AdTech	Video Equipment Installation	$	22,054.00
AdTech	Video Equipment Installation	$	10,719.40

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

Energy rebate are anticipated. Notification will be sent to the Select Board, the School Committee and the Finance Committee.

Handouts: Agenda, Req., CO, Invoice summary, Budget Update, Anticipated CO Log

D. Memorial Park Field House

Mike Retzky (BDCD) attended the meeting.

Mr. Retzky reported on the progress of the project. The Contractor and subs are working on completing the punch-list and warranty items. The dedication plaque was installed.

A resolution has been reached on the HVAC system air exchange issue. Three of the four air handling units will be replaced with TRANE units by the sub, ATCO, at no cost to the Town. After the submittals are approved there is a three to five-week lead time. Warranties on the units will not start until they are installed and accepted.

The storage cages are in place and shelving has been installed. Town organizations will be able to move their equipment in after they sign the Town's license agreement. Acoustical sound testing is being been done on the second-floor multipurpose room and board room. The consultant will review the results and will make a recommendation to finalize the acoustical panel design and layout. The Contractor will install the panels.

Handouts: Agenda, Anticipated cost log, Budget update

E. School Master Plan Study

The Committee reviewed an invoice from Dore & Whitter Architects in the amount of $13,238.25 for services thru January 2020. The invoice was reviewed and approved by Mr. Haff. Mr. Chandler 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.

F. Emery Grover Building Study

The Emery Grover study was discussed at a recent Chairs Meeting. There seems to be a preference for one of the lower cost options. Early termination of the Stephen Palmer Building contract was thought to be undesirable.

G. Adjournment

The meeting was adjourned at 9:00 PM.
The next PPBC meeting is scheduled for Monday, February 24, 2020 at 7:30 PM, at the Public Services Admin Bldg. Charles River 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.