PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: August 10, 2020	Time: 7:00 PM	Location: Zoom Cloud Meeting

Attendance

PPBC Members:	Present: Stuart Chandler, Richard Creem, Natasha Espada, George Kent, Roy Schifilliti, Irwin Silverstein Absent: Gene Voloshin	
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:	Matt Borelli	Select Board, Memorial Park Rep.
	Susan Neckes	School Committee, School Master Plan Rep.
	Michael Kascak	Sunita Williams Principal, Hillside/Williams Rep.
	Dennis Condon	Fire Chief, Public Safety Complex/FS2 Rep.
	John Schlittler	Police Chief, Public Safety Complex/FS2 Rep.
Other Attendees:	Keith Mercy	Kaestle Boos Associates
	Christian Riordan	Consigli Construction
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on August 6, 2020 as a:
Virtual Meeting on Zoom Cloud Meetings
Meeting ID # 88414728107
https://us02web.zoom.us/j/88414728107

with the following instructions:

To view and participate in this virtual meeting on your computer, at the above date and time, go to www.zoom.us, click "Join a Meeting" and enter the Meeting ID: 884-1472-8107 Or join the meeting at link: https://us02web.zoom.us/j/88414728107

A. Approval of Minutes

The Committee reviewed the minutes from the July 27, 2020 PPBC meeting. Mr. Creem made a motion that the Committee approve the minutes as presented. Mr. Kent seconded the motion. The motion was then voted upon and approved 4 yeas - 0 nays – 0 abstain.

B. Memorial Park Field House

Matt Borelli (Select Board), Mike Retzky (BDCD) attended the meeting remotely.

Mr. Retzky reported that the contractor is working on warranty issues. A quote for the acoustical panels has been received and is included in CO #9. There is a 6 to 8 week lead time for delivery after the panels are ordered. It is expected to take 3 to 4 days to install them. All work is anticipated to be complete by the end of October.

PSS #8 from Winter Street Architects covers the additional closeout work needed because of obtaining the temporary Certificate of Occupancy in July 2019 for the Fourth of July festivities and the final Certificate of Occupancy in the fall of 2019.

Mr. Chandler made a motion that the Committee approve to following PSS:

Winter Street Architects	PSS#8 Additional Closeout Services	$20,905.00

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

The Committee reviewed CO #9 from G&R Construction in the amount of $23,966.00 for acoustical panel installation. The change order was reviewed and approved by Mr. Retzky and Winter Street Architects. 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 - 7 yeas - 0 nays – 0 abstain.

Documents: Agenda, CO

C. Sunita L. Williams (Hillside) Elementary School

Susan Neckes (School Committee), Michael Kascak (Principal) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported on the progress of the project. The GC is completing the remaining punch list items which is getting shorter. Deb Anderson, the Wetland Specialist and Conservation Director, walked the site to initiate close-out of the Conservation Commission Order of Conditions.

Rist-Frost-Shumway Engineers is addressing the LEED issues. The school is on target for receiving the LEED Silver designation.

The school is currently operating as a center for special education students Pre-K through 8th grade with limited attendance.

The close out with MSBA is anticipated to begin in September. A final budget revision request will need to be submitted to include change order items for the final audit. It is anticipated that the audit process will be finished by the end of the year.

Mr. Silverstein inquired on the status of the neighbor's claims of foundation cracking. The Town Counsel brought in an independent adjuster to review the claims. The neighbors were advised to bring a law suit against the GC for damage claims. As of today no lawsuit has been brought against the GC.

Mr. Kascak requested that the Committee give permission to purchase directional floor arrows for the school out of project funds. Several quotes were received and the lowest was under $700. Mr. Kent recommended that the Committee purchase the arrows and all agreed.

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

Bacon Construction	July 2020 Services/Retainage Release	$ 21,899.85

Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

Documents: Agenda, Req., LEED Score card, Budget Summary

D. <u>Public Safety Complex & Fire Station 2</u>

John Schlittler (Police Chief), Dennis Condon (Fire Chief), Keith Mercy (KBA), Christian Riordan (Consigli), Ken Sargent and Mike Retzky (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. The installation work on the communications towers is complete. Motorola has started fitting out the dispatch consoles. The network is currently not communicating between sites. Testing will occur next week. The move date into the new Fire HQ is now scheduled for August 24th. The switch over from the old equipment to the new communication system should happen on the day the Fire Station HQ moves into the new building. The transition should be seamless.

Punch-list work is complete on the second floor of Fire HQ and is ongoing on the first floor. Electrical work in the Apparatus bay is ongoing. Furniture delivery has started and installation is underway. Most of the exterior work is complete. Landscaping in the front and side will start in mid-September. The building inspector may be on site on Tuesday. The elevator inspector is expected on site on Wednesday.

At FS2 the removal of unsuitable soils has been completed. A fair amount of the footings are done, with remainder by the end of this week. Ground water and investigative borings will be done tomorrow at FS2 and at HQ. Testing on the ground water will determine whether or not monitoring wells and/or a sub-slab barrier and venting system will be needed.

Last week there was a Chairs Meeting with the Select Board and Finance Committee at which the project contingency was discussed. At this stage of the project the scope can't be changed and this was explained. It was unanimously felt that the all phases of the project should be finished. Additional funding of $1.7M to cover reasonable costs for the unforeseen soil conditions and schedule delays, and to extend Covid19 costs through the end of the project, was discussed and requested. It was felt that the current contingency could last thru the spring of 2021 and the additional funds would be requested at the May 2021 Annual Town Meeting. The source of the funding will have to be determined.

The hazard remediation and demolition of the Police/Fire HQ building is anticipated to start in September. The updated anticipated substantial completion dates are October/November

2021 for Fire Station 2 and January/February 2022 for completion of the Public Safety Complex.

Mr. Chandler made a motion that the Committee approve the following PSS's:

Kaestle Boos Associates	PSS#34 Acoustical/Tower As-built	$ 7,425.00
Kaestle Boos Associates	PSS#35 Geotech & Soils Services	$15,197.60

Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

The Committee reviewed CO #19 from Consigli Construction in the amount of $290,791.00 for fourteen adds and one credit. The change order was reviewed and approved by Mr. Sargent and Kaestle Boos Associates. 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 - 8 yeas - 0 nays – 0 abstain.

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

Consigli Construction	Req. #18 July 2020	$1,259,622.23

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

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

Kaestle Boos Associates	July 2020 Services	$35,752.94
Kaestle Boos Associates	July 2020 Services	$12,148.00
Kaestle Boos Associates	July 2020 Services	$12,597.00
Kaestle Boos Associates	July 2020 Services	$ 7,849.60

Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

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

Town of Needham	July 24, 2020 Police Details	$ 445.00
Town of Needham	July 29, 2020 Police Details	$ 222.50

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

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

UTS of Mass	PSC July Materials testing	$ 785.00
UTS of Mass	FS2 July Materials testing	$1,565.00

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain

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

IntraSystems	Data Servers & Switches	$47,983.00
RCN Telecom	PCS Fiber Splicing	$10,000.00

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain

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

Grainger	Wire Shelving	$ 342.45
Grainger	Wire Shelving	$2,114.24
Casey EMI	Floor Scrubber PSC	$6,877.33
Casey EMI	Floor Scrubber FS2	$6,877.33
W.B. Mason	Cabinets	$3,791.75
W.B. Mason	Cabinets	$3,033.40
Firehouse ID	Locker tags	$ 813.53

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

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

PODS	PODS Rental	$ 257.93
PODS	PODS Rental	$ 114.99
PODS	PODS Rental	$ 159.99
PODS	PODS Rental	$ 114.99
PODS	PODS Rental	$ 188.99
PODS	PODS Rental	$ 114.99

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

Documents: Agenda, Req., CO, Invoices, Updated budget, Anticipated Cost Log, Consigli Dashboard, Photos, Contingency Log, Change Order breakdown

E. High School Expansion

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

ENE Engineering BMS Control Services for chillers $ 9,000.00

Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas – 0 nays – 0 abstain.

F. Mitchell School Modular Classrooms

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

Dore & Whittier Architects July 2020 Services $ 250.00

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas – 0 nays – 0 abstain.

G. School Master Plan Study

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

Dore & Whittier Architects July 2020 Services $ 7,615.05

Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas – 0 nays – 0 abstain.

H. Adjournment

The meeting was adjourned at 8:30 PM.
The next PPBC meeting is scheduled for Monday, August 24, 2020 at 7:00 PM, as a Virtual Meeting on Zoom Cloud Meetings.

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.