

PERMANENT PUBLIC BUILDING COMMITTEE
TOWN OF NEEDHAM
MINUTES OF MEETING

Date: August 22, 2016

Time: 7:30 PM

Location: Library

Attendance

PPBC Members: Present: George Kent, Stuart Chandler, Natasha Espada, Paul Salamone
Absent: Irwin Silverstein, Roy Schifilliti, Peter Schneider

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

User Representatives: Heidi Black School Committee, Hillside Rep., H.S. Rep.
Aaron Sicotte High School Principal, H.S. Rep.
Patty Carey Park & Rec. Director, Rosemary Rep.

Other Attendees: Judd Christopher Drummey Rosane Anderson
Joel Bargmann Bargmann Hendrie & Archetype

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the August 8th PPBC meeting. Mr. Chandler made a motion that the Committee approve the minutes. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

B. High School Cafeteria Expansion

Heidi Black (School Committee), Aaron Sicotte (HS Principal) and Judd Christopher (DRA) attended the meeting.

Mr. Haff reported on the progress of the project. The exterior envelope is complete. The roof is finished, the air handling equipment has been installed and the initial RTU commissioning is complete. The trench drain has been installed. By the end of the day tomorrow the VCT tile installation should be complete. The final building inspections are taking place this week. It is anticipated that the Temporary Certificate of Occupancy will be issued this coming Friday, August 26th.

The school will be open on Wednesday, August 31st. A punch list has been created and these items will be addressed after school hours. The installation of the partitions is expected during the second week of September. The shades will be installed by the end of September. The architect and engineer will be on site to check on the punch list progress. The O&M manuals are expected by early October.

The tables and chairs have been received. Valley Communications has installed the projectors, TV's and speakers. Testing of the system is expected at the end of this week with training to follow on Monday, August 29th.

Ms. Black indicated that the School Committee visited the site today. They felt the new space looked seamless with the existing cafeteria space. It looks like it has always been there.

The Committee reviewed Payment Requisition #8 from Paul J. Rogan Co., Inc. in the amount of \$193,078.42 for work thru August 22, 2016. They are billing at 87% completion. The requisition was reviewed and approved by the Architect and Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Sicotte seconded the motion. The motion was then voted upon and approved unanimously.

Retainage may be reduced with the next pay application.

The Committee reviewed an invoice from Robert H. Lord in the amount of \$28,273.12 for cafeteria tables within the FF&E budget. The invoice was reviewed and approved by Mr. Haff. Mr. Kent 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.

Mr. Haff reviewed the anticipated cost log. There was an issue with the amount of VCT tilework identified by the contract documents. More tile was removed and replaced than anticipated. A 9' x 84' wide swath of additional tile was removed to account for the discrepancy and to feather in the new and old flooring. The Contractor is asking for a total of \$13,497 for the cost of the additional tile work, moisture mitigation, and subcontractor costs that was not distinguishable within the contract documents. They proceeded as directed under protest. The Architect, Mr. Popper and Mr. Haff believe this is a reasonable change order request. The change order will be submitted at the next meeting.

The anticipated cost log has items that total \$28,600.00. The contingency balance is in the amount of \$357,570.31.

Handouts: Photos, Payment App #8, updated schedule, anticipated cost log, budget update

C. Hillside School – Central Ave Remediation and Demolition

Heidi Black (School Committee) attended the meeting.

Mr. Retzky reported on the status of the demolition bids. The bids for the site demolition work were received on August 3rd. The initial apparent low bidder was Green Environmental however they did not sign or complete the MBE/WBE letter of intent documents. The second lowest bidder Ramco Survey Stake Co., Inc. submitted a letter of protest regarding this incomplete bid. Town Counsel recommended accepting the bid of the second lowest bidder, Ramco Survey Stake Co., Inc. and the bid was awarded to Ramco Survey Stake Co. on August 9th. Green Environmental was notified of the award to Ramco Survey Stake Co. on August 10th. Green Environmental submitted a letter of bid protest to the Massachusetts Attorney General's office on August 12th. A hearing has been set for August 30th with the Attorney General's office to discuss the situation and eventually they will rule on the issue.

Mr. Kent made a motion that the Committee authorize Mr. Popper to go forward with the acceptable lowest bidder based on the decision of the Attorney General. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Revised PSS #7r from Dore & Whittier Architects in the deduct amount of \$22,070.00. The revision unencumbers funds in the Owens Purchase/Demolition account for use in the building demolition. The services that have been removed from the scope can be delayed to the Design Development phase and requested when funding becomes available. The revision was discussed at the last PPBC meeting and approved by the Committee. Mr. Kent made a motion that the Committee approve the Revised PSS #7r. Ms. Espada 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 \$6,204.00 for remediation services thru July 2016. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Black seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed two invoices from NW Pest Control both in the amount of \$500.00 for pest control services. The invoices were reviewed and approved by Mr. Haff. Mr. Kent 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.

Handouts: Agenda, Demolition bids, Revised PSS# 7r

D. Rosemary Pool

Patty Carey (Park & Recreation Director) and Joel Bargmann (BH+A) attended the meeting.

Mr. Retzky indicated that there has been an informal meeting with the Massachusetts DEP and a meeting with the Army Corp of Engineers to discuss the project. A meeting with the Conservation Commission is scheduled for August 25th and a hearing with the Planning Board is scheduled for October 18th.

Mr. Bargmann reported on the progress of the project. The project schedule was reviewed. The Army Corp of Engineers permitting process takes up to 120 days to review design issues. The dredging project by the Engineering Department may not coincide with the pool project. BH+A has come up with a possible back up plan that uses a PORT A DAM which would cost approximately \$250,000. Other possible means of isolating the project from the dredging project are being explored.

In order to keep the existing terraces without excessive use of railings, BH+A is proposing the addition of broad steps on the terraces. The exterior of the building has been redesigned. It is proposed that the building be made ready for the addition of solar panels in the future.

The Committee reviewed two invoices from Bargmann Hendrie + Archetype in the amounts of \$18,000.00 and 41,400.00 for services thru July 2016. The invoices were reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoices

for payment. Ms. Carey seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, budget update, updated project schedule, invoices, Power Point presentation

E. Adjournment

The meeting was adjourned at 9:05 PM.

The next PPBC meeting will be on Monday, September 12, 2016 at 7:30 PM, at the 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.