PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: March 11, 2019	Time: 7:30 PM	Location: PSAB

Attendance

PPBC Members:	Present: George Kent, Stuart Chandler, Richard Creem, Natasha Espada, Irwin Silverstein, Roy Schifilliti, 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:	Michael Kascak	Hillside Principal, Hillside/Williams Rep.
	John Schlittler	Police Chief, Public Safety Complex/FS2 Rep.
	Dennis Condon	Fire Chief, Public Safety Complex/FS2 Rep.
	Mark Forbes	Memorial Park Trustee, Memorial Park Rep.
	Rick Merson	DPW Director, Fuel Island Rep.
	John Regan	Fleet Supervisor, Central Ave Storage Rep.
	Anne Gulati	School Finance Director, Emery Grover Rep.
Other Attendees:	Don Walter	Dore & Whittier Architects
	Bill Roche	Daedalus Projects
	Keith Mercy	Kaestle Boos Associates
	Pannha Chung	Consigli Construction
	Myles McDonough	Consigli Construction
	Mike Fields	Winter Street Architects

Minutes prepared by: Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the February 25, 2019 PPBC meeting. Mr. Creem made a motion that the Committee approve the minutes as presented. Mr. Silverstein seconded the motion. The motion was then voted upon and approved.

B. Sunita L. Williams (Hillside) Elementary School

Michael Kascak (Principal), Don Walter (Dore & Whittier) and Bill Roche (Daedalus) attended the meeting.

Mr. Roche reported on the progress of the project. Overall the project is 77% complete. The interior finishes in the A Building are heavily underway. Finishes in the B Building are underway. All Gyp board interior walls are moving along well. The elevator installation has begun. Almost all curtain walls are in. Window testing is scheduled for March 19th.

The building now has permanent power. Substantial completion is still anticipated by June 14th. At this time there is no reason to doubt that this milestone will be reached.

The solar PV equipment is arriving on site. The roofing manufacturer is recommending that slip sheet pads be placed under each foot of the solar panels. The pads are held in place by the weight of concrete blocks on each foot. These pads would be in addition to the ones already in the contract as walking pads. The pads could extend the life of the roof.

Quotes were received from three moving services vendors. One was deemed unresponsive. The lowest quote in the amount of $28,629 is from Wakefield Moving & Storage Inc. and references are being checked. The quote is within budget. Moving will commence after the last day of school which is expected to be June 19th if there are no more snow days.

The Committee reviewed CO #13 from Bacon Construction in the amount of $35,477.00 for six adds and two no cost items. 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. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #17 from Bacon Construction in the amount of $2,468,099.10 for construction services thru February 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. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Daedalus in the amount of $29,971.00 for services thru February 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 an invoice from Dore & Whittier Architects in the amount of $86,291.51 for services thru February 2019. 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 UTS of Massachusetts in the amount of $140.00 for services thru February 2019. The invoice was reviewed and approved by Mr. Roche. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Grainger in the amount of $4,523.00 for storage boxes. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Req., CO# 13, Budget Update, Pending CO Log

C. Public Safety Complex & Fire Station #2

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

Mr. Sargent reported on the progress of the project. The height of the communications towers has been determined. Application packages are being put together for the Dedham ZBA submission on March 20th and the Dedham Planning Board submission on March 21st. The contact person at MDOT for obtaining the MOU was changed and Mr. Heep is in contact with them and they seem responsive. Design of the communications system can move forward.

Both the 43 Lincoln Street and 66 Chestnut Street buildings have been demolished. Clean-up of the site is ongoing. Excavation is anticipated to begin on March 18th. The site contractor starts tomorrow. The excavation will be 16 feet below street level in certain areas of the building footprint requiring substantive support of excavation work to be placed.

Relocation of the transformer to the Northwest corner of the site will be going before the Planning Board as a de minimus change.

The Committee reviewed CO #2 from Consigli Construction in the amount of $21,511.82 for three adds. 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. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #1 from Consigli Construction in the amount of $1,606,578.42 for February 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 six invoices from Kaestle Boos Associates in the amounts of $1,870.00, $21,637.00, $32,352.94, $27,716.43, $893.43 and $2,632.00 for services thru February 2019. The invoices were reviewed and approved by Mr. Sargent. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #22 from Kaestle Boos Associates in the amount of $5,000.00 for additional printing expenses. The PSS was reviewed and approved by Mr. Sargent. Mr. Kent made a motion that the Committee approve the PSS. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Req. 1, Invoices, PSS 22, CR’s, Budget Update

D. Memorial Park Building

Mark Forbes (Memorial Park Trustee) and Mike Fields (Winter Street Architects) attended the meeting.

Mr. Retzky reported on the progress of the project. Masonry is continuing with the CMU work. Exterior and interior wall work is ongoing. The carpenter has 90% of the wood framing done. The roofer is onsite. The flat roof is done and the sloped roof work is ongoing. Plumbing is ongoing. In wall electrical work is ongoing. The new Verizon utility pole has been set onsite. The Contractor is working on the interior electrical/data conduit. No wire will be installed until the building is ‘weather tight”.

The project is on schedule with an anticipated substantial completion by July 1st. An updated schedule is expected soon. It is anticipated that the mason will start the exterior brick work by March 22nd.

The contingency balance, currently at $97,320.80, is extremely tight.

The Committee reviewed CO #3 from G&R Construction in the amount of $53,743.00 for seven adds and one credit. The change order was reviewed and approved by Mr. Retzky and Winter Street Architect. Mr. Kent made a motion that the Committee approve the change order. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #8 from G&R Construction in the amount of $481,343.15 for February 2019. The requisition was reviewed and approved by the Architect and 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 an invoice from Winter Street Architects in the amount of $10,025.00 for services thru January 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 an invoice from UTS of Massachusetts in the amount of $1,055.00 for materials testing services thru February 2019. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Rist-Frost-Shumway in the amount of $770.00 for services thru January 2019. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Budget update, Req., Invoices, CO 3

E. Central Ave Storage Building

Rick Merson and John Regan (DPW) attended the meeting.

Mr. Gentile reported on the progress of the project. The Select Board has named the building the Jack Cogswell Building. The Contractor is making good progress in preparing the site.

The tree clearing has been done. Leveling the site will be a challenge. They have started blasting on Friday, March 8th and will be continuing for the next three weeks. A seismograph has been set up at the nearest house.

The traffic flow in and out of the RTS has been changed to keep the public away from the construction area and to give the Contractor unrestricted access. Police details were assigned to the area during the 1st week and will continue only on Saturdays as needed. The Town will be paying for the police details thru the Contractor.

The Committee reviewed an invoice from Weston & Sampson in the amount of $7,800.00 for services thru January 2019. 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 Weston & Sampson in the amount of $12,250.00 for services thru February 2019. The invoice was reviewed and approved by Mr. Haff. 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 CO #1 from Seaver Construction in the amount of $8,390.40 for police details. The change order was reviewed and approved by Mr. Gentile and Weston & Sampson. 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 Requisition #1 from Seaver Construction in the amount of $160,027.00 for February 2019 services. The requisition was reviewed and approved by the Architect and Mr. Gentile. 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 #2 from Weston & Sampson in the amount of $11,000.00 for the Solar Study. The PSS was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the PSS. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Invoices, PSS 2, Req. 1, CO 1, Budget Update, Site Excavation FAQ's, Photos

F. Emery Grover Building Study

Anne Gulati (School Finance Director) attended the meeting.

Mr. Haff reported that two companies submitted qualifications in response to the RFQ. The companies were Bargmann Hendrie & Archetype and Winter Street Architects. Bargmann Hendrie & Archetype reviewed the Emery Grover Building during the Senior Center review.

It is recommended that both firms be interviewed.

Handouts: none

G. Mitchell Modular Classrooms

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of $2,846.58 for services thru February 2019. 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: None

H. Adjournment

The meeting was adjourned at 9:45 PM.
The next PPBC meeting is scheduled for Monday, March 25, 2019 at 7:30 PM, at the Public Services Admin Building 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.