

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: August 8, 2022	Time: 7:30 PM	Location: Zoom Cloud Meeting
Attendance		
PPBC Members:	Present: Stuart Chandler, Richard Creem, George Kent, Roy Schifilliti , Irwin Silverstein Absent: Lynne Deninger, Gene Voloshin	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager)	
User Representatives:	John Schlittler Tom Conroy Michael Greis Anne Gulati Barry Dulong Tim McDonald	Police Chief, Public Safety Complex/FS2 Rep. Fire Chief, Public Safety Complex/FS2 Rep. School Committee, Emery Grover Rep. School Finance Director, Emery Grover Rep. Building Maintenance Div. Director, Ridge Hill Rep Director of Health & Human Services
Other Attendees:	Deborah Robinson Jeremy Tobin David Billings	Bargmann Hendrie & Archetype Bargmann Hendrie & Archetype Hill International
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on August 2, 2022, 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](https://us02web.zoom.us/j/88414728107), 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. Public Safety Complex & Fire Station 2

John Schlittler (Police Chief), Tom Conroy (Fire Chief) and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. Pricing for the mechanics office heat is anticipated. New Era will be providing pricing for the booking area. Various warranty items are being dealt with.

The community groups sign will be placed by the white split rail fence on town property near Webster Green Apartments. Mr. Creem reported that someone in the Exchange Club is taking the lead in contacting the community groups for their input.

Mr. Sargent reviewed the anticipated cost log (ACL) which totals \$547,462. The current contingency balance is about \$52,760.

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

Kaestle Boos Associates PSS#51 PD Artwork \$ 9,008.00

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

Mr. Chandler made a motion that the Committee approve the following requisition with a release of retainage of \$257,940.91 for payment:

Consigli Construction Req. #43 July 2022 \$ 273,407.14

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

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

Kaestle Boos Associates July 2022 Services \$ 3,125.00

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

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

Robert Lord Furniture retainage \$ 19,000.00

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

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

The Ockers Co. AV Installation \$ 235.50

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

Documents: Agenda, Req., Invoices, Updated Budget, Anticipated Cost Log, Photos

B. Emery Grover Building / Hillside

Anne Gulati (School Finance Director), Michael Greis (School Committee Chair), Deborah Robinson, Jeremy Tobin (BH+A), Barry Dulong (DPW), David Billings (Hill International) and Ken Sargent, Hank Haff (BD CD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. The Emery Grover prequalification submittals are being reviewed. The list of prequalified GC and filed sub-contractors will be ready for the August 22nd meeting. The drawings are being finalized. The bid documents will be ready for release on September 1st, filed sub bids will be due on September 21st and GC bids due back by October 6th for review by PPBC on October 11th, prior to STM on October 24th. The GC award is anticipated in early November.

Work on Hillside School Building is ongoing. The sprinkler work is complete except for the IT area. The electrical work is ongoing. The office framing and drywall work is underway. The transformer underground work which is a BMD project has been approved and signed off on. Eversource is dropping the pad this week and the interior electric panel work will start next week. There have been some sizing changes in the AC equipment. Some larger units specified did not fit in certain casement windows.

Mr. Sargent reviewed the list of proprietary equipment which includes StructureWare building management control system, Elkay water fountain/bottle filler, Sloan flushometer, Avigilon door controls, Hanwaha cameras, 2N door intercom and Extron room scheduler. These items are currently used in most other buildings in the town.

A Chairs meeting will be held on August 11th to discuss the updated cost estimate and warrant article for the October STM. The updated cost estimate is \$4.455M higher and includes a 20% contingency. Once the warrant article is published the amount cannot be increased but could be decreased if lower bids enable a change. It was noted that an emergency preamble will need to be included in the warrant article to enable timely award of the contract. The Committee would like to keep the 20% contingency.

Mr. Chandler made a motion that the Committee approve the following change order for two adds:

J.J. Cardosi, Inc.	CO #1	\$ 16,658.68
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Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

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

J.J. Cardosi, Inc.	Req. #1 July 2022	\$ 175,200.90
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain

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

Bargmann Hendrie & Archetype	June 2022 Services EG	\$ 114,154.42
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Bargmann Hendrie & Archetype	June 2022 Services Hillside	\$ 16,143.75
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Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

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

Hill International	June 2022 Services	\$ 17,582.50
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Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

Documents: Agenda, Invoices, Updated budget, List of proprietary items

C. Future Studies & Projects

Anne Gulati (School Finance Director), Barry Dulong (DPW), Tim McDonald (Director of Health & Human Services) and Hank Haff (BDCD) attended the meeting remotely.

Addendums were issued for both the CATH Study and the RTU Replacement projects. Responses to both projects are due on August 11th. A sub-committee including Mr. Silverstein, Mr. Haff, Mr. Dulong and Mr. McDonald will review the CATH Study responses. A sub-committee including Mr. Kent, Mr. Haff, and Mr. Dulong will review the RTU Replacement project responses. The sub-committees will conduct the interviews if they decide they are needed. Recommendations for award will be presented to the PPBC on August 22nd, 2022.

Documents: Addenda, Project Schedule

D. Hillside School Boiler Project

The Hillside Boiler project has been led by the Building Maintenance Division and is currently underway. The Committee needs to formally vote to transfer the project over to the Building Maintenance Division.

Mr. Chandler made a motion to formally hand the Hillside Boiler project over to the Building Maintenance Division. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

E. Approval of Minutes

The Committee reviewed the minutes from the July 11, 2022 PPBC meeting. 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 4 yeas - 0 nays – 1 abstain.

F. Future Meetings

The Governor extended the remote public meeting provision thru March 31, 2023. The Committee discussed whether to hold future meetings remotely, in person or with a hybrid model. It was decided to have the next meeting August 22nd remotely and to decide on the method of future meetings at that time.

G. Adjournment

The meeting was adjourned at 9:00 PM.

The next PPBC meeting is scheduled for Monday, August 22, 2022, at 7:30 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.