

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: October 25, 2022

Time: 7:30 PM

Location: Zoom Cloud Meeting

Attendance

PPBC Members: Present: Stuart Chandler, Richard Creem, George Kent,
Irwin Silverstein
Absent: Lynne Deninger, Roy Schifilliti, Gene Voloshin

BDCD Staff: Hank Haff (Director)
Ken Sargent (Senior Project Manager)

User Representatives: Ed Olsen Parks & Forestry Director, Ridge Hill, Rep.
Barry Dulong Bldg Maintenance Director, Ridge Hill, RTU
Replacement CATH, & Rep.
Michael Greis School Committee, Emery Grover Rep.
Anne Gulati School Finance Director, Emery Grover, Theater
Sound & Light, RTU Replacement Rep.
LeeAnn Sutton Fine & Performing Arts Director, Sound & Light
Rep.
Tim McDonald Director of Health & Human Services, CATH Rep.

Other Attendees: Deborah Robinson Bargmann Hendrie & Archetype
Matt DiSalvo GGD Consulting Engineers
Rachel Young Bargmann Hendrie & Archetype
Amy Archer PARE

Minutes prepared by: Hank Haff Director

This meeting was posted on the Town web site on October 20, 2022, as a:

Hybrid/Virtual Meeting at the PSAB and on Zoom Cloud Meetings

Meeting ID # 88414728107

<https://us02web.zoom.us/j/88414728107>

with the following instructions:

To view and participate remotely in this meeting on your computer, at the above date and time, go to [www.zoom.us](https://us02web.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 October 11, 2022 PPBC meeting. Mr. Chandler made a motion that the Committee approve the minutes as presented. Mr. Silverstein seconded the motion. The motion was then voted upon and approved 4 yeas - 0 nays - 0 abstain.

B. Ridge Hill Demolition

Barry Dulong (DPW), Ed Olsen (Parks & Forest), Ken Sargent and Hank Haff (BD&CD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. The kickoff meeting with S&R Corporation happened October 20th. They are applying for the demolition permit and filing for the DEP notification for the asbestos removal. In two weeks, demolition should start if all permits are obtained. The Town – Contractor Agreement contract documents are being processed.

Everything of value has been removed from the building. Some Items were delivered to the Needham Historical Society, Conservation Department removed old files, DPW removed remaining items from the garage. All remaining contents are part of the demolition.

Documents: Invoice, Updated budget

C. Emery Grover Building / Hillside

Michael Greis (School Committee), Anne Gulati (School Finance Director), Deborah Robinson (BH+A), Hank Haff and Ken Sargent (BD&CD) attended the meeting remotely.

Mr. Chandler noted that Warrant Article #10 for supplemental funding of the Emery Grover Renovations project was approved at yesterday's Special Town Meeting. This provides \$2.725 Million in additional contingency funds. This enables the Town to proceed with the award of the contract to the low bidder, M. O'Connor Contracting, Inc. (MOCC). Mr. Haff will send the Notice of Award and draft contract tomorrow and schedule a kick-off meeting next week.

Because no elevator bids were received the BD&CD has solicited bids from four elevator contractors recommended by BH+A. The GCs all carried an estimated value of \$350,000 in their bids. Once the elevator re-bids are received on 11/3/22 the GC contract will be amended up or down by change order. If there is an increase in the cost of the elevator would be covered by the contingency. The current project budget has over \$600,000 in contingency remaining after the GC contract is awarded for \$15.747 Million which is sufficient to move the project forward now.

Mr. Sargent reported that the Hillside Renovation work is progressing well. Some long lead items for electrical and mechanical are expected by mid-November. Bid documents for the move are being prepared. IT is now settled in the cafeteria space. The production office will move in early December with other departments moving after 12/21/22. Some staff will work remotely during the move period.

Mr. Dulong reported that the boiler work is nearing completion. Boiler commissioning is anticipated in one to two weeks. Unit ventilators are being reassembled. The electrical upgrade is awaiting a disconnect switch, now required by Eversource, which should be received by mid-November.

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

J.J. Cardosi Construction CO #4 \$ 4,672.71

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 invoices for payment:

Bargmann Hendrie & Archetype September 2022 Services Hillside \$ 9,686.25

Mr. Greis 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 invoice for payment:

Hill International September 2022 Services \$ 21,212.33

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 invoice for payment:

Wakefield Moving & Storage IT move to cafeteria \$ 9,740.00

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

Documents: Invoices, CO4

D. Theater Sound & Light Study

Anne Gulati (School Finance Director), LeeAnn Sutton (Fine & Performing Arts Director), Hank Haff (BD CD) attended the meeting.

Four firms submitted their qualifications on October 13th. They were Hewshott International LLC, Schuler Shook, Studio T+L LLC, and Theater Design Inc. Hewshott International LLC, Schuler Shook, and Studio T+L LLC were shortlisted for interviews that occurred earlier today. The subcommittee of Ms. Gulati, Ms. Sutton, and Mr. Haff ranked Hewshott first, Studio T+L second and Schuler Shook third.

Mr. Chandler moved that the contract be awarded to Hewshott International LLC. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously – 6 yeas - 0 nays – 0 abstain.

Documents: Ranking sheet

E. RTU Replacement at Broadmeadow and Eliot Schools

Anne Gulati (School Finance Director), Barry Dulong (DPW), Hank Haff (BD CD) and Matt DiSalvo (GGD) attended the meeting.

Mr. Haff distributed the Draft Report dated 10/14/22 to the committee last week. Mr. DiSalvo presented a slideshow overview of the key points in this report including:

- Assessment of the existing conditions of RTUs at both schools

- Energy Recovery RTUs will be required by the energy code in 2023
 - Larger Unit footprint & weight
 - Reduced energy usage
 - Reduced heating & cooling capacity required
- Studying air sourced heat pumps (ASHP)
 - Eliminate natural gas at the RTU – reduce carbon footprint.
 - Detailed review of electric infrastructure next
- Demand Control Ventilation
 - 5 of 9 AHU serve VAV duct systems
 - Opportunity for reduced energy use
- Repair recommendations by Architect
 - Some roof repairs needed to extend roof life for another decade
 - Adapter curbs for RTUs will be studied to install new larger units
 - Age of roof (20years) a concern for solar PV installation now
 - Roof size and orientation ideal for future installation after roof repair
 - MSBA accelerated repair program not eligible until roof is at least 25-years old
- Next Steps- Explore options, energy analysis, cost analysis- return in December 2022

Documents: Draft report, Overview slideshow

F. CATH Space Utilization Study

Tim McDonald (Health & Human Services), Barry Dulong (DPW), Hank Haff (BDCD), Rachel Young (BH+A) and Amy Archer (PARE) attended the meeting.

Ms. Young presented a slideshow on study to date which explored the following issues identified in the UMass 2020 report: 1) Parking & accessibility, 2) fitness space (too small), 3) office space expansion/ reorganization, 4) computer lab (low use), 5) roof deck (underutilized). 6) Kitchen expansion to commercial kitchen being studied by others. Interviews are being conducted with staff, user groups and a presentation of these issues and opportunities has been made to the Council on Aging (COA). Concept images are included in the presentation. Town Manager is opening discussions with the MBTA about parking since post-COVID ridership remains low. These opportunities will be explored in further detail and the construction costs will be estimated to enable the PPBC and CATH to develop a priority and phasing of any future projects.

Documents: slideshow

G. Adjournment

The meeting was adjourned at 9:45 PM.

The next PPBC meeting is scheduled for Monday, November 14, 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.