

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: January 9, 2023	Time: 7:30 PM	Location: Zoom Cloud Meeting
Attendance		
PPBC Members:	Present: Stuart Chandler, Richard Creem, Lynne Deninger, George Kent, Roy Schifilliti, Irwin Silverstein	
Absent:	Gene Voloshin	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Senior Project Manager)	
User Representatives:	Anne Gulati LeeAnn Sutton Carys Lustig Shane Mark Barry Dulong	School Finance Director, Emery Grover & SMP Rep. Fine & Performing Arts Director, Sound & Light Rep. DPW Director, DPW Study Rep. DPW Assistant Director, DPW Study Rep. Bldg Maintenance Director, Ridge Hill Rep.
Other Attendees:	Deborah Robinson Michele Rogers Brandon Creel	Bargmann Hendrie + Archetype Dore + Whittier Architects Hewshott International, LLC
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on December 8, 2022, as a:

Virtual Meeting at the 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/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. Approval of Minutes

The Committee reviewed the minutes from the December 12, 2022 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 6 yeas - 0 nays - 0 abstain.

B. Public Safety Complex & Fire Station 2

Ken Sargent (BDCD) attended the meeting remotely.

Mr. Sargent reported that the police department warranty walkthrough is scheduled for tomorrow. Budget line items that are no longer needed are being reduced and the amount added to the contingency. The current unencumbered remaining balance is \$1.18M. The anticipated cost log is \$20,000.

Work is being done for the mechanics office heat and a wall heater will be ordered. There is a two-month lead time on the heater. Delivery of a few items of furniture is still anticipated.

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

Consigli Construction	CO#42	\$ -38,259.00
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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:

Kaestle Boos Associates	Oct. 2022 Services	\$ 5,775.00
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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 H. Lord Co.	Furniture	\$ 21,181.77
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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:

Rist Frost Shumway	November 2022 Services	\$ 1,268.25
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Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously – 6 yeas - 0 nays – 0 abstain.

Documents: Agenda, Invoices, CO, Updated Budget

C. Emery Grover Building / Hillside

Anne Gulati (School Finance Director), Deborah Robinson (BH+A), Hank Haff and Ken Sargent (BDGD) attended the meeting remotely.

Mr. Sargent reported that the Hillside renovation is pretty much done. The HVAC grates are anticipated to be delivered soon. One more electrical panel door is backordered. A few of the windows will be replaced with Lexan and the LED light replacement will take place in the evenings. The school administration staff have moved in.

At the Emery Grover site the contractor has mobilized on site and the tree work has started. The first trailer was delivered today. The submittal process is ongoing. Abatement has started along with selective demolition. The draft schedule is being worked on. Substantial completion is anticipated at the end of May 2024.

Mr. Chandler made a motion that the Committee approve the following change order for the added bid cost of the elevator:

M. O'Connor Contracting CO#1 \$ 174,305.00
Ms. Deninger 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:

M. O'Connor Contracting Req. #1 thru Dec. 2022 \$ 258,907.03
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:

Bargmann Hendrie + Archetype Nov. 2022 Serv. Hillside \$ 6,098.75
Bargmann Hendrie + Archetype Nov. 2022 Serv. EG \$ 5,305.05
Ms. Deninger 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 Tech invoice for
payment:

Project Dog Returned plan sets \$ 2,647.35
Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously –
7 yeas - 0 nays – 0 abstain.

Documents: Invoices, CO, Updated Budget

D. Pollard Locker Room Renovation

Barry Dulong (DPW), Michele Rogers (Dore & Whittier) and Hank Haff (BD CD) attended
the meeting remotely.

The Building Maintenance Department is overseeing this project. Mr. Dulong reported that
the current cost estimates are higher than anticipated. An effort is being made to reduce the
estimate. The cost of lockers has gone up. There will be some scope and demolition changes.
The addition of single user changing rooms will be reviewed.

Documents: None

E. School Master Plan

Anne Gulati (School Finance Director), Michele Rogers (D+W), and Hank Haff (BD CD)
attended the meeting remotely.

The facilities financing plan was presented which laid out the current financing plan for D1a
option and other town capital projects. Option D1a has Pollard as the first non-MSBA project
and Mitchell as the second MSBA project. The option includes other anticipated
improvements that will be made along the way. The facilities financing plan also shows other
borrowings and the pay down of existing borrowings.

Mr. Chandler and Mr. Haff attended the Finance Committee meeting last week where the facilities financing plan was discussed. The Finance Committee is not comfortable with breaking the 3% and 10% financing limits. There was a strong sense that they would push back on future projects size and scope as they are grappling with the financing of all the proposed projects.

It was recommended that the Committee proceed with Statements of Interest (SOI) to the MSBA for both Pollard and Mitchell which would be Option C1a. The SOI's for the next funding period are due in April 2023.

The MSBA has increased the per square foot dollar amount to \$423/sf they will reimburse for schools but as a result may reduce the number of projects they approve to eight or ten next year out of the 100 to 125 SOI's typically received

Option C1a. with Pollard (grades 6-8) as 1st MSBA project, High Rock as an elementary school, and a 3-section Mitchell as the 2nd MSBA project. The estimated cost went from \$327.0M to \$349.2M. The estimate notes estimated additional capital improvements to maintain the buildings until they are renovated. The three-school project could be completed by 2036 if all goes according to the schedule. Mitchell students would move into High Rock in 2030.

Option D1a. with Pollard (grades 6-8) as the 1st project (non-MSBA), High Rock as an elementary school, and a 3-section Mitchell as the 2nd project with MSBA funding. The estimated cost went from \$314.4M to \$334.2M. The estimate notes estimated additional capital improvement costs to maintain the buildings until they are renovated. This option provides the earliest completion date in 2034 and the lowest total cost. The unknown on all the options is if the MSBA will participate and provide some reimbursement to the town.

Documents: Facilities Financing Plan, Memo on C1a and D1a

F. Theater Sound & Light Study

Anne Gulati (School Finance Director), LeeAnn Sutton (Fine & Performing Arts Director), Brandon Creel (Hewshott International), and Hank Haff (BD CD) attended the meeting remotely.

Mr. Haff reported that the preliminary draft of the existing conditions was received today. It has yet to be vetted by the working group. The results will be reviewed with the Committee at a future meeting.

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

Hewshott International December 2022 Services \$ 11,000.00

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

Documents: Agenda, Invoice

G. RTU Replacement Study

Anne Gulati (School Finance Director), Barry Dulong (DPW) and Hank Haff (BDCD) attended the meeting remotely.

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

GGD Consulting Eng. November 2022 Services \$ 27,000.00

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

Documents: Invoice

H. Center at the Heights Space Utilization Study

Barry Dulong (DPW) and Hank Haff (BDCD) attended the meeting remotely.

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

Bargmann Hendrie + Archetype Nov. 2022 Services \$ 22,750.00

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

Documents: Invoice

I. DPW Complex Feasibility Study

Carys Lustig, Shane Mark, Barry Dulong (DPW), and Hank Haff (BDCD) attended the meeting remotely.

The draft of the request for qualifications (RFQ) for the study was distributed to the Committee for review. The RFQ will be available on January 12th, the briefing will occur on January 19th and the submissions will be due on February 9th. There is a \$55,000 cap for the study.

The Committee decided that a subcommittee will short list and interview the respondents and make a recommendation to the PPBC on February 27, 2023. The subcommittee members will be Ms. Lustig, Mr. Mark, Mr. Dulong, Mr. Kent, and Mr. Haff.

Documents: RFQ

J. Other Business

The Committee was asked by the Town Manager whether the threshold for PPBC projects should be raise from \$500,000 to \$1,000,000. It has been increased once from \$250,000 set in 1996 to \$500,000 in 2005. After discussion it was felt that the amount should remain at \$500,000.

Mr. Haff reported that the request for funding for an additional project manager in FY 2024 for the Building Design & Construction Department was denied by the Finance Committee until such time that projects go forward.

K. Adjournment

Mr. Chandler made a motion to adjourn. The meeting was adjourned at 8:54 PM. The next PPBC meeting is scheduled for Monday, January 23, 2023, at 7:30 PM, 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.