PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: January 23, 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, Gene Voloshin	
Absent:		
BDCD Staff:	Hank Haff (Director) Ken Sargent (Senior Project Manager)	
User Representatives:	Erhardt Graeff	Library Trustee, Library Space Utilization Rep.
	Kim Hewitt	Library Director, Library Space Utilization Rep.
	Anne Gulati	School Finance Director, Emery Grover& SMP Rep.
	LeeAnn Sutton	Fine & Performing Arts Dir., Sound & Light Rep.
	Barry Dulong	Bldg. Maintenance Director, Ridge Hill Rep.
Other Attendees:	Brandon Creel	Hewshott International, LLC
	Chris Heep	Town Counsel
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on January 19, 2023, 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, 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 January 9, 2023 PPBC meeting. Mr. Silverstein made a motion that the Committee approve the minutes as presented. Mr. Kent seconded the motion. The motion was then voted upon and approved 7 yeas - 0 nays – 0 abstain.

B. Library Space Utilization Study

Erhardt Graeff (Library Trustee), Kim Hewitt (Library Director), Hank Haff (BDCD) attended the meeting remotely.

Three firms responded to the RFQ on January 12th: LLB Architects, Perkins & Will Architects, Inc. and Utile, Inc. All three firms were interviewed on January 20th by the subcommittee comprised of Mr. Graeff, Ms. Hewitt and Mr. Haff. The highest-ranking firm was Utile, Inc.

The subcommittee felt that Utile, Inc. would provide a responsive, fresh approach and that the principals would be involved in the process.

Mr. Chandler made a motion that the Committee go forward with Utile, Inc. as presented by the subcommittee. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously – 9 yeas – 0 nays – 0 abstain.

Documents: Score sheet

C. <u>Theater Sound & Light Study</u>

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

Mr. Haff sent out a draft copy of the Preliminary Recommendations for review. Ms. Gulati and Ms. Sutton have been involved in meetings with the user groups and reviewing the draft.

Mr. Creel gave a brief overview of the preliminary draft of the existing conditions with the Committee. The main objective of the study is to deliver a feasibility report in March. The systems at each of the school has been surveyed and assessed. A recommendation for each sub system has been provided for each school. The recommendations have been prioritized into immediate needs, short term needs (needs within a year) and long-term needs (when funding is available). Estimates have been provided for each system for the immediate needs, the short term needs and the long-term needs.

The rigging inspection reports will be included in a future draft as the analysis has not been completed.

Questions were raised on what metric is used for determining what should be done when and should one venue be concentrated on first, perhaps the most used facility. Mr. Creel indicated that safety and functionality determine the most immediate needs.

Mr. Haff indicated that maintenance has been deferred. There has been a shift in technology from analog to digital. Repairing old equipment my not be the best solution. Parts may be hard to obtain. Currently the schools are paying for temporary sound systems.

It was suggested that rental costs should perhaps be outlined on what is being spent each year because the existing equipment doesn’t work.

Documents: Preliminary Recommendations Draft

D. Public Safety Complex & Fire Station 2

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

Massachusetts D.E.P.	FS2 Tier II Fee	$ 2,455.00

Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously – 7 yeas – 0 nays – 0 abstain.

Documents: Invoice

E. Emery Grover Building / Hillside

Anne Gulati (School Finance Director) attended the meeting remotely.

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

L.W. Bill Co.	Fire Alarm Service Call	$ 426.50

Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

Documents: Invoice

F. RTU Replacement Study

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

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

GGD Consulting Eng.	December 2022 Services	$ 13,500.00

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously – 9 yeas – 0 nays – 0 abstain.

Documents: Invoice

G. Center at the Heights Space Utilization Study

Barry Dulong (DPW) attended the meeting remotely.

Mr. Chandler made a motion that the Committee approve the following PSS from Bargmann Hendrie + Archetype for additional services regarding the commercial kitchen:

Bargmann Hendrie + Archetype	PSS #1	$ 9,680.00

Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously – 8 yeas – 0 nays – 0 abstain.

Documents: Invoice

H. Executive Session

Mr. Chandler made a motion that the Committee go into Executive Session under

Exemption 3: To discuss strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;

and

Not to return to Open Session prior to adjournment.

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

Note: The Executive Session ended at 9:15 PM.

I. Adjournment

The open meeting ended at 8:34 PM upon starting the executive session.
Note: The Executive Session ended at 9:15 PM and the meeting adjourned.
The next PPBC meeting is scheduled for Monday, February 13, 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.