PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: April 10, 2023	Time: 7:30 PM	Location: Library/Zoom

Attendance PPBC Members:	Present: Stuart Chandler (remote), 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:	Michael Greis	School Committee, Emery Grover & SMP Rep.
	Anne Gulati	School Finance Director, Emery Grover (remote)
	Erhardt Graeff	Library Trustee, Library Space Utilization Rep.
	Kim Hewitt	Library Director, Library Space Utilization Rep.
Other Attendees:	Barry Dulong	Bldg. Maintenance Director (remote)
	Deborah Robinson	Bargmann Hendrie + Archetype
	Brett Bentson	Utile, Inc.
	Claudia Porras	Utile, Inc.
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on April 6, 2023, as a:
Hybrid Meeting at the Library and on Zoom Cloud Meetings
Meeting ID # 88414728107
https://us02web.zoom.us/j/88414728107

A. Approval of Minutes

The Committee reviewed the minutes from the March 27, 2023 PPBC meeting. Mr. Schifilliti made a motion that the Committee approve the minutes as presented. Mr. Silverstein seconded the motion. The motion was then voted upon and approved 5 yeas - 0 nays – 0 abstain.

B. Emery Grover Building / Hillside

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

Mr. Sargent reported on the progress of the project. The concrete pour of the elevator pit is done and the shaft walls up to the first floor and the rebar is installed. CMU walls on the C and F line are substantially complete. The Cultec system is installed along with the underground roof drain lines. The C line columns are installed from the lower level to the roof. The north shear wall has been poured. The project sign will be installed as soon as it is manufactured.

The 24-inch-deep steel beam supporting the second floor will need to be removed as it would be in the way of the new MEP systems.

The anticipated cost log amount is $117,307.00 and the remaining contingency amount is $2,546,339.13. Substantial completion is anticipated at the end of May 2024.

Mr. Creem made a motion that the Committee approve the following change order for five adds and one credit:

J.J. Cardosi Construction	CO #6	$	4,055.62

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

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

J.J. Cardosi Construction	Req. #6 thru Feb. 2023	$	302,334.41

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

Mr. Creem made a motion that the Committee approve the following change order for four adds:

M. O'Connor Contracting	CO #2	$	352,111.85

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

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

Bargmann Hendrie + Archetype	PSS #9 for FF&E Services	$	50,000.00

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

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

M. O'Connor Contracting	Req. #4 thru Mar. 2023	$	419,100.68

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

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

Bargmann Hendrie + Archetype	Feb. 2023 Serv.	$	17,300.90

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

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

UTS of Massachusetts	Materials Testing	$	1,040.00

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

Documents: Agenda, Invoices, Updated Budget, Photos

C. Public Safety Complex & Fire Station 2

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

NAPA Framingham	Tire Changing Equipment	$ 13,041.94

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

D. Theater Sound & Light Study

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

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

Hewshott International	March 2023 Services	$ 13,168.75

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

E. DPW Complex Feasibility Study

Barry Dulong (DPW) attended the meeting remotely.

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

Weston & Sampson	March 2023 Services	$ 8,800.00

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

F. Library Space Utilization Study

Erhardt Graeff (Library Trustee), Kim Hewitt (Library Director), Brett Bentson, Claudia Porras (Utile), and Hank Haff (BDCD) attended the meeting.

Mr. Bentson reviewed the goals of the study, which are to identify constraints and opportunities, engage with stakeholders, develop and refine a concept to improve the library layout to meet the needs of the next twenty years.

Utile is currently in program development and developing initial concept options. They have gathered information by direct observation, an online survey and group engagement sessions. The next phase is the refinement of the concept options, determining a preferred option with cost estimates and the final report. The final report is anticipated to be completed in July.

A presentation will be made to the Library Trustees meeting by Utile on May 9th and they will present again to the Committee at the June 5th meeting.

To date they have identified five takeaways that are desired: more quiet reading areas, multi-use spaces for 15-20 people, improved circulation and reference desks areas, dedicated food areas and enhanced accessibility to collections. The three options were reviewed.

Option 1 has incremental layout changes. The circulation desk on the first floor would be reduced and extended into the lobby area, the children's reference desk would be moved into the children's entry area, the story time and craft rooms would be combined, the second floor reference desk would be moved into the center area, the large print books move towards the first floor entrance, a new café space on the first floor, expanded café space on the second floor, expanded reading areas on the first floor, expanded teen area and new tween area on the second floor, addition of two study rooms and additional seating by the windows along the non-fiction collection. A multipurpose classroom and sensory room would be added on the first floor. The adult computer area would be reduced and relocated near the atrium area.

Option 2 relocates all the young patrons to the first floor. The teen/tween area would be located where the current first floor adult book collection resides. The majority of the general collections will be located on the second floor. The circulation desk and reference desk changes would be made as described in Option 1. A new outdoor seating area adjacent to the children's area is proposed.

Option 3 proposes the young patrons be located on the second floor with the general collection on the first floor and general programs on the second floor. A second staircase is proposed but may not be necessary if cost is a concern. The circulation desk and reference desk changes would be made as described in Option 1. A new outdoor seating area overlooking the upper parking lot is proposed. The archives room would be moved to the lower level beneath the historic building. The upper-level archives space would be converted into a multipurpose meeting room or café / reading area close to the front door.

The work would most likely be done in phases for any option.

Documents: Presentation

G. Project snapshots

Mr. Haff reported that the final reports for the CATH study and the Theater Sound & Light Study are being finalized. The reports will be distributed in advance of the next PPBC meeting.

The DPW Feasibility Study is in the programming phase.

H. Adjournment

Mr. Silverstein made a motion to adjourn. Mr. Schifilliti seconded the motion.
The meeting was adjourned at 9:16 PM.
The next PPBC meeting is scheduled for Tuesday, April 25, 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.