PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: May 15, 2023	Time: 7:36 PM	Location: Zoom

Attendance PPBC Members:	Present: Stuart Chandler (remote), Richard Creem, Lynne Deninger, George Kent, Irwin Silverstein, Absent: Roy Schifilliti, Gene Voloshin	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Senior Project Manager)	
User Representatives:	Michael Greis	School Committee, Emery Grover & SMP Rep.
	LeeAnn Sutton	Fine & Performing Arts Dir., Sound & Light Rep.
	Tim McDonald	Director Health & Human Serv., CATH Rep.
	Barry Dulong	Bldg. Maint. Dir., DPW Study, CATH Study Rep.
Other Attendees:	Deborah Robinson	Bargmann Hendrie + Archetype, Inc.
	Brandan Creel	Hewshott International, LLC
	Rachel Young	Bargmann Hendrie + Archetype, Inc.
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on May 11, 2023, as a:
Remote Meeting on Zoom Cloud Meetings
Meeting ID # 88414728107
https://us02web.zoom.us/j/88414728107

A. Approval of Minutes

The Committee reviewed the minutes from the April 10, 2023 PPBC meeting. Mr. Kent 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), Deborah Robinson (BH+A), Ken Sargent and Hank Haff (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. The concrete pour of the elevator shaft is complete and is topped off. It will be covered this week. The form work was removed today. The staging around the building and chimney is up and complete. Two new shear walls have been poured to the second floor. The south shear wall work will start in the next few days. Submittals are ongoing. They are trying to get the steel and window submittals done so they can be ordered. So far, all long lead items fit into the schedule. There is a little bit of float, but things can change quickly.

The anticipated cost log was reviewed, and the amount is $311,650. The remaining contingency amount is $2,326,996. Substantial completion is anticipated at the end of May 2024.

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

M. O'Connor Contracting	Req. #5 thru Apr. 2023	$	421,796.44

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:

Bargmann Hendrie + Archetype	Mar. 2023 Serv.	$	17,392.86

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:

UTS of Massachusetts	Materials Testing	$	2,230.00
Conway Office	Move Copier to Hillside	$	1,500.00

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

Documents: Agenda, Invoices, Updated Budget, Photos

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

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

Hewshott International delivered the Final Report for the study. Hewshott identified three types of upgrades that are needed. These are Safety and Compliance (SAC) deficiencies, Theatrical System Upgrades (TSU) and non-theatrical Architectural Lighting (AL) upgrades. Several categories of identified improvements need to be immediately addressed. The School Department will determine the priorities on the remaining deficiencies.

Hewshott International has prepared bid documents for the High School and Newman Elementary School and the project went out to bid on May 11, 2023. Sealed bids are due on June 1, 2023. The project is under the management of the School Department and Building Maintenance Division. The work is focusing on the safety and compliance (SAC1) items at both schools and will be done as a Chapter 149 project under $150,000, which will not require the contractor to be DCAMM certified. The contractor must be ETCP Certified Theater Rigger (Entertainment Technician Certification Program).

The SAC1 rigging repairs were made at the Pollard Middle School over the April school break.

The School Department is looking to replace the curtains with Inherently Flame resistant (IFR) fabric at the three schools in the fall if bids come in as projected and funds are available and are looking at the Massachusetts Higher Education Consortium (MHEC) for vendors.

Mr. Creel will be in Needham on May 18th to look at the work that was done at the Pollard School and attend the walkthrough for the Theatrical Rigging Repairs at Newman and NHS bid.

Documents: None

D. CATH Space Utilization Study

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

Bargmann Hendrie + Archetype delivered the final report for the study. Several alternate projects have been outlined and have been listed and numbered as to priorities. The report will form the basis of projects going forward. The projects could perhaps be implemented over the next decade in a phased-in approach. They could be timed during low use periods during the year in order to keep the building open.

The projects and cost estimates are as follows:

Alternate 1:	Convert Residential Kitchen to Commercial Kitchen	$920,000
Alternate 2:	Swap Locations of Fitness Room and Game Room	$263,000
Alternate 3A:	Vestibule Addition	$297,800
Alternate 3B:	Accessible Parking	NA
Alternate 4:	Renovate Basement for Program Room	$743,000
Alternate 5:	Furnish Roof Deck	$177,700
Alternate 6:	Café Lounge	$578,000
Alternate 7:	Office Reconfiguration	$ 19,000

The reworking of the kitchen from residential to commercial is the first priority as the BID Needham Hospital is in the process of eliminating the preparation of meals for the CATH – "Meals on Wheels" program. Having a commercial kitchen at the CATH would allow this program to continue.

Most people enter the CATH through the back door near the kitchen. A rear entry vestibule with a heater would shield the area from the weather. Adding a check-in desk would make checking in easier. Currently after entering from the rear door many clients do not check in at the front lobby.

The Town is discussing leasing thirteen parking spaces at the Hillside MBTA lot for use by the CATH clients. It has been observed that the commuter lot is never full. The Town leases parking spaces from the MBTA in the downtown area so there is a precedent. The CATH parking lot is full during peak periods of the day.

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

Bargmann Hendrie + Archetype	Dec. 2023	$ 5,200.00
Bargmann Hendrie + Archetype	Apr. 2023	$ 1,950.00

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

Documents: None

E. Library Space Utilization Study

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

Utile, Inc.	PSS #1 Option Refinement	$ 5,000.00

Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

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

Utile, Inc.	March 2023 Services	$ 10,000.00

Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

F. School Master Plan

Michael Greis (School Committee) attended the meeting remotely.

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

Dore & Whittier Architects	March 2023 Services	$ 1,700.00

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

G. Public Safety Complex & Fire Station 2

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

NAPA Framingham	Steel Bench	$ 1,750.00

Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously – 5 yeas - 0 nays – 0 abstain.

H. Ridge Hill Demolition

Barry Dulong (DPW) attended the meeting remotely.

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

Dore & Whittier Architects	March 2023 Services	$ 1,125.00

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

I. Projects Schedule Update

The Public Safety Complex has lingering issues which are anticipated to be resolved by September.

Mr. Haff reported that the hydroseeding was done at the Ridge Hill estate. The warranty period is one year.

The Pollard Middle School gym locker room renovation is proceeding with Seaver Construction. Construction will happen this summer and will be overseen by Building Maintenance.

Funding was received at the May 2023 ATM for the RTU Replacement at Eliot and Broadmeadow schools. Eliot School will be done first. GGD Consulting Engineers have completed design development. DD cost estimate updates will be available at the end of May. It is anticipated that bids will go out this summer and the project will be awarded in September to allow for long lead equipment. The equipment will be installed in the summer of 2024 for Eliot and the summer of 2025 for Broadmeadow.

The Town is waiting to hear back from the MSBA on the Mitchell and Pollard schools' statement of interest (SOI) applications.

The Library Trustees are reviewing the four options identified in the BH+A report. They will be deciding on the priorities. The project will be on the June 26th PPBC agenda.

The DPW Feasibility Study is underway and a few working group meetings have taken place. The Daley Building is included in the study. Various sites are being reviewed around Town.

The Climate Action Plan process is underway. An action plan consultant has been awarded. The final climate action plan may inform what is included in future PPBC projects.

The DPU has not responded to Town Counsel regarding the solar project at the Jack Cogswell Building. The Town's consultant, Beth Greenblatt, suggested the Town may want to submit the application and state the rational for going forward with the solar array.

J. Adjournment

The meeting was adjourned at 9:09 PM.
The next PPBC meeting is scheduled for Monday, June 5, 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.