PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: June 26, 2023	Time: 7:30 PM	Location: Zoom

Attendance PPBC Members:	Present: Stuart Chandler, Richard Creem, George Kent, Roy Schifilliti, Irwin Silverstein, (all remote) Absent: Lynne Deninger, Gene Voloshin	
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.
	Barry Dulong	Bldg. Maint. Dir., DPW Study, CATH Study Rep.
Other Attendees:	Brett Bentson	Utile, Inc.
	Claudia Porras	Utile, Inc.
	Matthew DiSalvo	GGD Engineering
	David Billings	Hill International Inc.
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on June 22, 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 June 5, 2023 PPBC meeting. Mr. Chandler made a motion that the Committee approve the minutes as presented. Mr. Kent seconded the motion. The motion was then voted upon and approved 4 yeas - 0 nays – 0 abstain.

B. Library Space Utilization Study

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

Mr. Bentson reviewed the updated option of the study. Presentations have been made to the Library Trustees. With their input, four phased projects have been developed and the projects have been numbered in order of priority:

Phase 1 – The Teen/Tween/New Study areas on the Upper Level– includes right-sized space allocated to teens and tweens to manage overflow of teens into other areas of the library, address acoustic impacts of the teens and tweens to other areas of the library, improve HVAC systems in existing young adult room and creates two study rooms.

Phase 2 – The Children's Area on the Lower Level– includes improving sightlines throughout the space, providing program areas and furnishings suited to how the space is used today and create a wellness room.

Phase 3 – The Rosemary Entrance/ New Multi-Purpose Room – includes relocating the circulation desk to improve sightlines and customer service and create a multi-purpose room for flexible programing.

Phase 4 – The Highland Entrance – includes relocating the reference desk to improve sightlines and enlarge the workroom and staff office for greater efficiency.

Glazing and acoustical issues will be addressed in each of the phases.

There are also several non-capital improvement projects converting existing spaces that can be accomplished through the operating budget process. These improvements include converting the History and Genealogy Room into a medium-sized meeting room, a sensory room, and an outdoor seating area.

The next steps are to send the documents to the cost estimator and start a draft of the report.

The Library 5-year Capital Improvement Plan (CIP) will identify future improvement phases in this order of priority.

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

Utile, Inc.	May 2023 Services	$ 6,200.00

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

Documents: Presentation

C. RTU Replacement at Broadmeadow and Eliot Schools

Anne Gulati (School Finance Director), Barry Dulong (DPW), Hank Haff (BDCD), David Billings (Hill International) and Matt DiSalvo (GGD) attended the meeting remotely.

The current work is focusing on the Eliot School as Phase I. Mr. DiSalvo reported that they looked at the structural impact of the RTU#2 and options to find a solution that did not require interior structural reinforcement. The new design that is being proposed will replace the DX unit in theRTU#2 and install an adjacent Air Sourced Heat Pump (ASHP). These would be placed side by side which could spread the weight over the roof using the existing roof screen supports for the connection of new dunnage for the ASHP. The acoustical study was completed, and minimal adjustments are needed to the design.

The Alternate #1 - An air source heat pump (ASHP) for summer reheating is also more expensive than at feasibility stage due to the required dunnage. Using a small efficient condensing gas fired boiler would reduce the cost It is likely that the current boilers will need to be replaced soon, and this modification will be considered at that time if the Alternate #1 is not accepted with this project due to cost.

Mr. Dulong indicated that the Town should see a reduction in energy consumption with these new units.

The prequalification documents for the HVAC contractor that will act as the prime contractor were advertised and available on June 22, 2023. The submissions are due on July 6th. A subcommittee will need to review the submissions.

Mr. Chandler made a motion to appoint the following people to the Prequalification subcommittee: Barry Dulong, Matt DiSalvo, David Billings and Ken Sargent. 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 invoices for payment:

GGD Consulting Engineers	April 2023 Services	$70,500.00
GGD Consulting Engineers	May 2023 Services	$63,450.00

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

The first school RTU replacement will be Eliot in the summer of 2024. Broadmeadow will follow in the summer of 2025.

Documents: None

D. Emery Grover Building / Hillside

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

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

Bargmann Hendrie + Archetype	May 2023 Serv.	$	17,372.88
Bargmann Hendrie + Archetype	May 2023 Serv. FF&E	$	12,500.00

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

E. CATH Space Utilization Study

Barry Dulong (DPW) attended the meeting remotely.

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

Bargmann Hendrie + Archetype	May 2023 Serv.	$	1,300.00

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

F. Needham High School Boiler

Barry Dulong (DPW) attended the meeting remotely.

Mr. Dulong reported that while the Building Maintenance Division was in the process of replacing one of the boilers at the High School, another boiler failed, and the project increased in scope to two boilers. The estimated cost for one boiler replacement was under $500,000, however with two boilers the price estimate has increased to $600,000. The boilers were installed fifteen years ago and have reached the end of their useful life due to chemical deficiencies in the water. The project will be going out to bid this week. It is anticipated that the project will be done by mid-September.

The Committee needs to decide whether to oversee the project or let the Building Maintenance Division continue overseeing the project.

Mr. Chandler made a motion that the Committee approve the continuation of the project under the Building Maintenance Division with regular updates to the PPBC. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously – 5 yeas - 0 nays – 0 abstain.

G. Town-Financed Community Housing Oversight Committee

Mr. Haff reported the Needham Housing Authority has some very large projects in the works. The Town will be providing around $2,000,000 from the Community Preservation Act funds towards the effort. Most of the funds will be coming from the State and HUD. The Cambridge Housing Authority staff are providing OPM services.

The Select Board and Finance Committee would like an advisory committee with some expertise to provide oversight over the use of Town funds on the projects. The committee will have a total of nine members which will include a member of the Select Board, the Finance Committee and a current or former member of the PPBC.

Mr. Kent suggested Mr. Silverstein would be an excellent candidate. Mr. Silverstein indicated he would be willing to serve on this new committee.

Mr. Chandler made a motion to appoint Irwin Silverstein as PPBC representation to the Town-Financed Community Housing Oversight Committee. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously – 5 yeas - 0 nays – 0 abstain.

H. Adjournment

The meeting was adjourned at 8:54 PM.
The next PPBC meeting is scheduled for Monday, July 10, 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.