

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: October 10, 2023	Time: 7:30 PM	Location: Zoom
Attendance		
PPBC Members:	Present: Stuart Chandler, Richard Creem, Lynne Deninger, George Kent, Irwin Silverstein (all remote)	
	Absent: Roy Schifilliti, Gene Voloshin	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Senior Project Manager)	
User Representatives:	Michael Greis Anne Gulati Shane Mark	School Committee, Emery Grover & SMP Rep. School Finance Director, Emery Grover, RTU & SMP Rep. Assist. DPW Director, DPW Study Rep.
Other Attendees:	Deborah Robinson	Bargmann Hendrie + Archetype, Inc.
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on October 4, 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 September 11, 2023 PPBC meeting. Mr. Chandler made a motion that the Committee approve the minutes as presented. Ms. Deninger 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 remotely.

Mr. Sargent reported on the progress of the project. The structural steel installation is ongoing. The chimney brick repair has started. Brick repointing is ongoing with the south elevation. The interior/exterior brick ties and interior joint grinding has started. The cornice/soffit replacement is ongoing. The roofing plywood installation is completed as is the ice and water shield installation. The north stair installation is 50% complete.

The interior /exterior brick reinforcement and grouting estimate is \$768,000 from the Contractor. This is about half of the contingency balance. The remaining contingency amount is \$866,833. There are nine to ten months left before substantial completion. That is \$75,000 to \$90,000 a month for contingency. There are several areas where problems could arise. They could run into conditions in the walls, the floor planking may need replacing to prepare for the gypcrete floors and the duct work may have issues. Most of the contingency has been spent on “found conditions” so far.

BH+A is reviewing the furniture drawings. The furniture is not extravagant, but the cost of the furniture is higher than budgeted by about \$100,000. There may be cutbacks in FF&E or a delay in ordering until there is a better understanding of the remaining contingency. The compact rolling storage shelving in the basement may need to be added later.

The substantial completion date is anticipated to be extended by roughly two months due to the additional brick work. It is hoped that it will be less than that. The windows cannot be installed until the grouting is complete. The window installation would follow. Temporary enclosures in the openings may be installed. The gypcrete floor requires a heated space for installation. The Contractor is hoping to have the interior brick work completed before Thanksgiving.

There may be a phased move-in to the completed building to limit the impact on the school Department during the school year.

The anticipated cost log was reviewed, and the total amount is currently \$983,000. Pricing on several items has not been received yet. The remaining contingency amount is \$866,833.

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

M. O'Connor Contracting	CO#7	\$ 159,658.57
-------------------------	------	---------------

Mr. Greis 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 change order for:

BH+A	PSS#10 Unforeseen conditions	\$ 140,889.54
------	------------------------------	---------------

Mr. Greis 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. #10 thru Sept. 2023	\$ 1,121,694.10
-------------------------	--------------------------	-----------------

Mr. Greis 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 invoices for payment:

Bargmann Hendrie + Archetype	Aug. 2023 Serv.	\$ 17,258.79
------------------------------	-----------------	--------------

Bargmann Hendrie + Archetype	Aug. 2023 Serv. FF&E	\$ 12,500.00
------------------------------	----------------------	--------------

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

D. DPW Complex Feasibility Study

Shane Mark (DPW) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported on the Draft Final Report. Option #4 was voted the preferred design by the Select Board. Option #4 site study diagrams have been further refined since the last presentation. The refined site layout at 470 Dedham Ave allows the work to be done in three phases. Fleet Maintenance bays would be added to the Jack Cogswell building in Phase #1. A wash bay and office building would be built as Phases 2 converting the existing 6 bay vehicle storage building into workshops. Phase 3 would include demolition of the existing 470 Dedham Ave building and constructing a new fleet storage building set back 55 ft. from the river/culvert running towards Adler Brook. The building would be raised up by 2ft. to avoid future flooding. A retention basin is proposed next to the river/culvert to handle run-off and limit future flooding.

It is undecided what will happen to the 484 Dedham Ave. brick water building. It will either be torn down or converted to facilities for reservoir trail users.

The Daley Building renovations or replacement would be part of Phase 3. It is unknown whether the solar array will be placed on the roof of the Cogswell Building. The DPU is going through the public hearing process to allow one parcel to have two solar arrays.

Discussions with surrounding towns have taken place regarding a joint wash bay facility to share the cost of construction and operation.

Documents: Updated draft report

E. Library Space Utilization Study

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

Utile Inc.	August 2023 Services	\$	15,775.00
------------	----------------------	----	-----------

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

F. Public Safety Complex & FS2

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

New ERA Technology	Security Systems	\$	4,900.84
New ERA Technology	Interview room A/V	\$	2,685.58
New ERA Technology	Booking/Holding area A/V	\$	16,900.00

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

G. School Master Plan Study

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

Dore & Whittier	September 2023 Services	\$	4,200.00
-----------------	-------------------------	----	----------

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

H. Other Business

The Committee discussed the need for someone to become the vice chair for the next year as Mr. Creem becomes the chair in January 2024. Two of the members present indicated they may be stepping down from the Committee soon and don't feel they can commit to being vice chair. It will be discussed again at future meetings.

I. Adjournment

The meeting was adjourned at 9:16 PM.

The next PPBC meeting is scheduled for Monday, October 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.