PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: December 11, 2023	Time: 7:30 PM	Location: Zoom

Attendance PPBC Members:	Present: Stuart Chandler, Richard Creem, Lynne Deninger, George Kent, Roy Schifilliti, Irwin Silverstein (all remote) Absent:	
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, RTU & SMP Rep.
	Barry Dulong	Bldg. Maint. Dir., RTU Replacement & 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 December 7, 2023, as a:

Remote Meeting on Zoom Cloud Meetings

Meeting ID # 88414728107

https://us02web.zoom.us/j/88414728107

Mr. Chandler noted that on December 4th, Mr. Haff was presented with a "Leading By Example" award by the Massachusetts Executive Office of Energy and Environmental Affairs. The award recognizes his efforts of going above and beyond his job responsibilities to advance the Town's climate and sustainability goals. The Committee congratulated him.

A. Approval of Minutes

The Committee reviewed the minutes from the November 13, 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 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 chimney brick repairs are ongoing. The exterior brick wall repairs are complete. Roof valley copper installation is ongoing. The roof slate installation is ongoing. The lower-level slab pour is complete. The window installation has started. The South stair installation is complete. The third-floor hardwood flooring removal is complete, and the plywood underlayment installation has started. The loading dock footings are complete, and walls are poured. The underground electric excavation has started.

It is anticipated that the building will be weathertight by the end of next week and temporary heat will start. It is anticipated that the gypcrete installation will start on December 27th.

The anticipated cost log was reviewed, and the total amount is currently $108,422. Pricing on several items has not yet been received. The remaining contingency amount is $695,909.

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

M. O'Connor Contracting	CO#9	$ 68,652.88

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. #12 thru Nov. 2023	$ 1,467,107.88

Mr. Creem 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	Oct. 2023 Serv.	$ 52,725.73
Bargmann Hendrie + Archetype	Oct. 2023 Serv. FF&E	$ 2,500.00

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 invoice for payment:

UTS of Mass.	Nov. Services	$ 490.00
Vanderweil Engineering	Services thru Oct. 2023	$ 1,164.00

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

Documents: Agenda, Invoices, Updated Budget, Photos

C. <u>RTU Replacement at Broadmeadow and Eliot Schools</u>

Barry Dulong (DPW) attended the meeting remotely.

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

Hill International	PSS #2	$ 18,396.00

Mr. Creem 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:

NV5	Oct/Nov Services	$ 845.28

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

D. DPW Complex Feasibility Study

Barry Dulong (DPW) attended the meeting remotely.

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

Weston & Sampson	November Services – Final Invoice	$ 3,300.00

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

E. Chair Transition

Mr. Chandler put forth Richard Creem as the next chair of the Committee starting in January 2024. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

F. Other Business

Mr. Chandler reported that Gene Voloshin submitted his resignation from the Committee. The Town Manager will be seeking a new member. Mr. Kent suggested that if anyone knew of a general contractor or someone in the construction industry that they contact them and ask if they would be interested in applying.

Mr. Haff reported that the MSBA Board of Directors will be formally voting on December 13th to invite several school projects into the Eligibility Period. Pollard Middle School is on the list and is expected to be invited into the Eligibility Period. The Eligibility Period lasts up to 270 days and information needs to be gathered for submission. Funds for the next phase for the Feasibility Study were included in the FY2025 Budget and may be voted on at the May 2024 Annual Town Meeting pending the MSBA schedule. The addition/renovation will be built under the Specialized Opt-in Code.

The department has included another senior project manager in its FY 2025 budget to help with this work and other projects.

G. Adjournment

The meeting was adjourned at 8:43 PM.
The next PPBC meeting is scheduled for Monday, January 8, 2024, 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.