PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: March 11, 2024	Time: 7:30 PM	Location: Zoom

Attendance PPBC Members:	Present: Richard Creem, Stuart Chandler, George Kent, Roy Schifilliti, Irwin Silverstein (all remote) Absent: Lynne Deninger	
BDCD Staff:	Hank Haff (Director)	
User Representatives:	Michael Greis Barry Dulong	School Committee, Emery Grover & SMP Rep. Bldg. Maint. Dir., RTU Replacement & DPW Study Rep.
Other Attendees:	Louie Vieira	GGD Consulting
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on March 7, 2024, 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 February 26, 2024 PPBC meeting. Mr. Schifilliti made a motion that the Committee approve the minutes as presented. Mr. Chandler seconded the motion. The motion was then voted upon and approved 4 yeas - 0 nays – 0 abstain.

B. Emery Grover Building / Hillside

Michael Greis (School Committee) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported on the progress of the project. The handicapped ramp walls and footings are poured. The staging on the east, south and north sides have been removed. The MEP rough in is ongoing. The HVAC distribution units are substantially complete. Elevator work is ongoing. Sheetrock at the tops of walls has started.

The IT department made changes to IT systems and electrical boxes are on order. After these are installed, sheetrock can be started.

There may be a three-month delay in substantial completion from the original contract substantial completion date due to the found conditions. Electrical work is being done on the first, second and lower floors. The top floor will be last. Sound insulation between the walls will be done before the sheet rock is installed. All MEP subcontractors are on site these days.

The anticipated cost log was reviewed, and the total amount is currently $163,422. Pricing on several PCOs has not yet been received. The remaining contingency amount is $559,755.

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

M. O'Connor Contracting	Req. #15 thru Feb. 2024	$	953,473.05

Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 5 yeas - 0 nays – 0 abstain.

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

Bargmann Hendrie + Archetype	Jan. 2024 Serv.	$	22,161.61

Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 5 yeas - 0 nays – 0 abstain.

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

UTS of Mass.	Mar. 2024 Services	$	270.00

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

Documents: Agenda, Invoices, Updated Budget, Photos

C. Public Safety Complex

Mr. Haff presented two invoices from American Tower Corp. for 2020 and 2021 common area maintenance fees. Mr. Kent indicated that he felt these were operational costs and was concerned that the project would be asked to cover the 2022 and 2023 fees. These subsequent fees after 2021 will be covered by the police and fire departments after these have been paid.

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

American Tower Corp.	2020 CAM fees	$ 1,652.93
American Tower Corp.	2021 CAM fees	$ 1,512.98

Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 5 yeas - 0 nays – 0 abstain.

D. RTU Replacement at Broadmeadow and Eliot Schools

Barry Dulong (BMD), Louie Vieira (GGD) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported on the progress of the project. Enterprise Equipment was working at Eliot during the February vacation in preparation for the summer 2024 RTU installation. They installed equipment in the boiler room and took measurements in the auditorium space. They are planning to work during the April vacation break also to prepare for the work to start in June after the end of the school year.

GGD is working on the Broadmeadow RTU replacement construction documents. The 75% construction documents were sent to the cost estimators. The reconciliation process will start later this week. The PM&C estimate is about $3.9M and $586,000 for the Add Alternate #1 air source heat pumps for a total in the $4.5M range. The Hill/LiRo cost estimate was received late today and has not been reviewed. There should be sufficient funds to cover the Add Alternate #1, but we will need to review once the bids are in hand. The air source heat pumps will be mounted on the ground and not on the roof. Mr. Vieira indicated that they have seen some softening in prices lately on other similar projects. Several of their projects have come in on budget or under budget.

Hill/LiRo has received the prequalification submissions from multiple HVAC prime contractors. These will be reviewed by the prequalification subcommittee and their recommendation will be presented to the Committee for approval at the March 25th PPBC meeting.

The schedule is to have the bid documents available on April 12th, Filed Sub-bids due on April 26th, HVAC-GC bids due on May 9th and have the PPBC award the contract at its meeting on May 20th. This will give the contractor a full year for submittals and ordering equipment to proceed with work during the summer of 2025.

GGD is looking at sound data with acoustic consultants for the ground mounted air source heat pumps. The houses closest to the school are on Broad Meadow Road and the sound will be shielded by the building. The sound to the classrooms, auditorium and gym will also be evaluated.

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

Enterprise Equipment Co., Inc.	Req. #4 thru Feb. 2024	$ 37,107.00

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

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

GGD Consulting Engineers	Jan. 2023 Eliot Services	$ 43,200.00
GGD Consulting Engineers	Jan. 2023 BM Services	$ 4,698.11

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

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

NV5	Jan/Feb Services	$ 1,764.06
NV5	Jan/Feb Services	$ 1,612.52

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

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

Hill International	Jan/Feb Services	$ 1,140.00

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

Documents: Agenda, Budget Update, Invoices

E. Other Business

Mr. Silverstein reported that the Town-Financed Community Housing Oversight Committee (TCHOC) has submitted a memo to the Select Board and also sent it to various committees summarizing their charge and progress to date. He reviewed the charge and progress with the Committee. The TCHOC have met five times. Their function is to oversee the disbursement of funds appropriated by the Town to support the development of community housing by third parties and advise Town boards, committees, and Town Manager on the use of those funds.

The specific projects are Linden-Chambers, Seabeds-Cook and High Rock Estates. Cambridge Housing Authority has been hired by the Needham Housing Authority to provide consulting services in the predevelopment phases of the projects. BH+A is the architect.

Many eyes are on the disbursement of the funds which include Cheryl Gossman (NHA), Cecilia Simchak (Assistant Director of Finance), Peter Pingatore (CPC) and Rick Zimbone (TCHOC).

F. Adjournment

Mr. Chandler made a motion to adjourn at 8:45 PM. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, March 25, 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.