

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: May 20, 2024	Time: 7:30 PM	Location: Zoom
Attendance PPBC Members:	Present: Richard Creem, Stuart Chandler, Lynne Deninger, Bob Dermody, George Kent, Roy Schifilliti, Irwin Silverstein (all remote) Absent:	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager)	
User Representatives:	Michael Greis Anne Gulati Barry Dulong LeeAnn Sutton Alisa Skatrud Shane Mark Erhardt Graeff Rob MacLean	School Committee, Emery Grover & SMP Rep. School Finance Director, Emery Grover, RTU & SMP Rep. Bldg. Maint. Dir., RTU Replacement & DPW Study Rep. Fine & Performing Arts Dir., Sound & Light Rep. School Committee, Pollard Renovation Rep. DPW Assistant Director, DPW Study Rep. Library Trustee, Library Space Utilization Rep. Library Director, Library Space Utilization Rep.
Other Attendees:	Deborah Robinson Don Walter John Regan	Bargmann Hendrie + Archetype Dore & Whittier Architects DPW Fleet Manager
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on May 16, 2024, as a:

Remote Meeting on Zoom Cloud Meetings

Meeting ID # 85748560866

<https://us02web.zoom.us/j/85748560866>

A. Approval of Minutes

The Committee reviewed the minutes from the April 8, 2024 PPBC meeting. Ms. Deninger made a motion that the Committee approve the minutes as presented. Mr. Kent seconded the motion. The motion was then voted upon and approved by roll-call vote 7 yeas - 0 nays - 0 abstain.

B. Emery Grover Building / Hillside

Michael Greis (School Committee), Anne Gulati (School Finance Director), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. The conference room and north portico windows are due in July. The exterior painting is underway. Exterior waterproofing and exterior window molding is ongoing. MEP rough in is substantially complete with work on

the 3rd floor finishing up. Drywall/taping is ongoing and will start on the 3rd floor after the electrical inspection. Interior prime and first coat of painting is underway. Tile work has started. The ceiling grid installation is underway. The interior trim work installation is underway. The permanent power is hooked up.

The building plaque was reviewed. If any changes are desired Mr. Sargent should be notified.

The anticipated cost log was reviewed, and the pricing on six of the sixteen items listed total \$226,422. Pricing on several PCOs has not yet been received. The remaining contingency amount is \$511,534.

Mr. Creem made a motion that the Committee approve the following change order for four adds:

M. O'Connor Contracting	CO#13	\$ 37,478.31
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 9 yeas - 0 nays – 0 abstain.

Mr. Creem made a motion that the Committee approve the following change orders for additional services:

Bargmann Hendrie + Archetype	PSS #11	\$ 17,300.00
Bargmann Hendrie + Archetype	PSS #12	\$ 55,000.00
Bargmann Hendrie + Archetype	PSS #13	\$ 10,717.75

Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 9 yeas - 0 nays – 0 abstain.

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

M. O'Connor Contracting	Req. #17 thru Apr. 2024	\$ 962,785.97
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 9 yeas - 0 nays – 0 abstain.

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

Bargmann Hendrie + Archetype	April 2024 Serv.	\$ 18,890.00
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 9 yeas - 0 nays – 0 abstain.

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

Vanderweil Engineering	Services thru March 2024	\$ 2,328.00
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 9 yeas - 0 nays – 0 abstain.

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

Life Support Systems.	AED Units	\$ 8,199.99
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 9 yeas - 0 nays – 0 abstain.

Documents: Agenda, Invoices, Updated Budget, Photos

C. RTU Replacement at Broadmeadow and Eliot Schools

Barry Dulong (BMD), Anne Gulati (School Finance Director), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Sargent reported that Enterprise Equipment is hoping to mobilize on site on June 14th the day after school gets out. RTU #2 is at the rigging yard, other RTUs expected soon.

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

Enterprise Equipment Co., Inc. Req. #6 thru April 2024 \$ 760,950.00

Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 9 yeas - 0 nays – 0 abstain.

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

GGD Consulting Engineers Mar. 2023 BM Services \$ 36,000.00

GGD Consulting Engineers Mar. 2023 Eliot Services \$ 4,698.12

GGD Consulting Engineers Apr. 2023 BM Services \$ 7,200.00

GGD Consulting Engineers Apr. 2023 Eliot Services \$ 4,698.11

Ms. Denninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 9 yeas - 0 nays – 0 abstain.

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

ProjectDog Electronic Bid Services \$ 1,417.98

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 9 yeas - 0 nays – 0 abstain.

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

Hill/LiRo March 2024 Services \$ 6,935.00

Hill/LiRo April 2024 Services \$ 5,100.00

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 9 yeas - 0 nays – 0 abstain.

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

NV5 Mar/Apr Services Eliot \$ 958.64

NV5 Mar/Apr Services BM \$ 869.60

Mr. Dermody seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 9 yeas - 0 nays – 0 abstain.

Mr. Haff reported that five bids were received on May 9th for the Broadmeadow RTU Replacement. The were as follows:

	Base Bid	Add Alt. 1	Total w/ Alt. 1
CAM H.V.A.C. & Construction Inc.	\$ 2,987,000	\$ 597,000	\$ 3,584,000
Enterprise Equipment Co. Inc.	\$ 3,016,593	\$ 579,285	\$ 3,595,878
E. Amanti and Sons Inc.	\$ 3,094,000	\$ 640,000	\$ 3,734,000
J.F. White Contracting Co.	\$ 3,120,000	\$ 842,000	\$ 3,962,000
P.J. Kennedy & Sons Inc.	\$ 3,293,000	\$ 773,000	\$ 4,066,000

The difference between the two lowest bids was \$11,000 and were very competitive. The low bid from CAM H.V.A.C. & Construction, Inc. came in low enough to accept Add Alternate 1

and leave a healthy contingency. CAM H.V.A.C. & Construction, Inc. has worked on several Town projects including Emery Grover and Hillside repairs.

Mr. Creem made a motion to award the Broadmeadow School RTU Replacement contract to CAM H.V.A.C. & Construction, Inc. in the amount of \$3,584,000. Mr. Kent seconded the motion. The motion was then voted upon and approved by roll-call vote 9 yeas - 0 nays - 0 abstain.

Documents: Agenda, Photos, Budget Update, Invoices, Bid Tabulation

D. SAC-2 School Theaters

Anne Gulati (School Finance Director), LeeAnn Sutton (Fine & Performing Arts Dir.), Alisa Skatrud, Michael Greis (School Committee), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Haff reported that Article 5: Appropriate for Auditorium Upgrades and Improvements was approved at the May 2024 Special Town Meeting. The appropriation is in the amount of \$344,558.

The Building Design & Construction Dept. went out for bids for the SAC-2 for Rigging repairs at Neman, Pollard and the High School. No responses were received. Several companies were told of the bid. It is a very specialized field of work. There may be an alternate procurement path through a state contract that is being investigated. A proposal from Port Lighting under the state contract is a possibility. If using a state contract is not allowed it will go out to bid again.

If the contract were spread out over the next year instead of during the summer, there may be more interest.

The Newman TSU 2, 3 & 4 design will be delayed until late September. Construction funds will be requested at the 5/2025 ATM for construction in 2026.

E. Pollard Middle School Renovation

Michael Greis (School Committee), Alisa Skatrud (School Committee), Anne Gulati (School Finance Director), Don Walter (D+W) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported that the School Department has been assembling documents for the MSBA eligibility phase. Mr. Haff gave an overview of the MSBA the Module 1 requirements. After all the documents are submitted there will be discussions with the MSBA. It is felt that a big hurdle will be enrollment projections. With the Sunita L. Williams Elementary School, the MSBA only allowed the building to be built for 430 students, much to the concern of the School Department. The school opened with 520 students. Needham's last enrollment projection was completed in December 2023. The MSBA has their own projection methodology.

It is hoped that this Eligibility phase will be accepted at either the August 2024 or October 2024 MSBA Board meeting. The submission needs to be reviewed and accepted by the

MSBA staff to be put on the MSBA Board agenda. An affirmative vote is needed to accept this project into Module 2 – Forming the Project Team.

School Building Committee members are being confirmed by the School Committee. The list will be submitted during the eligibility phase. It is anticipated that there will be nine voting members that include the PPBC, a School Committee member and the school Principal. Other members required by the MSBA policy will be non-voting members. Some voting members will fulfill dual roles. Mr. Haff reviewed the requirements for the School Building Committee. A list of members was reviewed. The list will be submitted to the MSBA for review by their counsel.

Mr. Haff noted that the Town employees from the Building Design & Construction Department need to be appointed as OPM for the project during Module #2. BDCD will issue an RFQ for assistance with estimating and project management services to supplement the BDCD team. Designer Selection is done with the MSBA.

Funds for the Feasibility Study Phase were approved at the May 2024 Annual Town Meeting - Article #26 in the amount of \$2,750,000.

Documents: Agenda, Cost Estimate, Draft letter to MSBA with School Building Committee member proposal

F. DPW Complex

Shane Mark, Barry Dulong, John Regan (DPW), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Haff reported that Article 32: Appropriate for Public Works Facilities Improvements – Phase 1 Design was approved at the May 2024 Annual Town Meeting. The appropriation is in the amount of \$2,300,000.

Weston & Sampson was asked for a proposal for design services including schematic design through bidding. Their proposal is in the amount of \$1,213,900 and is within the project budget. Mr. Haff has reviewed the details of the proposal. Weston & Sampson will look at putting solar on both the existing Jack Cogswell Building roof and the proposed addition. Hill/LiRo will provide cost estimating services. Mr. Sargent will be the project manager.

Construction funding will be requested at the October 2025 Special Town Meeting.

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

Weston & Sampson Engineers	PSS #1	\$1,213,900.00
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Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 9 yeas - 0 nays – 0 abstain.

Documents: Agenda, Weston & Sampson proposal, Schedule

G. Library Space Utilization

Erhardt Graeff (Library Trustee), Rob MacLean (Library Director), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Haff reported that Article 25: Appropriate for General Fund Cash Capital – Community Services – Library Young Adult Area Design was approved at the May 2024 Annual Town Meeting. The appropriation is in the amount of \$454,000.

Utile Inc. was requested to submit a proposal for design services including schematic design through bidding. Mr. Haff reviewed the proposal in the amount of \$240,440. The proposal includes a scan of the building and creating a 3D model to start the process. It is anticipated that there will be bids in hand at the May 2025 Annual Town Meeting when construction funds will be requested.

The preliminary budget was reviewed. The contingency is currently \$128,560.

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

Utile Inc.	PSS #2	\$240,440.00
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Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 8 yeas - 0 nays – 0 abstain.

Documents: Agenda, Utile proposal, Budget, Schedule

H. Other Business

Mr. Creem reported that Mr. Silverstein has agreed to be the PPBC representative member on the Climate Action Committee (CAC). He is currently a member of the Town-Financed Community Housing Oversight Committee (T-CHOC). If there are conflicts in the schedule and Mr. Silverstein cannot attend, Mr. Kent has volunteered to cover the T-CHOC meetings and report back to him and Mr. Chandler has volunteered to cover the CAC meetings and report back to him.

Mr. Creem made a motion that Mr. Silverstein be appointed as the PPBC representative member on the Climate Action Committee with Mr. Chandler serving as his back-up. Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays – 0 abstain. Myles Tucker will be informed.

Mr. Creem noted that the in-person meeting scheduled for April 24 did not occur. He asked if the Committee were comfortable with meeting remotely. Everyone agreed to continue to meet remotely.

I. Adjournment

Mr. Chandler made a motion to adjourn at 9:14 PM. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, June 10, 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.