

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: June 10, 2024

Time: 7:30 PM

Location: Zoom

Attendance

PPBC Members: Present: Richard Creem, Stuart Chandler, Lynne Deninger, Bob Dermody, George Kent, Irwin Silverstein (arrived at 7:49pm) (all remote)

Absent: Roy Schifilliti

BDCD Staff:

Hank Haff (Director)
Ken Sargent (Sr. 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:

Minutes prepared by: Kathryn Copley Administrative Specialist

This meeting was posted on the Town web site on June 5, 2024, as a:

Remote Meeting on Zoom Cloud Meetings

Meeting ID # 85748560866

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

A. Approval of Minutes of Prior Meetings

The minutes from the May 20, 2024 meeting were accepted as presented and put on file with no changes.

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 hard ceiling and drop ceiling installation is underway. The rough sprinkler room is installed, and pressure tested. The exterior window molding is finishing up. The MEP fixtures and finishes are underway. The prime and first coat of paint is mostly complete on the lower level to second floor. Tile work is complete on the first and second floors and is ongoing on the lower level. Interior trim work installation is underway. Site work is underway. The north ramp/stairs are complete. The light pole bases are being installed. The stair rails are being installed.

Some of the sub-contractors are having issues with getting extra trade workers in order to pick up the pace. MOCC is reviewing this with all subcontractors doing work on the critical path.

The anticipated cost log was reviewed, and the pricing on one of the six items listed total \$65,000. Pricing on several PCOs have not yet been received. The remaining contingency amount is \$265,355.

The items included in the change order were reviewed. The largest one was for the schedule delays in the amount of \$207,754.70. This includes work on the brick repair and injection grouting. Some delays were because of IT and AV changes. Substantial completion is anticipated by mid-September. There is an ongoing study to shrink this down to save money.

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

M. O'Connor Contracting	CO#14	\$ 283,780.15
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays – 1 abstain.

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

M. O'Connor Contracting	Req. #18 thru May 2024	\$ 1,212,197.44
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 8 yeas - 0 nays – 0 abstain.

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

Bargmann Hendrie + Archetype	May 2024 Serv.	\$ 18,942.10
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Bargmann Hendrie + Archetype	May 2024 PSS #13 Serv.	\$ 10,717.75
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 8 yeas - 0 nays – 0 abstain.

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

CSS Presentation Systems	Electrical/Data boxes	\$ 6,868.00
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 8 yeas - 0 nays – 0 abstain.

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

Whalley Computer Assoc.	Networking Devices	\$ 19,341.00
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 8 yeas - 0 nays – 0 abstain.

There may be a change order to account for increases in the prevailing wage rates, effective in December 2023 and published in April 2024.

It was suggested that the Chair meet with the Finance Committee and let them know of the status of the contingency balance in case a future need for a reserve fund transfer is necessary. It will not be known for about two months whether additional funds are needed. Mr. Sargent indicated that he would review the budgets for various line items to see if they can be reduced to free up some funds. Perhaps some of the funds held for bond costs can be reduced. The Committee discussed the idea of paying the contractors overtime to get the job done quicker.

Documents: Agenda, Invoices, Photos

C. RTU Replacement at Broadmeadow and Eliot Schools

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

Mr. Sargent reviewed the updated budget. The bid amount for CAM H.V.A.C for the Broadmeadow project was added. The contract is in process.

There was a hitch in the roofing filed sub bids. They have all come in at about four times the estimated cost of \$70,000. This was true for the first and second rounds. The first round had one bid submitted for \$305,000 which was rejected for not submitting some of the required documents. The second round of bidding received two bids on May 9th, one for \$275,850 and one for \$347,000.

It is thought that perhaps the scope is not being properly interpreted. The bid document will be reviewed for clarity. A meeting is scheduled with the apparent low bidder to discuss the scope. It is anticipated that both bids will be rejected, and the roofing be rebid in the fall. There is time to do this since the work will be done during the summer of 2025. Town Counsel has also been advised of the situation.

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

Enterprise Equipment Co., Inc.	Req. #7 thru May 2024	\$ 101,982.50
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Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 8 yeas - 0 nays – 0 abstain.

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

GGD Consulting Engineers	May 2023 BM Services	\$ 16,000.00
GGD Consulting Engineers	May 2023 Eliot Services	\$ 4,669.14

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 8 yeas - 0 nays – 0 abstain.

Documents: Budget Update, Invoices

D. Ridge Hill Demolition

Barry Dulong (BMD), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Haff reported that the warranty period on the site vegetation has ended. The field is filling in nicely. Instead of reseeding the bare spots the Contractor was asked to place boulders along the road next to the field to prevent cars from driving on the new meadow, which has hampered the growth of the new vegetation. The final invoice is a release of the retention.

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

S&R Corporation	Req. #3RR	\$ 20,149.50
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Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays – 0 abstain.

No other work is needed. About \$130,700 is left in the appropriation and is not needed. It was suggested that the Committee release the remaining funds.

Mr. Creem made a motion that the Committee release any unexpended funds for the project. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays – 0 abstain.

E. Other Business

Mr. Creem reported that the Welcome to Needham sign fabrication is underway. The relevant groups reviewed and approved of the design. It will be finished later in the summer and will be installed by DPW workers near Fire Station #2.

The kickoff meetings are scheduled for the DPW Phase 1 design and the Library Renovation design teams. There will be nothing to report until schematic design is underway.

The scheduled PPBC meeting for June 24th has been cancelled.

Mr. Haff would like the Sustainability Manager, Gabby Queenan, to attend a future PPBC meeting to provide an overview of the Town's new Climate Action Roadmap and its impact on the future town building projects.

Mr. Haff continues to look for opportunities to tour net zero school buildings.

All MSBA Eligibility phase documents have been submitted within the first thirty days of the allotted 270-day period. It is hoped that these Eligibility phase submissions will be accepted at either the August 2024 or October 2024 MSBA Board meeting enabling the Town to move to Stage 2- forming the Design Team.

It is anticipated that a big hurdle will be enrollment projections. With the Sunita L. Williams Elementary School, the MSBA only allowed for an enrollment of 430 students, much to the concern of the Needham School Department. The school opened with 520 students. The MSBA has their own enrollment projection methodology, but it is hoped with the information from the Sunita L. Williams project they will see that Needham's student population growth is not typical for the State.

No responses were received for the SAC-2 for Rigging repairs at Neman, Pollard and the High School bid. It seems that most firms were too busy this summer. The plan is to go out to bid again in July with a more relaxed schedule. Instead of trying to do the work over one summer, spread the work out over the next year. It is hoped there will be more interest. Mr. Haff has contacted additional firms from a list provided by Ms. Deninger, and several have expressed interest in bidding on the project.

It was noted that Sunita L. Williams School students watched the lift-off of the Boeing Starliner on May 7th with Sunita Williams on board. She spent twenty minutes on June 10th answering student questions from the International Space Station.

F. Adjournment

Mr. Chandler made a motion to adjourn at 8:33 PM. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, July 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.