

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: July 8, 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, Bob Dermody	
BDCD Staff:	Hank Haff (Director)	
User Representatives:	Michael Greis Anne Gulati Barry Dulong	School Committee, Emery Grover & SMP Rep. School Finance Director, Emery Grover & RTU Rep. Bldg. Maint. Dir., RTU Replacement & DPW Study Rep.
Other Attendees:	Alisa Skatrud Deborah Robinson	School Committee Bargmann Hendrie & Archetype
Minutes prepared by:	Kathryn Copley	Administrative Specialist

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 June 10, 2024 meeting were accepted as presented and put on file with no changes.

B. Emery Grover Building

Michael Greis (School Committee), Anne Gulati (School Finance Director), Deborah Robinson (BH+A) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported on the progress of the project. The photos were reviewed. The exterior window molding is complete and final caulking will be done. The MEP fixtures and finishes are complete on the first and second floor and underway on the lower level and third floor. The first coat of painting is finishing up on the third floor. Painting in the stairway is underway. The tile work is complete on the lower level through the second floor and ongoing on the third floor. The ceiling grid installation is substantially complete. Installation of the ceiling tiles will begin next week. Interior trim work installation is ongoing.

One trailer has been removed from the site. Site work is underway. The binder course and curb work are almost complete. The sidewalk is complete in the back. The front sidewalk is to be placed next week. Exterior landscaping will happen in early fall. Great progress is being made.

It was noted that R.G. Vanderweil staff will be present during the HVAC startup. Construction filters will be used during the startup.

The anticipated cost log was reviewed, and the pricing on two of the six items listed total \$95,000. Pricing on several PCOs have not yet been received. The remaining contingency amount is \$245,355. Mr. Sargent will be looking at reducing some budget items during August once there is a better idea of what is needed to complete the project.

The items included in the change order were reviewed. Substantial completion is anticipated by mid-September. The furniture is scheduled to arrive starting September 1st and the School Department move back into the building will occur starting October 1st.

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

M. O'Connor Contracting	CO#15	\$ 11,194.70
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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 – 0 abstain.

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

M. O'Connor Contracting	Req. #19 thru June 2024	\$ 1,276,701.98
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Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays – 0 abstain.

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

Bargmann Hendrie + Archetype	June 2024 PSS #12 Serv.	\$ 18,333.00
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Bargmann Hendrie + Archetype	June 2024 PSS #13 Serv.	\$ 13,450.00
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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 – 0 abstain.

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

Whalley Computer Assoc.	Networking Devices	\$ 80,073.00
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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 – 0 abstain.

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

UTS of Mass	Materials Testing	\$ 1,460.00
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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 – 0 abstain.

Documents: Agenda, Invoices, Photos

C. RTU Replacement at Broadmeadow and Eliot Schools

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

Mr. Haff reviewed the photos of the Eliot RTU project. The new roof top units are on the roof. The Contractor is on schedule and maybe a bit ahead of schedule. They were able to get all the units in place before July 4. Startup of the units is anticipated by the end of July. The air source heat pumps are anticipated to arrive mid-July.

Mr. Kent asked if there are any noise issues expected. Mr. Haff indicated that an acoustical engineer was on the design team, and it was determined during the design process that there shouldn't be any noise issues.

Mr. Haff reported that the roofing sub bids received on May 9th for the Broadmeadow School were rejected while the Town reviews the scope with the designer. It will go out to bid again in the fall in anticipation of receiving more acceptable bids. An aerial roof survey scan will be done in advance of the bid to determine which parts will need repair or replacement. The bid document will also be reviewed for clarity.

Mr. Creem made a motion that the Committee approve the following requisition for payment:
Enterprise Equipment Co., Inc. Req. #8 thru June 2024 \$ 1,461,955.00
Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays – 0 abstain.

Documents: Invoice

D. Other Business

Mr. Creem noted that the future meetings are listed on the agendas. Mr. Haff indicated that the meeting scheduled for July 22 may not be needed.

The Theater Rigging and Repair SAC-2 bid will be going out again on July 11th and will be due on July 31st.

E. Adjournment

Mr. Kent made a motion to adjourn at 8:18 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, July 22, 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.