

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: September 9, 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 8:15pm) (all remote)	
	Absent: Roy Schifilliti	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager)	
User Representatives:	Michael Greis Anne Gulati Barry Dulong Erhardt Graeff Rob MacLean	School Committee, Emery Grover Rep. School Finance Dir., Emery Grover & RTU Rep. Bldg. Maint. Dir., RTU Replacement & DPW Complex Rep. Library Trustee, Library Rep. Library Director, Library Rep.
Other Attendees:	Deborah Robinson Carys Lustig Michael Richard Tyler Cofelice David Steeves Nicole Reamey	Bargmann Hendrie + Archetype DPW Director Weston & Sampson Engineers, Inc. Weston & Sampson Engineers, Inc. Weston & Sampson Engineers, Inc. Utile, Inc.
Minutes prepared by:	Kathryn Copley	BDCD Administrative Specialist

Remote Meeting on Zoom Cloud Meetings

Meeting ID # 85748560866

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

The meeting was called to order 7:31 p.m. The chair reviewed the remote meeting emergency order and noted that all members were attending remotely, and the meeting was being recorded and will be uploaded to the Town YouTube channel for publication, later viewing and administrative purposes.

A. Approval of Minutes of Prior Meetings

The minutes from the August 12, 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), Ken Sargent and Hank Haff (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. The photos were reviewed. The work is substantially complete. Some of the items that need to be completed are the main entry door, site signage and the main stair slate steps. The Temporary Certificate of Occupancy is expected to be issued the last week of September. The furniture installation is scheduled to start on September 16th. The move in target date is October 1st. It is anticipated that a dedication event will be organized by the School Department this fall.

The anticipated cost log was reviewed, and the pricing on eleven of the twelve items listed total \$157,984. Some of the items came down in price.

The remaining contingency amount is \$184,631.

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

M. O'Connor Contracting	CO#17	\$ 139,509.37
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Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger - aye, Bob Dermody – aye, George Kent - aye, Michael Greis – aye, Anne Gulati – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

Mr. Creem made a motion that the Committee approve the following PSS #14:

Bargmann Hendri & Archetype	PSS#14	\$ 18,333.00
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger - aye, Bob Dermody – aye, George Kent - aye, Michael Greis – aye, Anne Gulati – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

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

M. O'Connor Contracting	Req. #21 thru August 2024	\$ 620,248.18
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger - aye, Bob Dermody – aye, George Kent - aye, Michael Greis – aye, Anne Gulati – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

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

Bargmann Hendrie + Archetype	July 2024 PSS #11 Serv.	\$ 3,850.00
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Bargmann Hendrie + Archetype	July 2024 PSS #12 Serv.	\$ 18,333.00
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger - aye, Bob Dermody – aye, George Kent - aye, Michael Greis – aye, Anne Gulati – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

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

RCN Telecom Services	Fiber Optic Testing	\$ 5,175.00
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R.G. Vanderweil	July 2024 Commissioning	\$ 664.00
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Archetype Signworks	Building Plaque	\$ 2,699.00
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger - aye, Bob Dermody – aye, George Kent - aye, Michael Greis – aye, Anne Gulati – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

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

CCS Presentation Systems	Cover plates	\$ 505.44
CCS Presentation Systems	Design Services	\$ 4,000.00

Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger - aye, Bob Dermody – aye, George Kent - aye, Michael Greis – aye, Anne Gulati – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

Documents: Agenda, Invoices, 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 on the progress of the Eliot RTU project. All the new RTU's are up and running. Balancing and final adjustments will be done. BMS system connections and programming are in progress. Testing of the air source heat pumps will start on September 24th. This portion of the project is on budget.

Mr. Dulong has indicated that there have been no complaints so far and the system is working very well. He does not have control over the BMS yet.

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

Enterprise Equipment	CO#1	\$ 14,639.00
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Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger - aye, Bob Dermody – aye, George Kent - aye, Michael Greis – aye, Anne Gulati – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain

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

Enterprise Equipment Co., Inc.	Req. #10 thru August 2024	\$ 229,154.25
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Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger - aye, Bob Dermody – aye, George Kent - aye, Barry Dulong – aye, Anne Gulati – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

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

NV5	August Services	\$ 1,174.84
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Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger - aye, Bob Dermody – aye, George Kent - aye, Barry Dulong – aye, Anne Gulati – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

Documents: Invoices, updated budget

D. DPW Complex Phase I

Barry Dulong (BMD), Carys Lustig (DPW Director), Michael Richard, David Steeves, Tyler Cofelice (Weston & Sampson), Hank Haff and Ken Sargent (BDGD) attended the meeting remotely.

Mr. Haff reported that the working group has been making great progress working on the schematic design. Out of six configurations they have focused on Option 2 and Option 6. He requested the Committee choose a preferred option to go forward with for completing Schematic Design.

Mr. Cofelice gave a brief overview of the project to date. The next deliverable is the schematic design completion on October 25th and a cost estimate reconciliation on November 18th. Future project schedule items include permitting in March 2025, bid opening in September 2025 and seeking construction funds at the October 2025 Special Town Meeting.

Weston & Sampson have completed the program confirmation, the wetland flagging, and existing conditions survey. The hydrant flow test is scheduled, the geothermal test well scheduling is in progress and the conceptual development process is in progress. The Feasibility study preferred concept was reviewed.

The original preferred addition concept of an L shaped building attached to the existing building was reviewed. Concept 2 and Concept 6 were also reviewed. Concept 2 consists of a free-standing L shaped addition in the opposite corner from the existing building. The addition is not attached to the existing building. A wash bay would be added in a portion of the unenclosed bays of the existing building. This configuration provides a smaller turn radius of 70 feet in the center of the lot. Parking for 18 vehicles would be located in the far corner. The new building would include office space and an Emergency Operations Center storm event meeting room and a mezzanine storage area.

Concept 6 consists of a structurally independent building next to the existing building. The concept includes offices, multipurpose training room, parts storage room, an exterior wash bay, and a mezzanine storage area. This configuration would allow a better turning radius of 120 feet in the center of the lot. The pavement would be extended on the right for a drive through bay.

The decision matrix was reviewed. Concept 6 received 121 points and Concept 2 received 102 points. The cost estimates have not yet been completed. It is anticipated that both will cost about the same amount. Concept 2 requires approximately 4,300 cubic yards of ledge removal. Concept 6 requires approximately 800 cubic yards of ledge removal.

After much discussion the Committee recommended Weston & Sampson to go forward with Concept 6.

Documents: Presentation, Decision Matrix, Concept 2 & 6 site plans

E. Library Renovation Phase 1 - Young Adult Area

Erhardt Graeff (Library Trustee), Rob MacLean (Library Director), Nicole Reamey (Utile, Inc.), Hank Haff and Ken Sargent (BDGD) attended the meeting remotely.

Mr. Haff noted that the Feasibility Study was completed in August of 2023 and that the current focus is on the Phase I Teen (or young adult) area renovation. Tonight's presentation is to keep the Committee informed on the work to date. Ms. Reamey, the Utile Inc. project manager, reviewed the three priority projects identified in the feasibility study and the Phase I project schedule. They are currently in the schematic design phase. It is anticipated that design development will start in October and go through November. 100% construction documents are anticipated to be done by mid-February with bids in hand at the end of April 2025.

She also reviewed the current schematic design ideas for the teen area renovation. The focus is on having differentiated spaces for the teens for focused study and active hangout spaces. There will be a craft/café area, gathering space, quiet work area, and group study area. Improved temperature control is needed in the west facing glassed area. Minor modifications since Feasibility include slightly expanding the footprint, higher shelving, and preserving the walkway to the left of the main stairs. The drawings were sent for schematic design cost estimates two weeks ago. There will be a net increase of 53 seats overall. The stacks will be used to divide the spaces/zones. The net square feet of the new Young Adult space is 4,060. The space will have surrounding walls with areas of glass to help isolate the area acoustically from the rest of the library while maintaining sight lines from the reference desk. A youth librarian's desk is in the middle of the space.

Mr. Haff indicated that they are investigating using exterior sun screening instead of interior screening in the glassed in area. Alternates will be proposed to manage temperature and glare. An update to the project will be made in early October.

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

Utile, Inc.	July 2024 Services	\$ 28,953.00
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Mr. Dermody seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger - aye, Bob Dermody - aye, George Kent - aye, Irwin Silverstein - aye, Erhardt Graeff - aye, Rob MacLean - aye, Richard Creem - aye: - 8 yeas - 0 nays - 0 abstain.

Documents: Presentation, Invoice

F. School Master Plan

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

Dore & Whittier Architects	Services thru August 2024	\$ 2,023.00
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Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger - aye, Bob Dermody - aye, George Kent - aye, Irwin Silverstein - aye, Richard Creem - aye: - 7 yeas - 0 nays - 0 abstain.

Documents: Invoice

G. Other Business

Mr. Creem noted that the Community Preservation Committee is having an information session and is encouraging participation. Mr. Haff indicated that the Town is waiting to hear from the MSBA about the Pollard project before the end of the year. The school department and the MSBA are having discussions on enrollment figures.

H. Adjournment

Mr. Chandler made a motion to adjourn at 9:25 PM. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - Stuart Chandler - aye, Lynne Deninger - aye, Bob Dermody – aye, George Kent - aye, Irwin Silverstein – aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, September 23, 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.