

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: November 4, 2024	Time: 7:30 PM	Location: Zoom
Attendance PPBC Members:	Present: Richard Creem, Stuart Chandler, Lynne Deninger, Bob Dermody, George Kent (8:16pm), Irwin Silverstein (8:23pm) (all remote)	
	Absent: Roy Schifilliti	
BDCD Staff:	Hank Haff (Director)	
User Representatives:	Dan Gutekanst Michael Greis Anne Gulati Barry Dulong Alisa Skatrud	School Superintendent School Committee, Emery Grover Rep. School Finance Director, Emery Grover & RTU Rep. Bldg. Maint. Dir., RTU Replacement & DPW Complex Rep. School Committee, Pollard Rep.
Other Attendees:	Deborah Robinson Brandan Creel	Bargmann Hendrie & Archetype Hewshott International, LLC
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 7:30 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 October 7, 2024 meeting were accepted as presented and put on file with no changes.

B. Address by Dan Gutekanst

Mr. Gutekanst attended the meeting. He extended an invitation to the Committee to the rededication ceremony scheduled for Saturday, November 16th at 10am at the Emery Grover Building. He thanked everyone for all the work related to the renovation of the Emery Grover Building. The staff are thrilled with the space.

The third floor was used for a staff meeting two weeks ago for the first time since 1944 when it was condemned! The building looks great inside and out. The PPBC is more than welcome to have an in-person meeting in the building.

He also wanted to thank the Committee for the leadership on the Pollard Middle School renovation project. The MSBA voted to invite Needham into the Feasibility stage and enter into a Feasibility Study Agreement. Pollard will be a complicated project and he looks forward to continuing to partner with the PPBC.

C. Pollard School Renovation

Alisa Skatrud (School Committee) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported that the MSBA invited Needham to move into the Feasibility Study Phase on October 30, 2024. The Feasibility Study was funded at the 5/24 ATM.

The current reimbursement rate is 35.42% of eligible expenses. The reimbursement rate for the Sunita L. Williams School was 34.72% of eligible expenses with a net rate of about 22%. Mr. Dulong made a great submission on the maintenance of the Town buildings, and we may have received additional points for that optional reimbursement category. There may be other opportunities to increase the reimbursement rate related to energy efficiency, sustainable design and renovation of the existing building

The next step is to form the team. The Town will be requesting that the current staff of the Building Design and Construction be appointed as the "Employee OPM". The PPBC agreed with this approach with Hank Haff acting as the "Employee OPM-Project Director." Early next year the department will be seeking to hire another senior project manager. The BDCD will also create an RFQ for cost estimating and related project management services to supplement the Town's expertise. Other departments have recently had a difficult time hiring a project manager. The application for the Employee OPM is being drafted. Once appointed the designer RFQ process will begin. The MSBA will play a large part in that process. The MSBA will have thirteen members on the Designer Selection Panel and the Town will have three members. There are approximately a dozen firms that regularly work on MSBA projects and they try to rotate them on the various projects.

The first step in Feasibility is to complete the preliminary design program (PDP) which will itemize every space within the building and compare them to the MSBA size requirements. The MSBA only funds one gym and the Pollard has two. The MSBA does not participate in auditorium renovations. They only participate in Cafeteriums or Gymnatoriums. Many decisions will have to be made during Feasibility.

The preliminary schedule has an override vote in two years' time in November 2026.

Documents: 10/30/24 Letter from MSBA Ex. Director to Town Manager; 10/30/24 letter from MSBA Project Manager to Town Manager with signed FSA; Draft Project Schedule; List of approved School Building Committee (SBC) members; and MSBA Core Program Overview.

D. 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. There are several items that need to be completed. Some of the items are the trash gates, site handrails, site signage, main entry slate steps, clock graphic and security entry posts. The contractor is working on the punch list items. The BMS training will be scheduled.

A rededication event is scheduled for November 16th.

The anticipated cost log was reviewed, and the pricing on the five items listed total \$74,568.

The remaining contingency amount is \$252,523.

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

M. O'Connor Contracting	CO#19	\$ 36,817.82
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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, Michael Greis – aye, Anne Gulati - aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

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

M. O'Connor Contracting	Req. #23 thru Oct. 2024	\$ 145,517.06
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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, Michael Greis – aye, Anne Gulati - aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

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

Bargmann Hendrie + Archetype	Sept 2024 PSS #14 Serv.	\$ 18,333.00
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Bargmann Hendrie + Archetype	Sept 2024 FF&E	\$ 2,500.00
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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, Irwin Silverstein – 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:

Isaac's Moving & Storage	Moving Services	\$ 12,180.23
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OccuHealth	Air & Water Testing	\$ 3,000.00
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Fast Signs	Vinyl signage	\$ 1,763.69
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Fast Signs	Vinyl signage	\$ 604.09
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R.G. Vanderweil	Sept 2024 Commissioning	\$ 9,312.00
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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, Irwin Silverstein – 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:

Red Thread	FF&E	\$ 10,000.00
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Red Thread	FF&E	\$ 3,040.54
Needham Upholstery	FF&E	\$ 600.00

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, Irwin Silverstein – aye, Michael Greis – aye, Anne Gulati - aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

Documents: Agenda, Invoices, Photos

E. RTU Replacement at Broadmeadow and Eliot Schools

Barry Dulong (BMD) and Hank Haff (BDGD) attended the meeting remotely.

Mr. Haff reported on the progress of the projects. The Broadmeadow RTU project is going through the submittals work from CAM HVAC. Several wet areas on the roof have been identified by thermal imaging, IR monitoring and core tests. It is anticipated that these areas will be completely replaced. This work may spill into the 2025-26 school year. The roof repair will go out to bid again next month once Gale completes the drawings and specifications.

Enterprise Equipment Co. has been completing the commissioning, training and closed-out stages for the Eliot School RTU project.

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

Enterprise Equipment Co., Inc.	Req. #12 thru October 2024	\$ 26,248.50
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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, Irwin Silverstein - 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 invoices for payment:

GGD Consulting Eng.	Sept 2024 Services BM	\$ 4,000.00
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GGD Consulting Eng.	Sept 2024 Services Eliot	\$ 4,363.10
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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, Bob Dermody – aye, George Kent - aye, Irwin Silverstein - 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	Oct. Commissioning Services	\$ 579.92
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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, Bob Dermody – aye, George Kent - aye, Irwin Silverstein - aye, Barry Dulong – aye, Anne Gulati – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

Documents: Invoices

F. Theater Sound & Light

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

Hewshott International	October 2024 Services	\$ 15,000.00
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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, Bob Dermody – aye, Lynne Deninger – aye, George Kent - aye, Irwin Silverstein – aye, Anne Gulati – aye, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

G. DPW Complex Phase I

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

Weston & Sampson	Sept. 2024 Services	\$ 24,934.79
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Mr. Silverstein 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, Barry Dulong - aye, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

H. Public Safety Complex & Fire Station #2

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

Hassan Sign Company	Welcome to Needham Sign	\$ 12,650.00
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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, Irwin Silverstein – aye, Richard Creem - aye: - 6 yeas - 0 nays – 0 abstain.

I. Library Renovation Phase 1 - Young Adult Area

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

Utile, Inc.	September 2024 Services	\$ 5,390.00
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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, Richard Creem - aye: - 6 yeas - 0 nays – 0 abstain.

J. Other Business

The Welcome to Needham wooden sign has been installed. The Exchange Club is quite pleased with the new sign.

Mr. Kent asked if the Committee should meet in person when more information on the DPW project is available.

K. Adjournment

Mr. Creem made a motion to adjourn at 9:06 PM. Mr. Silverstein 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 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, November 18, 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.