PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: January 6, 2025	Time: 7:30 PM	Location: Zoom

Attendance		
PPBC Members:	Present: Richard Creem, Stuart Chandler, Lynne Deninger, Bob Dermody, George Kent, Roy Schifilliti (all remote)	
	Absent: Irwin Silverstein	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager)	
User Representatives:	Michael Greis	School Committee, Emery Grover Rep.
	Anne Gulati	School Finance Director, Emery Grover, RTU & Theater Rep.
	Barry Dulong	Bldg. Maint. Dir., RTU Replacement & DPW Complex Rep.
	Alisa Skatrud	School Committee, Pollard Rep.
	Tamatha Bibbo	Pollard Principal, Pollard Rep.
Other Attendees:		
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 of the December 9, 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), Ken Sargent and Hank Haff (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. Due to the cold weather and wind, the installation of the graphics on the clock face has been delayed. The painting of the rails and gates is also weather dependent. Some warranty items are being chased. There have been issues with the elevator breaking down. The elevator has broken down eight times. Last week a custodian was stuck in the elevator. Mr. Sargent is waiting for a report from the elevator company on what the issues are and a recommended repair. They have been responsive.

Mr. Sargent reviewed the completed DCAMM Evaluations for the designer and filed sub-contractors. All received a score of 85 or higher. The passing score is 80 out of 100. Staffing and scheduling issues contributed to the lower scores.

Mr. Creem made a motion that the Committee approve Designer and sub-contractor DCAMM evaluations as presented. 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, Roy Schifilliti – aye, Michael Greis – aye, Anne Gulati - aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

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

R.G. Vanderweil	PSS #2	$ 5,800.00

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, Roy Schifilliti – aye, Michael Greis – aye, Anne Gulati - aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

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

R.G. Vanderweil	Nov. 2024 Commissioning	$ 4,260.00

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, Roy Schifilliti – aye, Michael Greis – aye, Anne Gulati - aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

Mr. Haff reported that an Eversource rebate in the amount of $92,324 was received. This amount goes back to the general fund. He will be having a discussion with the Town Manager and Finance Director about the possibility of setting up a Sustainability Stabilization Fund where rebates and grant funds can be channeled back into sustainability projects. In order to take advantage of some grants matching funds are required. It would be helpful to have matching funds readily available. This type of fund would require approval at Town Meeting. Some of Needham's peer communities have established similar funds for the same purpose.

The anticipated cost log was reviewed, and the pricing on the three items listed comes to a total of $10,250.

The remaining contingency amount is about $304,500.

Documents: PSS, Invoice, DCAMM Evaluation summary sheet, Eversource Rebate Memo, Updated budget

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 reported on the progress of the projects. The RTU#2 at the Eliot School has been having some design and control issues. The design and systems people are working out the glitches. Some of the systems are not working as designed. It is affecting the interior climate control, and some of the classrooms have been cold. Solutions are being investigated.

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

Enterprise Equipment Co., Inc.	Req. #14 through December 2024	$ 12,767.05
Enterprise Equipment Co., Inc.	Req. #15 50% Retainage Release	$ 83,826.85

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, Roy Schifilliti – aye, Barry Dulong – aye, Anne Gulati – aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

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

GGD Consulting Eng	Nov. 2024 BM	$ 4,000.00
GGD Consulting Eng	Nov. 2024 Eliot	$ 2,357.52

Mr. Schifilliti 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, Roy Schifilliti – aye, Barry Dulong – aye, Anne Gulati – aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

Documents: Agenda, Invoices, Updated budget

D. Pollard School Renovation

Alisa Skatrud (School Committee), Tamatha Bibbo (Pollard Principal) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported on the progress of the project. On December 19th five companies submitted their qualifications for Project Management Services for the Pollard project. The companies were Atlantic Construction & Management, CHA Consulting Inc., Colliers Project Leaders, LiRo Hill Program Management, and P3-Project Planning Professionals.

The sub-committee of Ms. Deninger, Mr. Kent, Ms. Gulati, Mr. Haff and Mr. Sargent reviewed the submissions and shortlisted three firms, CHA Consulting Inc., Colliers Project Leaders, and LiRo Hill Program Management for interviews held on January 3, 2025. The scorecard was reviewed. The highest ranked firm was LiRo Hill Program Management, and the sub-committee recommended that they be awarded the contract. LiRo Hill has experience with MSBA projects and with projects within the MBTA zone of influence. They have been a very satisfactory On Call Project Manager for the last three years for the Town. They have the staff to support the Pollard project in many ways, are based in Needham and have an engineering team in Boston. They also have experience in assisting with grants or rebates.

Mr. Creem made a motion that the Committee accept the recommendation from the sub-committee to award Project Management Services for the Pollard project contract to LiRo Hill Program Management. 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, Roy Schifilliti – aye, Alisa Skatrud – aye, Tamatha Bibbo - aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

Mr. Haff indicated that he would inform LiRo Hill of the award and enter into negotiations regarding the fee. Their information will be included in the Employee OPM Application to the MSBA.

Documents: Project Manager Selection Score Card

E. Miscellaneous Invoices

Library Renovation Phase 1 - Young Adult Area

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

Utile, Inc.	November 2024 Services	$ 19,700.00

Mr. Schifilliti 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, Roy Schifilliti – aye, Richard Creem - aye: - 6 yeas - 0 nays – 0 abstain.

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

LiRo Hill	Nov. 2024 Cost Estimating Services	$ 9,072.50

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, Roy Schifilliti – aye, Richard Creem - aye: - 6 yeas - 0 nays – 0 abstain.

Theater Sound & Light

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

Hewshott International	December 2024 Services	$ 8,000.00

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, Roy Schifilliti – aye, Anne Gulati – aye, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

F. Other Business

Mr. Creem reported that there was a Chairs meeting regarding the Pollard project recently that Mr. Chandler attended. Mr. Chandler indicated that there were concerns from the stakeholders, including the School Committee and Finance Committee, about the project schedule. The MSBA has a series of design and submission steps that must be made to get their approval of a project which may delay the Town’s proposed timeline. The Finance Committee is looking for a firm cost estimate.

Mr. Haff indicated that the current schedule includes preliminary cost estimates during the Feasibility stage and a full detailed cost estimate at the conclusion of Schematic Design. This will be sent to the MSBA by June 2026, for an MSBA Board Approval at their August 2026 meeting. This would be necessary for Special Town Meeting approval in October 2026 and an override vote in early November 2026. The PPBC emphasized the importance of keeping the process moving. The slower the project goes the higher the projected cost estimate will be due to anticipated cost escalation and unknown factors like tariffs.

G. Adjournment

Mr. Dermody made a motion to adjourn at 8:40 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, Roy Schifilliti – aye, Richard Creem - aye: - 6 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, January 27, 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.