

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: February 10, 2025	Time: 7:30 PM	Location: Zoom
Attendance		
PPBC Members:	Present: Richard Creem, Stuart Chandler, Lynne Deninger, Bob Dermody, George Kent, Irwin Silverstein (all remote)	
	Absent: Roy Schifilliti	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager)	
User Representatives:	Michael Greis Anne Gulati Barry Dulong Alisa Skatrud Tamatha Bibbo LeeAnn Sutton Tom Conroy Shane Mark	School Committee, Emery Grover Rep. School Finance Director, Emery Grover, RTU & Theater Sound & Light Rep. Bldg. Maint. Dir., RTU Replacement & DPW Complex Rep. School Committee, Pollard Rep. Pollard Principal, Pollard Rep. Director FPA, Theater Sound & Light Rep. Fire Chief, Public Safety Complex Rep. Asst. Director of Public Works, DPW Complex Rep
Other Attendees:	Carys Lustig	Director of Public Works
Minutes prepared by:	Hank Haff	Director BDCD

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 January 6, 2025 meeting were accepted as presented and put on file with no changes.

B. Public Safety Complex & Fire Station #2

Tom Conroy (Fire Chief), Ken Sargent and Hank Haff (BDCD) attended the meeting remotely.

Mr. Sargent reported that all phases of the projects were now complete and recommended that the PPBC vote to release the remaining unencumbered funds of approximately \$1,324,000. This release would enable the Town Manager to include a warrant article in the May ATM to rescind the unencumbered funds. Mr. Kent recommended that the Memo from Mr. Haff to the Town Manager note the full amount of the project funding and that the multi-phase project was completed on schedule and under budget despite COVID-19 adjustments.

Mr. Creem made a motion that the town release the remaining unencumbered funds for the Public Safety Complex & Fire Station #2 Project. 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, Tom Conroy - aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

C. Emery Grover Building

Michael Greis (School Committee), Anne Gulati (School Finance Director), Ken Sargent and Hank Haff (BD CD) 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. The issues with the elevator have been repaired with a replacement part. The third-floor large conference room IT and video conferencing fit-out is proceeding. The current budget is approximately \$209,000.

Mr. Creem made a motion that the Committee approve Change Order #21 in the amount of \$37,343.17 for M. O'Connor Contracting, Inc. 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, Irwin Silverstein – 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 requisition for payment:

M. O'Connor Contracting	Invoice #25	\$ 24,227.89
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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, Irwin Silverstein – 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:

Bargmann Hendrie + Archetype	Dec. 2024 Services	\$ 3,010.00
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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, Irwin Silverstein – aye, Michael Greis – aye, Anne Gulati - aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

Documents: Change Order, Invoices

D. 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 issues with RTU#2 at the Eliot School have been diagnosed and reprogramming of the Sequence of operations is needed. All other RTUs are functioning as designed. It was noted that the electric reheat within the units is hardly ever used as the energy recovery wheel and return air temperature are sufficient to maintain interior temperatures even on the coldest of days.

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

CAM HVAC	CO #1 - Broadmeadow	\$ 35,497.17
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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, 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	Dec. 2024 BM	\$ 4,000.00
GGD Consulting Eng	Nov. 2024 Eliot	\$ 7,050.00

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, 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:

NV5	Jan. 2025 -Eliot Commissioning	\$ 2,319.66
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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, Barry Dulong – aye, Anne Gulati – aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

Documents: Invoices,

E. Pollard Middle 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. Earlier today the Employee OPM team including Hank Haff, Ken Sargent, David Billings (LiRo Hill) and Inger Hamre-Foley (LiRo Hill) presented slides to and answered questions from the MSBA OPM Review Panel. Kate Fitzpatrick and Anne Gulati also attended the ZOOM meeting in support of the Employee OPM application. The meeting went well. We anticipate hearing from the MSBA later this week to approve the Employee OPM application. Once the Employee OPM approval is granted the Town can then move onto the Designer Selection with the MSBA. Mr. Sargent has already started drafting the “Request for Services” (RFS) for a design team using the

MSBA template. We will submit the draft RFS to the MSBA once the Employee OPM is approved.

The Town will need to select three members to represent the Town on the MSBA Designer Selection Panel for this project. The Committee should select the representatives during March because we expect the responses to the RFS to be due in early April.

The Pollard project is on the MSBA Designer Selection Panel agenda for their meetings on May 6, 2025 (review qualifications and shortlist the top three firms) and May 20, 2025 (interview and rank the top three design firms).

F. Theater Sound & Light

Anne Gulati (School Finance Director), LeeAnn Sutton (Director Fine & Performing Arts), and Hank Haff attended remotely.

Mr. Haff reported that Walker Specialties Inc. completed most of the Safety & Compliance (SAC-2) work in the Pollard MS Auditorium over the winter school break. Work at the NHS theater will be scheduled during the April school vacation and the Newman ES theater work is scheduled for this summer starting after school ends.

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

Hewshott International January 2025 Services \$ 12,000.00

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, Irwin Silverstein – aye, Anne Gulati – aye, LeeAnn Sutton – aye, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

G. DPW/ BMD Projects

Carys Lustig (Director of Public Works), Shane Mark (Asst. Director of Public Works), Barry Dulong (Director of Building Maintenance Division (BMD) and Hank Haff attended remotely.

Mr. Haff reviewed the recommendations in his memo to the committee that three future building repair projects which will exceed \$500,000 be overseen by the BMD and DPW Engineering Department. This includes:

- 1- Eliot School Boiler Replacement (Est. Construction= \$506K) - BMD
- 2- Needham High School Front Step Repairs (Est. Construction= \$1.04M)-BMD
- 3- Cooks Bridge Sewer Pump Station (Est. Construction= \$3.859M) – DPW Engineering

Ms. Lustig noted various precedents for BMD and DPW Engineering managing these types of projects. Mr. Dulong noted that he now has an Assistant Director to assist in this management and has On-call services from two architectural firms and two engineering firms for design, bidding and construction management. Mr. Haff noted that Mr. Retzky (Water and Sewer Superintendent) and a former Project Manager in BDCD will be coordinating the Cooks Bridge project. The Committee approved by consensus the delegation of these projects to the DPW and BMD.

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

Weston & Sampson Engineering December 2024 Services \$ 29,100.00

Mr. Silverstein 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, Irwin Silverstein – aye, Barry Dulong – aye, Richard Creem - aye: - 6 yeas - 0 nays – 0 abstain.

H. Miscellaneous Invoices

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

Utile, Inc. December 2024 Services \$ 21,865.00

Mr. Silverstein 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, Irwin Silverstein – aye, Richard Creem - aye: - 5 yeas - 0 nays – 0 abstain.

I. PPBC Updates; Issues not reasonably anticipated

Mr. Silverstein noted that he sits on the TCHOC and an update on the Schematic Design of the Affordable Housing at Linden Street will be released later this week. He will forward the information upon receipt.

The Town is still waiting for a pronouncement from the Governor’s office regarding the open public meeting law to see if there will be an extension of the emergency order allowing public bodies to meet virtually. The current extension is granted through March 29, 2025.

Ms. Copley has started to reserve rooms for the PPBC meetings starting in April 2025 in case in-person meetings resume.

J. Adjournment

Mr. Silverstein made a motion to adjourn at 8:55 PM. 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, Irwin Silverstein – aye, Richard Creem - aye: - 5 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, February 24, 2025, 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.