PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: March 10, 2025	Time: 7:30 PM	Location: Zoom

Attendance PPBC Members:	Present: Richard Creem, Stuart Chandler, Lynne Deninger, Bob Dermody, George Kent, Irwin Silverstein (joined at 7:49pm) (all remote) Absent: Roy Schifilliti	
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.
	Erhardt Graeff	Library Trustee, Library Rep.
	Rob MacLean	Library Director, Library Rep.
	Shane Mark	Asst. Director of Public Works, DPW Complex Rep
	Alisa Skatrud	School Committee, Pollard Rep.
Other Attendees:	Nicole Reamey	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 approval of the minutes of the February 24, 2025 meeting will be taken up at the next meeting.

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. The final punch list items were reviewed. Some items will be done when the weather warms up. The elevator issues have been resolved. A faulty part was identified and replaced, and it is now working reliably. An additional heater was installed in the south vestibule lobby. The third-floor conference room equipment purchase order is being processed.

The school superintendent received a noise complaint from the condominium neighbors next door. The architect and acoustic consultant indicated that the equipment specified should be within the acceptable range of not more than 10 decibels above the resting ambient noise of 30 decibels. The model indicated that the equipment should be within the range. The equipment has been running since October. It is unclear when noise became an issue. The acoustic consultant will do some noise monitoring the coming Thursday night.

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

M. O'Connor Contracting	CO#22	$	3,989.25

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	Invoice #26 thru Feb. 2025	$	41,840.91

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 invoice for payment:

Bargmann Hendrie + Archetype	Jan. 2025 Services	$	1,954.84

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 an invoice for payment for an electronic key tracking cabinet that will house all the keys for all the schools and the vehicles. It will allow only those authorized to access them:

E Track Inc.	Electronic Key Cabinet	$	7,949.00

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: 8 ayes - 0 nays – 0 abstain.

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

R.G. Vanderweil	Jan. 2025 Commissioning	$	1,786.00

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.

Mr. Sargent presented four invoices initially paid for by the School Department.

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

CCS Presentation Systems	Docking Station	$	334.00
CCS Presentation Systems	Wi-Fi Audio receiver	$	1,428.00
Harbor Networks	Professional Services	$	4,495.00
Harbor Networks	Professional Services	$	5,495.00

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, Lynne Deninger – aye, Irwin Silverstein – aye, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

The anticipated cost-log was reviewed, and the pricing on the two items listed comes to a total of $22,500. The items on the anticipated cost-log are the security bollards and the hold open devices for the north stair doors.

The remaining contingency amount is about $109,435.

Documents: Agenda, Change Order, Invoices, Punch List, 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. There was an issue on the damper sequencing on RTU #2 at the Eliot School. The issue has been resolved. A rebalancing will be done which should close out the commissioning of the RTU's at Eliot.

The Broadmeadow School sub-contractor roofing package is out and due back on March 20th. No one showed up at the walkthrough scheduled on March 5th, however one sub-contractor will be coming out this Wednesday for a tour. They misread the date for the first walkthrough. The roofing will be replaced under the three roof top units and some duct work will need to be reworked. An additional two inches of insulation will be installed to bring those areas up to code.

CAM HVAC will be at the Broadmeadow School during the April vacation doing work in preparation for the start of the project after school lets out in June.

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

GGD Consulting Eng	Jan. 2025 BM	$	4,000.00

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, 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:

NV5	Jan. 2025 Commissioning	$	591.75

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, Anne Gulati - aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

Documents: Invoices

D. Library Renovation Phase 1 - Young Adult Area

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

Mr. Haff reported on the progress of the project. The construction documents were released for bid on March 6th. The 80% Construction Document cost estimating and cost reconciliation were completed. The cost estimates came in very close to the Design Development estimates. The owner's contingency and construction contingency have been maintained at 15% approximately $273,000. The FF&E budget still relies on an anticipated $120,000 contribution from the Friends of Needham Public Library and the Library Foundation of Needham.

It is unknown how tariffs will affect the project costs. The contingency will be needed to cover possible costs impacted by tariffs. Tariffs on steel could affect the price of the HVAC equipment. Wooden casework could also be affected.

The walk through is scheduled for March 19th, the filed sub bids are due on April 3rd and the general contractor bids are due on April 17th. There will be a better understanding of the costs after the filed sub bids are received.

Ms. Reamey indicated that there has been discussion of putting in deduct alternate for portions of the wood ceiling substituting a tectum ceiling in an addendum for this Friday. A deduct alternate for some of the banquette seating substituting built in casework for furniture instead would also be included in the addendum. These would help if the bids came in too high. A decision will be made on whether to accept them after the bids come in.

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

Utile, Inc.	January 2025 Services	$	44,315.00

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, Erhardt Graeff – aye, Rob MacLean – aye, Richard Creem - aye: - 8 yeas - 0 nays – 0 abstain.

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

LiRo Hill.	Dec. 2024 to Feb. 2025 Services	$	19,322.50

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, Erhardt Graeff – aye, Rob MacLean – aye, Richard Creem - aye: - 8 yeas - 0 nays – 0 abstain.

Documents: Agenda, Cost Estimate, Updated budget

E. DPW Complex Phase I

Shane Mark (DPW), Barry Dulong (BMD), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Haff reported that a public open house was held on Sunday at the Jack Cogswell building. Six project boards prepared by Tyler Cofelice of Weston & Sampson were displayed. Presentations were done throughout the two hours. Cones were placed around the perimeter of the proposed building addition to indicate where the building would be constructed.

Several concerns were raised by residents, which included an increase in traffic, disruption on Central Avenue when installing the forced main, the cost of the addition, noise generated from the fleet operations and whether the building would be seen from Central Ave residences. It was stressed that there is no plan to move all the DPW workforce to the site and only six full-time employees would be working there. They would arrive around 7:00am in the morning and leave around 3:00pm in the afternoon. It was also noted that this is a stand-alone project that is not dependent on future phases. The existing facility at 470 Dedham Ave is too small, does not meet contemporary codes, and has been known to flood. That facility is 75-years old and needs to be replaced.

A FAQ will be prepared for Town Meeting. Mr. Mark plans to offer a tour of the existing conditions at 470 Dedham Avenue in April. The Design Development documents are being sent to the cost estimators. The reconciled cost estimate will be presented to the Committee.

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

Weston & Sampson	PSS #2	$ 172,783.00

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, Shane Mark - aye, Barry Dulong - aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

The PSS is to cover the drilling of one 1600 foot well for one standing column well. The plan is to have two to four wells.

Documents: Memo, Cost Estimate, Updated budget

F. Miscellaneous Invoices

Theater Sound & Light

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

Hewshott International	February 2025 Services SAC2	$ 2,146.25
Hewshott International	February 2025 Services Newman	$ 8,000.00

Mr. Dermody 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.

G. Other Business

Mr. Creem stated that meetings after March 31st will be in person unless the governor extends the remote public meeting provision. The Charles River Room at the PSAB has been reserved for the April 7th meeting.

Mr. Haff reported that the Pollard Middle School designer Request for Services was available on March 6th. The walk-through is scheduled for March 20th and the submissions are due on April 3rd. The submissions will be shared with the Committee. Mr. Haff and Mr. Sargent will go through the submissions and check references in preparation for the short listing by the MSBA Design Review Panel.

The School Committee will be deciding in April who will be on the MSBA Design Review Panel from Needham. The submissions will be reviewed and shortlisted at the May 6th MSBA meeting and the interviews and rankings will be conducted on May 20th.

H. Adjournment

Mr. Dermody made a motion to adjourn at 8:30 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, Irwin Silverstein – aye, Richard Creem - aye: - 5 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, March 24, 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.