

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: April 29, 2025

Time: 7:30 PM

Location: Hybrid PSAB & Zoom

Attendance

PPBC Members: Present: Richard Creem, Lynne Deninger, Bob Dermody, George Kent, Irwin Silverstein (joined at 8:30pm remote), Roy Schifilliti

Absent: Stuart Chandler

BDCD Staff: Hank Haff (Director)
Ken Sargent (Sr. Project Manager)

User Representatives: Erhardt Graeff Library Trustee, Library Rep. (Remote)
Rob MacLean Library Director, Library Rep. (Remote)
Alisa Skatrud School Committee, Pollard Rep.
Tamatha Bibbo Pollard School Principal, Pollard Rep. (Remote)
Shane Mark Assist. Dir. of Public Works, DPW Rep. (Remote)

Other Attendees: David Billings LiRo-Hill
Inger Hamre-Foley LiRo-Hill
Nicole Reamey Utile, Inc.

Minutes prepared by: Kathryn Copley BDCD Administrative Specialist

Hybrid Meeting at the Public Services Admin Bldg and 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 the meeting was being recorded and will be uploaded to the Town YouTube channel for publication, later viewing and administrative purposes.

Mr. Creem welcomed Meryl Nistler, the new Senior Project Manager for the Building Design & Construction Department. She joined the department on April 22nd. The Committee welcomed her to Needham.

A. Approval of Minutes of Prior Meetings

The minutes of the April 7, 2025 meeting were accepted as presented and put on file with no changes.

B. Library Renovation Phase 1 - Young Adult Area

Erhardt Graeff (Library Trustee - remote), Rob MacLean (Library Director - remote), Hank Haff and Ken Sargent (BDCD) attended the meeting.

Mr. Haff reported on the progress of the project. Nine general contractor bids were received on April 17th, and the results were presented.

Tower Construction Corp.	\$1,624,000
Menemsha Development, Group	\$1,687,832
J.J. Cardosi, Inc.	\$1,729,700
APC Development Corporation	\$1,782,610
BC Construction Co. Inc.	\$1,858,984
Construction Dynamics, Inc.	\$1,934,000
Gage Construction	\$1,948,182
Northern Contracting	\$2,149,100
GVW	\$2,188,613

The bid average was \$1.88M. The cost estimators target the midpoint and the cost estimate average of the 80% construction documents was \$1,820,655. The apparent low bidder is Tower Construction Corp. with their bid for \$1,624,000. The budget allows for the reallocation of the budget and fully fund FF&E and equipment necessary for the renovation. The deduct alternates will not be accepted. The amount requested at the ATM in Article 29 will remain at \$2.386M. There will be approximately a quarter of a million dollars in contingency.

Mr. Graeff reported that the Library Trustees were very pleased with the bid results and that there is project funding for the FF&E and equipment. It is anticipated that the Select Board will take the lead in advocating for the article. The Library Trustees chair and the library director will be available to comment if needed.

Mr. Creem made a motion that the Committee award the contract to Tower Construction Corporation in the amount of \$1,624,000, pending Town Meeting approval of Warrant Article #29. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Lynne Deninger – aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti - aye, Erhardt Graeff – aye, Rob MacLean – aye, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

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

NV5	March 2025 Services	\$ 2,865.00
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Mr. Denninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Lynne Deninger – aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti - aye, Erhardt Graeff – aye, Rob MacLean – aye, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

Documents: Invoice, Bid Tabulation, Updated budget

C. Pollard Middle School Renovation

Alisa Skatrud (School Committee), Tamatha Bibbo (Pollard Principal - remote), David Billings, Inger Hamre-Foley (LiRo-Hill), Hank Haff and Ken Sargent (BDGD) attended the meeting.

Mr. Haff reported on the progress of the project. Submissions from five firms for the designer Request for Services (RFS) were received on April 3, 2025. The firms were Arrowstreet, Dore & Whittier Architects, HMFH Architects, Inc., JCJ Architecture, and Raymond Design Associates.

LiRo Hill reviewed the five submissions and the subconsultants, called the references and prepared a summary review chart and reference results chart. They reviewed the information with the Committee. All of the companies had good references.

Ms. Nistler reviewed the MSBA Designer Selection Panel (DSP) process. There will be thirteen MSBA appointed representatives and three representatives from the Town. Dan Gutekanst, School Superintendent, Alisa Skatrud, School Committee and Ms. Denninger will be on the MSBA Designer Selection Panel.

After much discussion the Committee ranked the five firms. They ranked HMFH Architects, Dore & Whittier Architects, and Arrowstreet the highest and would like to see them interviewed. 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).

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

LiRo-Hill	Jan. to Mar. 2025 Services	\$ 3,315.00
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Mr. Dermody seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Lynne Deninger – aye, Bob Dermody – aye, George Kent – aye, Roy Schifilliti – aye, Irwin Silverstein – aye, Alisa Skatrud – aye, Tamatha Bibbo – aye, Richard Creem – aye: - 8 yeas - 0 nays – 0 abstain.

Documents: Designer Selection Subconsultant/Application Review Matrix, Design Proposals RFP Summary, Designer RFS Evaluation Criteria, MSBA Designer reference sheet, Evaluation Scorecard

D. Miscellaneous Invoices

DPW Complex Phase I

Shane Mark (DPW) attended the meeting.

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

Weston & Sampson	March 2025 Services	\$ 217,326.32
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Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Lynne Deninger – aye, Bob Dermody – aye, George Kent – aye, Roy Schifilliti – aye, Irwin Silverstein – aye, Shane Mark – aye, Richard Creem – aye: 7 ayes - 0 nays – 0 abstain.

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

LiRo-Hill	March 2025 Services	\$ 15,390.00
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Ms. Denninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Lynne Deninger – aye, Bob Dermody – aye, George Kent –

aye, Roy Schifilliti - aye, Irwin Silverstein – aye, Shane Mark - aye, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

The FAQ for Warrant Article #33-Appropriate for Public Works Facilities Improvements/ Cogswell Building has been posted on the Town website. The Design Review Board has approved the submission of the project. The Conservation Commission hearing is underway. The Planning Board Application will be made next month.

Emery Grover Building

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

M O'Connor Contracting	CO #23	\$ - 2,205.12
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Mr. Dermody seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Lynne Deninger – aye, Bob Dermody – aye, George Kent – aye, Roy Schifilliti - aye, Irwin Silverstein - aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

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

M O'Connor Contracting	Req #27 thru March 2025	\$ 7,649.16
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Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Lynne Deninger – aye, Bob Dermody – aye, George Kent – aye, Roy Schifilliti - aye, Irwin Silverstein - aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

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

R.G. Vanderweil	April 2025 Commissioning	\$ 2,007.00
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Carlisle Engineering	Sprinkler Head/pipe repair	\$ 1,375.39
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Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Lynne Deninger – aye, Bob Dermody – aye, George Kent – aye, Roy Schifilliti - aye, Irwin Silverstein - aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

E. Other Business

There are three other PPBC projects on the 5/25 ATM warrant. The DPW Fleet Maintenance Facility, the Center at the Heights (CATH) Renovation and the Newman School Theatrical Lighting Sound and Rigging Repairs (TSU). The Newman TSU project was released for bid on April 24th and bids are due on May 22nd. The CATH project consists of adding a vestibule, renovating the kitchen and swapping the function of two rooms.

The Broadmeadow School RTU equipment has been delivered to the contractor. An invoice for stored material will be sent for approval at the next PPBC meeting.

Mr. Schifilliti asked if solar panels were being considered for the Fleet Maintenance Building. This is part of the WSE contract. The current approach will include solar PV on the new building as Add Alternate #1 and solar PV on the existing building as Add Alternate #2. There may be grants and tax incentives that can be reinvested in solar for the project if there is insufficient contingency to award as part of the initial bid. The Sunita Williams School

solar panels will likely pay for themselves in the first five to seven years based upon energy savings and SMART grant payment.

F. Adjournment

Mr. Schifilliti made a motion to adjourn at 9:15 PM. Mr. Dermody seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - Lynne Deninger – aye, Bob Dermody – aye, George Kent – aye, Roy Schifilliti – aye, Irwin Silverstein – aye, Richard Creem - aye: - 6 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, May 19, 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.