PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: June 9, 2025	Time: 7:30 PM	Location: Town Hall & Zoom

Attendance PPBC Members:	Present: Richard Creem (Chair), Stuart Chandler, Lynne Deninger, Bob Dermody, George Kent	
	Absent: Roy Schifilliti, Irwin Silverstein	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager) Meryl Nistler (Sr, Project Manager)	
User Representatives:	Alisa Skatrud	School Committee, Pollard Rep.
	Tamatha Bibbo	Pollard School Principal, Pollard Rep.
	Michael Greis	School Committee, Emery Grover Rep.
	Anne Gulati	School Finance Director, Emery Grover & RTU Rep.
	Barry Dulong	Bldg. Maint. Dir., RTU Replacement & DPW Complex Rep.
	Tim McDonald	Director of Health & Human Services, CATH Rep. (remote)
	Rob MacLean	Library Director, Library Rep. (remote)
Other Attendees:	Tina Stanislaski	HMFH Architects, Inc.
	Matt LaRue	HMFH Architects, Inc.
	Brandon Creel	Hewshott International, LLC (remote)
	Jeremy Tobin	Bargmann, Hendrie + Archetype (remote)
Minutes prepared by:	Kathryn Copley	BDCD Administrative Specialist

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 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 May 9, 2025 meeting were accepted as presented and put on file with no changes.

B. Pollard Middle School Renovation - (School Building Committee)

Alisa Skatrud (School Committee), Tamatha Bibbo (Pollard Principal), Tina Stanislaski, Matt LaRue (HMFH), Hank Haff, Ken Sargent and Meryl Nistler (BDCD) attended the meeting.

Mr. Haff introduced Tina Stanislaski and Matt LaRue from HMFH Architects, LLC. The MSBA Designer Selection Panel chose them as the highest ranking design firm at the interview on May 20, 2025.

MSBA Module 2 – Forming the Team has been completed, and the project is entering into Module 3 – Feasibility Study. May through August 2025 will concentrate on the Preliminary Design Program (PDP). September through December 2025 will focus on the Preferred Schematic Report (PSR).

Module 4 - Schematic Design (SD) will start in January 2026 through mid-June 2026 targeting a MSBA Board vote in August 2026. Module 5 – Funding the Project will start in June 2026 through November2026. Funding will be requested at the October 2026 Special Town Meeting and at the November 3, 2026 election for the Prop. 2½ override vote. . The projected cost currently is $314M.

It is quite possible that a Construction Manager at Risk (CMR) will be needed for this complex project where most likely there will be work done while the school is occupied. It takes at least three months to get a CMR on board. The first step is to get approval from the Attorney General to use the CMR method of delivery and then selection is a qualifications-based process.

It is important to engage and inform the residents. A website will be set up where all the project information can be accessed. Mr. Chandler indicated that at the recent Chairs' Meeting it was requested that the PPBC stay tuned to the timeline and inform the Chairs' Meeting if the timeline cannot be met.

Ms. Stanislaski reviewed the HMFH team. They are a WBE company with 50 staff. They specialize in school renovation and construction and have done 150 schools, 40 of which were middle schools. Mr. LaRue reviewed the interview presentation given to the MSBA.

Mr. Creem made a motion that the Committee award the design contract to HMFH Architects, Inc. in the amount of $1,812,130.50. 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, Alisa Skatrud – aye, Tamatha Bibbo – aye, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

Documents: HMFH Architects first four pages of contract, Next steps handout, PowerPoint interview presentation Introduction of HMFH Architects

C. Emery Grover Building

Michael Greis (School Committee), Anne Gulati (School Finance Director), Ken Sargent and Hank Haff (BDCD) attended the meeting.

Mr. Sargent reported on the progress of the project. He indicated that there was some progress on the ongoing sound attenuation issues from the heat pump units in the north mechanical room. An acoustical consultant, Lawrence Copley, has been brought in to review the situation and explore other options. The recommendations were forwarded to the engineers. A meeting with Trane and Mitsubishi was held. The condominium owners know that this issue is being worked on.

All arborvitae trees were replaced on the site under warranty. Some other plantings were also replaced. Many plants did not make it through the winter. Additional warranty issues by the landscaping company need to be completed.

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

R.G. Vanderweil	Commissioning Services	$ 223.00

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, Anne Gulati - aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

Documents: Invoice

D. RTU Replacement at Broadmeadow and Eliot Schools

Barry Dulong (DPW), Anne Gulati (School Finance Director), Hank Haff and Ken Sargent (BDCD) attended the meeting.

Mr. Sargent reported on the progress of the projects. The Broadmeadow School contractor has been working a second shift until school gets out on June 16th. The air source heat pumps have been installed. Work is ongoing in the boiler room. They will mobilize fully on-site starting June 17th. No school programs have been scheduled over the summer at Broadmeadow. The air conditioning will not be operational in the building, and staff will work from the High School or High Rock School.

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

CAM HVAC & Construction	Invoice #2 thru May 2025	$ 206,596.50

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, Ann Gulati – aye, Barry Dulong – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

Documents: Invoice

E. Theater Sound & Light

Anne Gulati (School Finance Director), Ken Sargent and Hank Haff (BDCD) attended the meeting.

Mr. Haff reported on the progress of the project. Five bid submissions were received on May 22, 2025 for the Newman Elementary School Theatrical Systems Upgrades, with four bids being responsive and one being unresponsive. The responsive bids were:

Annese Electrical Services	$1,780,000
Brite Lite Electrical Co.	$1,898,000
Dagle Electrical Construction Corp.	$2,188,812
Systems Contracting	$2,010,000

Annese Electrical Service was the low bidder. They worked on the Eliot RTU Replacement project. The other three bids were above the budget. None of the add alternates will be accepted at this time. Perhaps the School Department could supply the equipment listed in the add alternate #1 and Annese could do the wiring and connection. The budget is tight with only a small contingency of $142,000.

The work will be done in the summer of 2026. Some of the equipment has long lead times and may take a year to be delivered and this will allow a full year to preorder these long lead items.

Walker Specialties completed the Safety & Compliance work at the Pollard Middle School, and they will be working on the safety and compliance work at the Newman Elementary School and High School this summer. There will be no students in programs this summer at the Newman Elementary School.

Mr. Creem made a motion that the Committee award the Newman Theater Systems Upgrade project to Annese Electrical Services in the amount of $1,780,000. 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, Anne Gulati – aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

Mr. Creem made a motion that the Committee approve PSS #5 in the amount of $32,000 from Hewshott International for construction administration services during the Newman project. 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, Anne Gulati – aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

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

Hewshott International	May 2025 Services	$ 8,000.00

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, Anne Gulati – aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

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

Projectdog	Bid Hosting & Printing services	$ 953.28

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, Anne Gulati – aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

Documents: Agenda, Bid Tabulation, Budget, Invoices

F. <u>Center at the Heights</u>

Tim McDonald (Health & Human Services), Jeremy Tobin (BH+A), Hank Haff and Ken Sargent (BDCD) attended the meeting.

Mr. Haff reported on the progress of the project. The schedule was reviewed. Schematic Design will occur between June and August 2025, Design Development (DD) between September and November 2025, Construction Documents (CD) will be prepared between December 2025 and February 2026, bidding will occur in April and March 2026, Construction funding will be requested at the May 2026 ATM and construction will occur starting in June 2026 and ending in May 2027. The work will focus on upgrades to the kitchen, a new vestibule at the back of the building and swapping the games room and the fitness center. The fitness center is heavily programmed and needs more space. Other options for the fitness and games room will be studied. The game room is used all day long by a small population of clients.

The Town leased twelve additional spaces from the MBTA along Hillside Ave, and the agreement has been signed. Relocating two of the handicapped spaces closer to the rear entry is being studied. This may require going before the Planning Board with a de minimis or minor change.

Documents: CATH renovation schedule, Plan pages from the study, Information on Jeremy Tobin and Nancy Thompson

G. Miscellaneous Invoices

DPW Complex Phase I

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

Weston & Sampson	May 2025 Services	$ 22,200.00

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, Barry Dulong – aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

Library Renovation Phase 1 - Young Adult Area

Rob MacLean (Library Director) attended the meeting remotely.

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

Utile, Inc.	April 2025 Services	$ 2,965.00

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, Rob MacLean – aye, Richard Creem - aye: - 6 yeas - 0 nays – 0 abstain.

Mr. Haff reported that the kickoff meeting with Tower Construction is scheduled for June 17th. Logistics will be discussed.

H. Adjournment

Mr. Dermody made a motion to adjourn at 9:08 PM. Mr. Chandler 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, Richard Creem - aye: - 5 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, June 23, 2025, at 7:30 PM, remotely 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.