PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: September 21, 2020	Time: 7:00 PM	Location: Zoom Cloud

Attendance

PPBC Members:	Present: Stuart Chandler, Richard Creem, Natasha Espada, George Kent, Roy Schifilliti, Irwin Silverstein, Gene Voloshin Absent:	
BDCD Staff:	Steve Popper (Director of Design and Construction) Hank Haff (Sr. Project Manager) Ken Sargent (Sr. Project Manager) Mike Retzky (Project Manager) Steve Gentile (Project Manager)	
User Representatives:	Susan Neckes Anne Gulati	School Committee, School Master Plan Rep. School Finance Director/School Master Plan & Emery Grover Study Rep.
Other Attendees:	Michele Rogers Jason Boone Roger MacDonald	Dore & Whittier Architects, Inc. Dore & Whittier Architects, Inc. IT Director
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on September 6, 2020 as a:
Virtual Meeting on Zoom Cloud Meetings
Meeting ID # 88414728107
https://us02web.zoom.us/j/88414728107

with the following instructions:

To view and participate in this virtual meeting on your computer, at the above date and time, go to www.zoom.us, click "Join a Meeting" and enter the Meeting ID: 884-1472-8107 Or join the meeting at link: https://us02web.zoom.us/j/88414728107

A. Approval of Minutes

The Committee reviewed the minutes from the September 8, 2020 PPBC meeting. Mr. Creem made a motion that the Committee approve the minutes as presented. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved 7 yeas - 0 nays – 2 abstain.

B. High School

Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff indicated that the final requisition for Consigli was being prepared when an issue with RTU-22 arose again. The issue is related to the energy recovery wheel. This is being addressed. The unit will be observed and it will be determined if the current repair is satisfactory. It is our assessment that this particular RTU has not passed commissioning yet. The energy recovery wheel flaw with the RTU was identified before the warranty ran out and is a warranty issue.

The remaining uncommitted funds on the project are approximately $80,000. There is an outstanding change order for Consigli in the $80,000 range for extended general conditions due to the schedule slip on the project, which we would like to closeout in the near future. There will also be a charge from ENE Systems of approximately $3,000.

C. School Master Plan Study

Susan Neckes (School Committee), Anne Gulati (School Finance Director), Michele Rogers, Jason Boone (D&W) and Hank Haff (BDCD) attended the meeting remotely.

The study was presented to the School Committee at their last meeting. The final version of the Report is to be released soon. A Forward to include a preferred direction from the School Committee is anticipated. A list of scheduled maintenance items in the Capital Improvement Plans for the schools is also included in the Report.

A public hearing will be scheduled at the October 6th School Committee meeting. The School Committee will be voting on the preferred option at this meeting.

Dan Gutekanst and Anne Gulati have reached out to the Massachusetts School Building Authority (MSBA) for comment and feedback on their potential interest in participating on Needham's next school projects.

Any questions or comments should be directed to Mr. Haff.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:
Dore & Whittier Architects August 2020 Services $ 7,615.65
Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

Shown on screen: PDF Slide Show

D. Sunita L. Williams (Hillside) Elementary School

Susan Neckes (School Committee) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Chandler, Mr. Kent and Mr. Popper attended another meeting with the Finance Committee to discuss rescinding project funds. The Finance Committee was requesting that an additional $1M be rescinded to add to the July 13, 2020 PPBC vote to rescind $9M. This would leave an approximate amount of $516,000 to cover any unanticipated expenses until the project is fully completed.

The Committee discussed the additional amount and felt that rescinding an additional $1M was acceptable.

Mr. Chandler made a motion that the Committee vote to amend the previous vote to rescind $9 million of the remaining uncommitted construction funds and increase the amount to $10 million. Mr. Kent seconded the motion. The motion was then voted upon and approved 8 yeas - 0 nays – 0 abstain.

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

Dore & Whittier Architects	August 2020 Services	$ 5,469.34

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

E. School Ventilation Task Force

Mr. Haff and Mr. Gentile continue to work with the Building Maintenance Department to prepare the schools for the fall school opening. They have been assisting with recommissioning of all schools to bring the air exchanges and ventilation issues in line with current guidelines. The target is to have four air exchanges per hour. A study at Pollard School done by Dr. Spengler at the Harvard Chan School of Public Health reviewed targets for outdoor air and filtered ventilation during the Pandemic. Air flow tests proved that opening windows and a corridor door can double or triple OA flow in a classroom and is a viable alternate method for achieving standards. Other solutions are needed for winter. This study suggested a range with a minimum of three air exchanges per hour (ACH) would be acceptable, Good at 4-5 ACH, Excellent at 5-6 ACH and Ideal at 6ACH or above. The School Teachers Union and the School Administration agreed on a target of four air exchanges per hour in classrooms. RFS and CES, commissioning agents, and EH&S a consulting firm hired by the School Department, are working with the team to set standards. Summary results will be posted on the school website prior to school opening on 9/29/20.

Pollard and Mitchell Schools are proving to be the most challenging.

Mr. Gentile will act as the point person for any reported issues at the schools once they open. The opening date of the buildings is scheduled for September 29th.

The Committee discussed how to address the hand off of new buildings to the Building Maintenance Department to ensure that the new buildings will be maintained.

F. Public Safety Complex & Fire Station 2

Mr. Chandler made a motion that the Committee approve the following change order:

Wakefield Moving	CO #1	$ 2,584.00

Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

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

Wakefield Moving	FS1 Moving Services	$ 6,990.00
Rist Frost Shumway	Commissioning Services	$ 4,755.00
Milton CAT	Generator Rental	$ 2,612.50
Town of Needham	Police Details	$ 511.75

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

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

W.B. Mason	Communications System	$ 1,166.30

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

G. Mitchell Modular Classrooms

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

Dore & Whittier Architects	August 2020 Services	$ 500.00

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

H. Central Ave/Jack Cogswell Storage

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

Weston & Sampson Engineers	Solar Design Services	$ 10,500.00

Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

I. Adjournment

The meeting was adjourned at 9:04 PM.
The next PPBC meeting is scheduled for Monday, October 5, 2020 at 7:00 PM, as a Virtual Meeting 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.