

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: June 6, 2022	Time: 7:00 PM	Location: Zoom Cloud Meeting
Attendance PPBC Members:	Present: Stuart Chandler, Richard Creem, Lynne Deninger, Roy Schifilliti, Irwin Silverstein, Gene Voloshin Absent: George Kent	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager)	
User Representatives:	John Schlittler Barry Dulong Anne Gulati Michael Greis	Police Chief, Public Safety Complex/FS2 Rep. Building Maintenance Div. Director, Ridge Hill Rep School Finance Director, Emery Grover Rep. School Committee, Emery Grover Rep.
Other Attendees:	Keith Mercy Myles McDonough Joel Bargmann Deborah Robinson Gabriela Kamienski	Kaestle Boos Associates Consigli Construction Bargmann Hendrie & Archetype Bargmann Hendrie & Archetype Bargmann Hendrie & Archetype
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on June 1, 2022, 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](https://us02web.zoom.us/j/88414728107), 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. Public Safety Complex & Fire Station 2

John Schlittler (Police Chief), Keith Mercy (KBA), Myles McDonough (Consigli) and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. There are fourteen items left on the punch list. The VAV box work needs to be scheduled for the upstairs lobby area. The shelving for the police department is anticipated to ship on June 11th. The dedication of FS2 and the HQ is scheduled for June 30, 4 PM for FS2 and 5 PM for HQ.

Mr. Sargent reviewed the anticipated cost log (ACL) which totals \$317,586. The current contingency balance is at \$27,150.

The DCAM evaluations have been done and need Mr. Chandler's signature. Two sub-contractors received low scores.

Mr. Chandler made a motion that the Committee approve the following credit professional service supplement for the closeout of PSS #22 for reproduction services:

Kaestle Boos Associates	PSS #50	\$ - 1,717.83
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Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following change order for the HCA reconciliation and Griffin Electric claim:

Consigli Construction	CO #41	\$ 341,332.00
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Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

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

Consigli Construction	Req. #41 May 2022	\$ 103,201.53
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Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

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

Kaestle Boos Associates	April 2022 Services	\$ 8,408.40
Kaestle Boos Associates	May 2022 Services	\$ 6,250.00
Kaestle Boos Associates	May 2022 Services	\$ 8,664.70

Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously – 7 yeas - 0 nays – 0 abstain.

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

Needham Police	Details 4/25 & 4/26	\$ 576.00
Needham Police	Detail 5/6	\$ 384.00
Needham Police	Detail 5/25	\$ 195.00
Norfolk County Sheriff	Details 5/24 & 5/25	\$ 605.00
L.G. Copley Associates	Central Ave Tower Generator	\$ 1,800.00
Wakefield Moving	PD Cleanout at Hillside	\$ 7,890.00
Rist Frost Shumway	Commissioning FS2 April 2022	\$ 364.00
Rist Frost Shumway	Commissioning PSC April 2022	\$ 364.00

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

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

NAPA Framingham	Tire Balancer	\$ 12,669.07
NAPA Framingham	Oil Pump	\$ 1,467.88

Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously – 7 yeas - 0 nays – 0 abstain.

Mr. Ken noted that this is Mr. McDonough's last meeting. He is taking a job down south. The Committee thanked him for his work on the project and wished him luck.

Documents: Agenda, Req., CO, Invoices, Updated budget, Anticipated Cost Log, Consigli Dashboard, Photos

B. Emery Grover Building / Hillside

Michael Greis (School Committee), Anne Gulati (School Finance Director), Joel Bargmann, Deborah Robinson, and Gabriela Kamienski (BH+A), Barry Dulong (DPW), and Hank Haff (BDCD) attended the meeting remotely.

Mr. Bargmann and Ms. Kamienski reviewed the interior design that was presented to the School Department working group last week. A fair number of staff will not have exterior windows. To allow light into the interior office spaces, glass fronts will be on the perimeter offices with a frosted screening. Door finishes will be light oak wood. Light fixtures were reviewed. Flooring will be carpet tile planks or vinyl plank tile. Bathroom flooring will be ceramic 12"x12" tile with wall tile on the wet wall. Paper towel dispensers are recommended over hand driers because of COVID issues and the noise of hand driers.

The 60% design development drawings are coming along. The next cost estimates will be completed in June and reconciled before presentation to the PPBC on July 11th. The project is scheduled to go out to bid September 1st, with all bids back by October 6th for review by PPBC on October 11th, prior to STM on October 24th.

An emergency generator is being considered for the building. It would only run certain functions. Mr. Greis would like to see a non-gas generator or battery backup.

Ms. Deninger would like to see the energy efficiency study for the building.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:
Bargmann Hendrie + Archetype Emery Grover Apr 2022 Services \$ 111,645.25
Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:
Hill International April Cost Estimating Services \$ 1,020.00
Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

Documents: Landscape plan, Interior layout, Exterior Views, invoice

C. Hillside Building Renovation

Michael Greis (School Committee), Anne Gulati (School Finance Director), Joel Bargmann, Deborah Robinson, and Gabriela Kamienski (BH+A), Barry Dulong (DPW), and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported that the contract is being processed. J.J. Cardosi has been to the site and has started the submittal process. Long lead items have been identified. The building permit has been issued. They will be coordinating with the Building Maintenance department as they work on the electrical transformer, HVAC, and boiler.

Mr. Dulong noted that they are having problems with the Mitsubishi condensate pump systems in several town buildings. They are failing quickly.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:
Bargmann Hendrie + Archetype Hillside Mar 2022 Services \$ 13,750.00
Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously
- 7 yeas - 0 nays – 0 abstain

D. Future Studies & Projects

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

A summary of the projects, a timeline and a draft copy of the School Theatre Sound and Lighting study RFQ was sent to the Committee. The list includes the Public Safety Complex & FS2 closeout, the Ridge Hill Demolition, the Emery Grover Building with the Hillside renovation, the School Master Plan, the JCB Solar PV PPA, the Pollard Locker room renovation, the RTU replacement at Eliot and Broadmeadow, the school auditoriums Lighting and Sound study, the CATH Space Utilization study, the Library Space Utilization study, and DPW Master Plan update.

The Committee will have to decide whether to have sub-committees or full committee do the interviews for the designers for the studies. The sub-committee would make a recommendation to the Committee.

The Committee needs to decide whether to hand some of the projects to the Building Maintenance department or handle them. The Pollard Locker room renovation or RTU replacement could be done by the Building Maintenance department. Ms. Gulati reported that Mr. Gutekanst would like the PPBC to handle the Pollard Locker Room renovation, the RTU replacement and the BMS upgrade.

The School Auditorium RFQ will be available on June 9th and the proposals are due June 30th.

Phases 1 & 2 for the Pollard Locker room have been completed. Phases 3 & 4, design development and bid documents, have started. The construction is anticipated for the summer of 2024 (clarified after the meeting: construction is summer 2023 which is FY2024).

The DPW, CATH and Library Studies would stay with the PPBC. Mr. Silverstein indicated he would volunteer to be on the sub-committee for the CATH study.

The School Master Plan will be the biggest ticket item. Mr. Davison is working on the financial analysis.

Green Needham asked Ed Quinlan to do a preliminary study on the RTU replacement last year. Mr. Dulong indicated that there is not a firm timeline on this project.

The School Auditorium sub-committee will include Mr. Chandler and Ms. Gulati to evaluate the designer responses, interview and make a recommendation to the PPBC at their meeting on July 11th. A working group will be formed from the user group of school staff, school IT and community groups.

The Library Trustees will meet on July 12 and select user representatives to the PPBC.

Tim MacDonald and Barry Dulong will draft up a scope for the CATH study.

An RFQ and scope for the DPW Master Plan update will be drafted at the end of the summer.

Documents: Timeline, Projects Summaries

E. Approval of Minutes

The Committee reviewed the minutes from the May 16, 2022 PPBC meeting. Mr. Chandler made a motion that the Committee approve the minutes as presented. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved 5 yeas - 0 nays – 0 abstain.

F. Other Business

Mr. Chandler brought up the question of having the meetings revert to starting at 7:30 PM. Mr. Creem has returned to in person work and a 7:30 PM start works better. The Committee agreed to have future meetings start at 7:30 PM starting on June 27th for the Zoom meeting.

The extended remote public meeting provision of the public meeting law ends on July 15, 2022. In person meetings are required after this date. The PPBC holds most of its meeting at the Library Community Room which does not have remote capabilities at this time.

A Board/Committee Member Remote Participation Policy is being drafted by the Select Board and will be reviewed for consideration when complete.

G. Adjournment

The meeting was adjourned at 8:49 PM.

The next PPBC meeting is scheduled for Monday, June 27, 2022, at 7:30 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.