PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: June 27, 2022	Time: 7:30 PM	Location: Zoom Cloud Meeting

Attendance PPBC Members:	Present: Stuart Chandler, Richard Creem, Lynne Deninger, George Kent, Irwin Silverstein Absent: Roy Schifilliti, Gene Voloshin	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager)	
User Representatives:	Michael Greis Barry Dulong	School Committee, Emery Grover Rep. Building Maintenance Div. Director, Ridge Hill Rep
Other Attendees:	Deborah Robinson	Bargmann Hendrie & Archetype
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on June 23, 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, 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 June 6, 2022 PPBC meeting. Mr. Creem made a motion that the Committee approve the minutes as presented. Mr. Silverstein seconded the motion. The motion was then voted upon and approved 4 yeas - 0 nays – 0 abstain.

B. Emery Grover Building

Michael Greis (School Committee), Deborah Robinson (BH+A), Barry Dulong (DPW), and Hank Haff (BDCD) attended the meeting remotely.

Mr. Sargent reported on the status of the project. All M.G.L. Chapter 149 public building projects over $10M are required to prequalify the general contractors and sub-contractors. A prequalification RFQ is being finalized and will be available on June 30, 2022. The responses will be due on July 21st. The qualifications will be sent to Hill International who will be preparing a list of respondents and checking references. A sub-committee will be needed for the final review of the respondents. Ms. Deninger indicated she would be willing to be on the sub-committee. Mr. Sargent, Mr. Dulong, a representative from the architect and a representative of from Hill International will also be on the sub-committee. They will meet on August 4th or 5th to review the responses. The results will be brought to the Committee at the August 8th meeting. Bidders will be notified on August 11th.

The 60% design development drawings are being finalized. The cost estimate will be completed with an internal reconciliation with BH+A before presentation to the PPBC at the July 11th meeting. Additional funding requirements might be needed. The reconciled cost estimate will be sent to the Committee prior to the July 11th meeting.

The project is scheduled to go out to bid September 1st, with bids due back by October 6th for review by PPBC on October 11th, prior to STM on October 24th.

Several options for an emergency generator are being considered for the building. Cost estimates for the various options will be developed for selection on a preferred direction for the bid documents. Only certain functions will run on the generator. The base option is to provide a plug for a mobile generator when needed. The other options being considered are gas generators and a battery backup. Mr. Dulong noted that the battery option does not have a large full load duration. He noted that a generator could be run from a tank instead of a gas line. Ms. Robinson said that 8 to 10 hours duration can be expected from a battery backup. She also indicated that there would be a size constraint to fit the site. Acoustic testing is underway to establish a baseline noise level to determine what type of acoustic cabinet & exhaust muffler is required for the generator.

It was noted that some battery backup could take advantage of peak shaving.

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

Bargmann Hendrie + Archetype	Emery Grover May 2022 Services	$ 133,300.00

Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

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

Hill International	May Cost Estimating Services	$ 682.50

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

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

C. <u>Hillside Building Renovation</u>

Michael Greis (School Committee), Deborah Robinson (BH+A), Barry Dulong (DPW), and Hank Haff (BDCD) attended the meeting remotely.

Mr. Sargent reported that the general contractor, J.J. Cardosi, will start work next Tuesday and is anticipating substantial completion before Thanksgiving which is ahead of schedule.

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

Bargmann Hendrie + Archetype	Emery Grover Feb 2022 Services	$ 51,300.00
Bargmann Hendrie + Archetype	Emery Grover May 2022 Services	$ 7,175.00

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

D. Future Studies & Projects

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

Mr. Haff reviewed the updated project schedule. The dedication for the Public Safety Complex and Fire Station 2 is scheduled for June 30th, 4 pm at Fire Station 2 and 5 pm at Public Safety Headquarters.

A warrant for additional funds of approximately $225,000 will be submitted in August to be presented at the fall 2022 special town meeting for the Ridge Hill Demolition. The project will be rebid in September subject to available funds. The demolition phase could start in December.

The permanent Certificate of Completion for the Jack Cogswell Building is anticipated soon. The consolidation of the RTS and JCB parcels is complete, and the communications tower generator acoustical report has been forwarded to the Planning Board. The Department of Public Utilities (DPU) is still reviewing having two solar arrays on one property. It is anticipated that if a positive result is received the project will be handed over to the Building Maintenance Department for installation and monitoring under a Power Purchase Agreement (PPA) with a third party

The Pollard Locker room project is in design development. Bid documents should be done by December 2022. The project could be awarded in January 2023 with construction anticipated during the summer of 2023.

The Town Finance Director is working on the financial analysis for the School Master Plan. A Chairs meeting is suggested for September. A Statement of Interest (SOI) could be submitted to the MSBA in January if a direction forward is decided.

There has been limited interest in the School Auditoriums Theater Light & Sound RFQ. There was a briefing on June 23rd. Responses are due on June 30th. This project may be done in phases between the three schools, Newman, Pollard, and the High School.

The advertisement for the Center at the Heights Space Utilization study RFQ is being prepared. It is anticipated that the RFQ will be available on July 7th with a walk thru on July 14th and qualifications due on July 28th. Tim MacDonald, Director of Health and Human Services, and Barry Dulong will be the user agency representatives. Mr. Silverstein will be on the preselection subcommittee. (This was subsequently changed and will be available on July 14th with a walk thru on July 28th and will be due on August 11th.)

Kim Hewitt, the Library Director, will be a user agency representative for the Library Space Utilization study. The Library Trustees will choose a second user agency representative. Ms. Deninger offered to be on the preselection subcommittee.

Mr. Dulong will be one of the user agency representatives for the RTU replacement at Eliot and Broadmeadow project. The School Committee will appoint the second user agency representative. There may be several long lead items on this project.

The RFQ for the DPW Master Plan update will be available after the October special town meeting. Action on any projects identified by the study is not anticipated for many years.

Documents: Projects Schedules

E. Ridge Hill Demolition

Barry Dulong (DPW), and Hank Haff (BDCD) attended the meeting remotely.

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

Dore & Whittier Architects	April & May 2022 Services	$ 2,500.00

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

F. Other Business

Mr. Chandler reported that a sign that was removed for safe keeping from the front of the Fire Station 2 before construction to be saved and reinstalled has been damaged and needs to be replaced. The sign was a Welcome to Needham sign and listed several community service groups. Mr. Chandler is suggesting the issue be taken up at the next meeting. He believes the sign should be replaced with the project funds. Mr. Dulong indicated that the DPW would be willing to share the cost as it was destroyed while in the care of the DPW. Mr. Haff has a vendor quote of $9,000 for a new sign.

Mr. Greis and Mr. Creem indicated that sign was originally paid for jointly by the service groups and that it was a shame it was damaged. Mr. Greis would like to see the sign replaced and reinstalled at the FS2 site as close to the property line near the apartment building on Highland Avenue. Mr. Creem offered to find out the history of the sign.

The extended remote public meeting provision of the public meeting law ends on July 15, 2022. In person meetings are required after this date.

G. Adjournment

The meeting was adjourned at 8:47 PM.
The next PPBC meeting is scheduled for Monday, July 11, 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.