PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: February 26, 2024	Time: 7:30 PM	Location: Zoom

Attendance PPBC Members:	Present: Richard Creem, Stuart Chandler, George Kent, Irwin Silverstein (all remote) Absent: Lynne Deninger, Roy Schifilliti	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Senior Project Manager)	
User Representatives:	Anne Gulati	School Finance Director, Emery Grover, RTU & SMP Rep.
	LeeAnn Sutton	Fine & Performing Arts Dir., Sound & Light Rep.
	Michael Greis	School Committee, Emery Grover & SMP Rep.
	Barry Dulong	Bldg. Maint. Dir., RTU Replacement & DPW Study Rep.
Other Attendees:		
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on February 22, 2024, as a:

Remote Meeting on Zoom Cloud Meetings

Meeting ID # 88414728107

https://us02web.zoom.us/j/88414728107

A. Approval of Minutes

The Committee reviewed the minutes from the February 12, 2024 PPBC meeting. Mr. Kent 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. School Theater Sound & Light

Anne Gulati (School Finance Director), LeeAnn Sutton (Fine & Performing Arts Dir.), Michael Greis (School Committee) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported that a proposal for additional design work was received from Hewshott International. The proposal is broken into design/bidding and construction administration for the second Safety and Compliance (SAC2) Phase. The School Department will fund the design/bidding amount now through PSS #3 in the amount of $17,415. The construction administration portion will be funded through the warrant article being presented at the 5/24 ATM requesting construction funds. Ms. Gulati indicated that an emergency preamble was requested for the warrant article.

It is anticipated that the design and bidding will be done before the 5/24 ATM and bids will be in hand and construction can start as soon as possible. The contractor that did last year's work will be alerted to the bid opportunity. The cost estimate for the work is about $100,000.

There is significant interest from the School Theater program and the Community Theater group in having the project go forward and expedite other phases of the Theater System Upgrades (TSU) at Newman, NHS & Pollard.

Mr. Creem made a motion that the Committee approve the following Professional Service Supplement:

Hewshott International	PSS#3	$	17,415.00

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

Documents: Hewshott PSS #3

C. Public Safety Complex & FS2

Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Haff reported that quotes for the Welcome to Needham sign were requested from three woodcarving companies. Only one quote was received. The quote was from Hassan Woodcarving & Sign Company in the amount of $13,250. It is anticipated that the fabricator can more forward quickly. They will also be installing the sign. The location of the sign will be just a bit farther down Highland Ave from Fire Station 2. If the sign is placed in the same area as it was previously there is no need for further planning or design review approvals. The poles will be pressure treated, placed in concrete with drainage material under the concrete. Mr. Haff will confirm the installation procedures.

The Committee will be able to vote to release the remaining funds as this work is the final expense for the project. Mr. Sargent will report on the amount of the remaining funds.

Documents: none

D. Other Business

Mr. Haff reported that a walk though of the Emery Grover building for the School Committee has been scheduled for March 28, 2024 at 3 pm. The PPBC is welcome to attend. It was noted that it is an active building site and hard hats, and closed footwear will be required.

E. Adjournment

Mr. Chandler made a motion to adjourn at 8:02 PM. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 3 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, March 11, 2024, 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.