

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: April 8, 2024	Time: 7:30 PM	Location: Zoom
Attendance PPBC Members:	Present: Richard Creem, Stuart Chandler, Lynne Deninger, Bob Dermody, George Kent, Irwin Silverstein (all remote) Absent: Roy Schifilliti	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager)	
User Representatives:	Michael Greis Barry Dulong	School Committee, Emery Grover & SMP Rep. Bldg. Maint. Dir., RTU Replacement & DPW Study Rep.
Other Attendees:	Deborah Robinson	Bargmann Hendrie + Architype
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on April 4, 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 March 25, 2024 PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes as presented. Mr. Dermody seconded the motion. The motion was then voted upon and approved 5 yeas - 0 nays – 0 abstain.

B. Emery Grover Building / Hillside

Michael Greis (School Committee), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. The big arch windows are being installed. The small arch windows have been installed. The framing of the north portico doorway is underway. The elevator doors are on, and the cab is being worked on. The exterior staging has been fully removed. Sheetrock installation has started, and the first floor is about 85% complete and will be moving to the second floor. The foundation drain work is ongoing. The downspouts and leader box installation is underway. The MEP rough-in is ongoing and is substantially complete on the first, second and third floors. MEP pipe insulation is underway. Window framing for the first floor is ongoing.

Substantial completion is trending towards mid-September. He is hoping that a few weeks can be sheared off to achieve a beginning of September substantial completion date. The

delay in substantial completion is due to the additional masonry work and some other found conditions and changes that came up.

The anticipated cost log was reviewed, and the pricing on four of the fifteen items listed total \$203,422. Pricing on several PCOs has not yet been received. The remaining contingency amount is \$485,147 and is expected to be fully expended.

It won't be known until early summer at the earliest if additional funds are needed. There may be some FF&E or technology that may be funded through department budgets. The Finance Committee would potentially allow a reserve fund transfer if urgent, otherwise it would require going back to Town Meeting.

Mr. Greis indicated that the School Department could have funds for some one-time expenses if there are unused funds available before the June 30th end of the fiscal year. Dan Gutekanst and Anne Gulati should be consulted. The IT department is working on what will be needed.

Mr. Creem made a motion that the Committee approve the following change order for three adds:

M. O'Connor Contracting	CO#12	\$ 50,426.97
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays - 0 abstain.

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

M. O'Connor Contracting	Req. #16 thru Mar. 2024	\$ 1,104,230.91
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays - 0 abstain.

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

Bargmann Hendrie + Archetype	Feb. 2024 Serv.	\$ 18,890.00
Bargmann Hendrie + Archetype	Mar. 2024 Serv.	\$ 18,890.00

Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays - 0 abstain.

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

Vanderweil Engineering	Services thru Feb. 2024	\$ 388.00
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays - 0 abstain.

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

UTS of Mass.	Mar. 2024 Services	\$ 550.00
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays - 0 abstain.

Documents: Agenda, Invoices, Updated Budget, Photos

C. RTU Replacement at Broadmeadow and Eliot Schools

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

Mr. Haff indicated that the bid documents for the Broadmeadow RTU Replacement will be available on Thursday, April 11th. There are six prequalified Prime HVAC contractors. The Prime HVAC contractor bids are due on May 9th. The results will be presented at the May 20th PPBC meeting to award.

Mr. Sargent reported on the progress of the project. Nothing has happened since the work during the February school vacation. Enterprise Equipment will be working at Eliot during the upcoming April school vacation to continue preparation for the summer 2024 RTU installation that will start in the second or third week of June once school ends.

There is a proprietary item, and it is included in the specifications. StuxureWare by Schneider Electric is the automatic temperature control computer software for HVAC management that the Town uses. This would make it compatible with the existing town-wide standards for building performance and technical coordination. Mr. Dulong indicated that he has had good experience in working with the product and company.

Mr. Creem made a motion to approve the proprietary product of StuxureWare by Schneider Electric. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays – 0 abstain.

Mr. Creem made a motion that the Committee approve the following requisition for payment:
Enterprise Equipment Co., Inc. Req. #5 thru Mar. 2024 \$ 54,625.00
Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays – 0 abstain.

Mr. Creem made a motion that the Committee approve the following invoices for payment:
GGD Consulting Engineers Feb. 2023 Eliot Services \$ 57,000.00
GGD Consulting Engineers Feb. 2023 BM Services \$ 4,698.12
Ms. Denninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays – 0 abstain.

Mr. Creem made a motion that the Committee approve the following invoices for payment:
NV5 Feb/Mar Services \$ 449.73
NV5 Feb/Mar Services \$ 2,102.04
Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays – 0 abstain.

Mr. Creem made a motion that the Committee approve the following invoice for payment:
Hill/LiRo February 2024 Services \$ 8,472.50
Ms. Denninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - 7 yeas - 0 nays – 0 abstain.

Documents: Agenda, Budget Update, Invoices

D. Other Business

Mr. Creem reminded everyone that the next meeting is scheduled for Wednesday, April 24th as a hybrid meeting at the Town Hall in the Highland Room. He also noted that he enjoyed

the tour through the Emery Grover Building given by Mr. Haff for the School Committee, School Superintendent, and school staff.

Mr. Silverstein reported that at tonight's Town-Financed Community Housing Oversight Committee (TCHOC) meeting, the Needham Housing Authority (NHA) indicated that they may be conducting a competitive process to engage a project developer instead of going forward with the Cambridge Housing Authority (CHA). The CHA has been working with the NHA since 2021 for the pre-development phase. The CHA would be eligible to submit for the project development phase. A decision will be made in July as to how to proceed. This will not put at risk any of the Town's money in the past Town Meeting warrant articles.

The Mass Housing Partnership gave a presentation on financing options for public housing projects.

Mr. Haff indicated that three PPBC members expressed interest in possibly joining the Climate Action Committee. It is unknown which day of the week the meetings will be on.

He would like to have the new sustainability manager, Gabby Queenan, attend one of the meetings. She has been looking at many grant opportunities and how to assist non-profits, residents, businesses and others. She has met with Green Needham representatives and Town departments.

Mr. Creem noted that Mr. Haff and Mr. Kent put a training session together for Mr. Dermody with information on the PPBC and expressed his appreciation.

E. Adjournment

Mr. Kent made a motion to adjourn at 8:27 PM. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Wednesday, April 24, 2024, at 7:30 PM, at the Town Hall, Highland Room and 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.