PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: October 7, 2024	Time: 7:30 PM	Location: Zoom

Attendance PPBC Members:	Present: Richard Creem, Stuart Chandler, Bob Dermody, George Kent, Roy Schifilliti, Irwin Silverstein (arrived at 8:23pm) (all remote) Absent: Lynne Deninger	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager)	
User Representatives:	Michael Greis	School Committee, Emery Grover Rep.
	Barry Dulong	Bldg. Maint. Dir., RTU Replacement & DPW Complex Rep.
	Alisa Skatrud	School Committee, Pollard Rep.
	Tamatha Bibbo	Pollard Principal, Pollard Rep.
	Erhardt Graeff	Library Trustee, Library Rep.
	Rob MacLean	Library Director, Library Rep.
Other Attendees:	Nicole Reamey	Utile, Inc.
Minutes prepared by:	Kathryn Copley	BDCD Administrative Specialist

Remote Meeting on Zoom Cloud Meetings
Meeting ID # 85748560866
https://us02web.zoom.us/j/85748560866

The meeting was called to order 7:31 p.m. The chair reviewed the remote meeting emergency order and noted that all members were attending remotely, and the meeting was being recorded and will be uploaded to the Town YouTube channel for publication, later viewing and administrative purposes.

A. Approval of Minutes of Prior Meetings

The minutes from the September 9, 2024 meeting were accepted as presented and put on file with no changes.

B. Emery Grover Building

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

Mr. Sargent reported on the progress of the project. The photos were reviewed. Construction is complete. The contractor is working on the punch list items. There have been some issues with getting the trades to come back to the site. The Certificate of Occupancy was issued on September 30th. The furniture installation is complete and a few additional furniture items have been ordered. Furniture punch list items are being worked on by Red Thread. A rededication event will be organized by the School Department this fall.

Mr. Haff noted that the staff moved in on October 1st and Mr. Sargent and Melane Bisbas have been doing a great job ironing out all issues. The building dedication plaque has been installed in the front stairs.

The exterior building signage should be finished during October. The IT department has $80,000 left in their tech budget for the building. Mr. Sargent indicated that there is approximately $200,000 of equipment left to purchase for the large third-floor conference room. He recommended the project use $120,000 from the contingency to complete the fit out.

The anticipated cost log was reviewed, and the pricing on the four items listed total $89,520.

The remaining contingency amount is $277,808.

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

M. O'Connor Contracting	CO#18	$ 93,559.87

Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti – aye, Richard Creem - aye: 5 ayes - 0 nays – 0 abstain.

Mr. Creem made a motion that the Committee approve the DCAMM Evaluation for M. O'Connor Contracting as presented. The total score was 91. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti – aye, Richard Creem - aye: 5 ayes - 0 nays – 0 abstain.

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

M. O'Connor Contracting	Req. #22 thru Sept. 2024	$ 1,426,871.85

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti – aye, Richard Creem - aye: 5 ayes - 0 nays – 0 abstain.

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

Bargmann Hendrie + Archetype	August 2024 PSS #12 Serv.	$ 18,334.00

Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti – aye, Richard Creem - aye: 5 ayes - 0 nays – 0 abstain.

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

R.G. Vanderweil	August 2024 Commissioning	$ 2,328.00

Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti – aye, Richard Creem - aye: 5 ayes - 0 nays – 0 abstain.

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

Red Thread	FF&E	$ 382,299.77

Red Thread	FF&E	$	68,518.96
Red Thread	FF&E	$	32,036.55
Designtex	Fabric for Bench	$	584.43
W.B. Mason	Waste Baskets	$	550.88

Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti – aye, Richard Creem - aye: 5 ayes - 0 nays – 0 abstain.

Documents: Agenda, Invoices, Photos

C. RTU Replacement at Broadmeadow and Eliot Schools

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

Mr. Sargent reported on the progress of the projects. The Eliot RTU work is done. All the new RTU's are up and running. Punch list items are being worked on. Some control issues are being worked through.

The Broadmeadow RTU project is going through the submittals work. Mr. Haff, Mr. Sargent and Mr. Dulong recently looked at the condition of the roof. Several wet areas have been identified through IR monitoring and core tests. It is anticipated that these areas will be completely replaced. The Committee members felt that this would be the best course of action if contingency funds are available. A meeting with the project engineer/architect is scheduled for Thursday. Some duct modification will be required if the roof is replaced under the units. Gale Associates is finishing up the redesign of the required roof changes.

The roof repair will go out to bid again. It was done twice before but all bids came in much higher than estimated and were rejected until further information could be gathered.

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

Enterprise Equipment Co., Inc.	Req. #11 thru September 2024	$	64,429.00

Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti – aye, Barry Dulong – aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

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

GGD Consulting Eng.	Aug 2024 Services BM	$	4,000.00
GGD Consulting Eng.	Aug 2024 Services Eliot	$	4,698.12

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti – aye, Barry Dulong – aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

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

NV5	Sept. Commissioning Services	$	2,840.40

Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti – aye, Barry Dulong – aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

Documents: Invoices, updated budget

D. Pollard School Renovation

Alisa Skatrud (School Committee), Tamatha Bibbo (Pollard Principal), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Alisa Skatrud and Tamatha Bibbo will be the User Agency representatives for the project.

Mr. Haff reviewed the MSBA phases for school projects. The Town was notified in December 2023 that the Pollard Middle School project had been accepted into the Eligibility Phase but the start date for that would be May 1, 2024. The Town had 270 days to submit the various document and submitted them in 60days. This was to accelerate the schedule. The MSBA is aware of the Towns' anticipated schedule. The enrollment has been agreed, and the Town was invited to sign the Feasibility Study Agreement documents on September 24, 2024. These documents will be submitted this week.

The project will be on the MSBA Board October 30th agenda to decide if the project will be invited to move into the Feasibility Study Phase. One of the documents they require is a motion from the Committee authorizing the chair to sign the Project Funding Agreement.

Mr. Chandler moved that the Permanent Public Building Committee approve the Project Funding Agreement for the Pollard Middle School Project and Richard Creem, Chairman of the Permanent Public Building Committee of the Town of Needham is authorized to execute and deliver the Project Funding Agreement and to make final and binding decisions with respect to the Proposed Project on behalf of the Permanent Public Building Committee of the Town of Needham. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti – aye, Irwin Silverstein – aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

The current reimbursement rate is 35.42% of eligible expenses. LEED Silver has become the minimum standard. Reaching LEED Gold could add additional points. It may be possible to add reimbursement percentages through adding green building technologies, like solar panels, ground source heat pumps, air source heat pumps and enhanced indoor air quality among other initiatives like good building maintenance standards.

Documents: Motion for Chair to sign FSA, Feasibility Study Agreement, Town Counsel Certification, Cover letter received from MSBA, MSBA Core Program Process Overview

E. Library Renovation Phase 1 - Young Adult Area

Erhardt Graeff (Library Trustee), Rob MacLean (Library Director), Nicole Reamey (Utile, Inc.), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Ms. Reamey reported that they have reached the end of the schematic design phase and will proceed onto design development. She reviewed the updated layout of the young adult area. The area accommodates the entire collection. Ensuring thermal comfort in the renovated area is a key consideration. Several options are being investigated.

The FF&E budget was reviewed. The current budget estimate is $444,142. The reconciled cost estimate was reviewed. The average of the two construction cost estimates was $1,594,342. There may be some add alternates for the interior comfort items such as interior screening and mechanical systems. This information will be presented to the Library Trustees tomorrow night. There will be cost checks at the end of design development and at 80% construction documents.

100% construction documents are anticipated to be done by mid-February with bids in hand at the end of April 2025 before the 5/25 Annual Town Meeting where construction funds will be requested. The CIP budget for construction is recommended to increase by $100,000 to $2,386,000 based upon this schematic design.

It was noted that there are various organizations that may be able to contribute funds towards the project. The Library State aid may be one of them. The Friends of the Library have donated funds in past projects.

Mr. Creem made a motion that the Committee approve the following invoice for payment:
Utile, Inc. July 2024 Services $ 15,965.00
Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti – aye, Irwin Silverstein – aye, Erhart Graeff – aye, Rob MacLean – aye, Richard Creem - aye: - 8 yeas - 0 nays – 0 abstain.

Documents: Presentation, Invoice

F. DPW Complex Phase I

Mr. Creem made a motion that the Committee approve the following invoice for payment:
Weston & Sampson. August 2024 Services $ 34,235.20
Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti – aye, Irwin Silverstein – aye, Barry Dulong - aye, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

G. Theater Sound & Light

Mr. Creem made a motion that the Committee approve the following invoice for payment:
Hewshott. September2024 Services $ 6,000.00
Mr. Dermody seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti – aye, Irwin Silverstein – aye, Richard Creem - aye: - 6 yeas - 0 nays – 0 abstain.

H. Other Business

Mr. Haff reported that the MSBA is sponsoring a tour of the Westwood Pinehill Elementary School on November 15, 2024 that has just finished. They have a ground source heat pump and solar panels. Those interested in the tour can sign up. Information was sent to everyone by email.

The welcome to Needham wooden sign is complete and will be delivered soon. The DPW will install it. The Exchange Club will be notified.

Mr. Kent reported that he attended a training session last week on open meetings that was presented by the Town. One subject that was covered were substantive new subjects that were discussed but were not listed on the agenda. Apparently quite a few committees have been doing this. It was suggested that subjects may be brought up but put on the next agenda for discussion.

Mr. Creem added that it was his understanding that issues not reasonably anticipated by Chair within 48 hours could be brought up. It was suggested that perhaps Miscellaneous Project Invoices could be an agenda item as sometimes invoices from projects not on the agenda arrive right before the meeting.

Mr. Haff indicated that there will not be substantial information to present at the meeting scheduled for October 22nd. It is also the night after the SpecialTown Meeting and suggested the meeting be cancelled. The Committee agreed that the next meeting will be on November 4th.

I. Adjournment

Mr. Kent made a motion to adjourn at 9:18 PM. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - Stuart Chandler - aye, Bob Dermody – aye, George Kent - aye, Roy Schifilliti – aye, Irwin Silverstein – aye, Richard Creem - aye: - 6 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, November 4, 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.