PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: December 9, 2024	Time: 7:30 PM	Location: Zoom

Attendance PPBC Members:	Present: Richard Creem, Stuart Chandler, Lynne Deninger, Bob Dermody, George Kent, Irwin Silverstein (8:30pm) (all remote)	
	Absent: Roy Schifilliti	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager)	
User Representatives:	Michael Greis	School Committee, Emery Grover Rep.
	Anne Gulati	School Finance Director, Emery Grover & RTU Rep.
	Barry Dulong	Bldg. Maint. Dir., RTU Replacement & DPW Complex Rep.
	Shane Mark	DPW Assist. Director, DPW Complex Rep.
	Erhardt Graeff	Library Trustee, Library Renovation Rep.
	Rob MacLean	Library Director, Library Renovation Rep.
	Alisa Skatrud	School Committee, Pollard Rep.
	Tamatha Bibbo	Pollard Principal, Pollard Rep.
Other Attendees:	Michael Richard	Weston & Sampson Eng.
	Tyler Cofelice	Weston & Sampson Eng.
	Brett Bentson	Utile Inc
	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 of the November 4, 2024 meeting were accepted as presented and put on file with no changes.

B. Emery Grover Building

Michael Greis (School Committee), Anne Gulati (School Finance Director), Deborah Robinson (BH+A), Ken Sargent and Hank Haff (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. The punch list is coming down to the last few items that include the planters, clock graphics and security entry posts. The BMS training will be scheduled.

The anticipated cost log was reviewed, and the pricing on the three items listed comes to a total of $10,250.

The remaining contingency amount is about $304,500.

Ms. Gulati reported that the cost of the IT equipment needed to finish the outfitting of the third-floor conference room is estimated at $250,000. Mr. Sargent indicated that $200,000 is already being carried in the budget for this expense. The remaining $50,000 could be taken from the contingency. Mr. Dulong indicated that it would be nice to have magnetic hold opens on some stairwell doors. Mr. Sargent will investigate it but that may require quite a lot of work to install. The staff have reported that the south stairway is cold. Perhaps another heater is required near the exit door. Ms. Gulati will confer with Dan Gutekanst on any additional items that may be needed for the building.

Mr. Kent noted that the presentation at the Emery Grover Rededication on November 23rd was great. He thought that Mr. Creem and Dan Gutekanst did a good job and both Mr. Haff and Mr. Sargent were given nice accolades.

Mr. Creem made a motion that the Committee approve the following change order for six adds and one credit:

M. O'Connor Contracting	CO#20	$	12,307.67

Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George Kent – aye, Michael Greis – aye, Anne Gulati - aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

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

M. O'Connor Contracting	Req. #24 thru Nov. 2024	$	55,042.55

Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George Kent – aye, Michael Greis – aye, Anne Gulati - aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

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

Bargmann Hendrie + Archetype	Nov 2024 Services	$	18,490.00

Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George Kent – aye, Michael Greis – aye, Anne Gulati - aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

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

R.G. Vanderweil	Oct 2024 Commissioning	$	3,500.00

Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George Kent – aye, Michael Greis – aye, Anne Gulati - aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

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

Red Thread	FF&E	$ 763.13
Red Thread	FF&E	$ 7,804.20
Red Thread	FF&E	$ 5,970.80

Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George Kent – aye, Michael Greis – aye, Anne Gulati - aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

Documents: Agenda, Invoices, Updated budget

C. <u>RTU Replacement at Broadmeadow and Eliot Schools</u>

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

Mr. Sargent reported on the progress of the projects. The Eliot work is done. The BMS integration is ongoing. Training is being finalized. Rebalancing of the classrooms will be required during the Winter vacation. It will be coordinated through building maintenance on-call services but may become a project cost.

For the Broadmeadow RTU project there is a PSS from GGD / Gale for the roof redesign and roof curbs near the RTUs. CAM HVAC is setting up a work schedule during the April and Summer vacations.

The anticipated cost log was reviewed and has the additional roof pricing in the amount of $205,850. This is the amount the filed sub bids came in over the roofing estimated budget. This will be rebid in January/February.

Contingency balance is $1.418M.

Mr. Creem made a motion that the Committee approve the following PSS:

GGD Consulting Eng	PSS#2	$ 56,350.00

Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George Kent – aye, Michael Greis – aye, Anne Gulati - aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

Enterprise Equipment Co. has been completing the commissioning, training and closed-out stages for the Eliot School RTU project.
Mr. Creem made a motion that the Committee approve the following requisition for payment:

Enterprise Equipment Co., Inc.	Req. #13 thru November 2024	$ 27,436.00

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George

Kent – aye, Barry Dulong – aye, Anne Gulati – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

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

NV5	Nov. Commissioning Services	$ 6,615.76

Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George Kent - aye, Barry Dulong – aye, Anne Gulati – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

Documents: Agenda, PSS, Invoices, Updated budget

D. DPW Complex Phase I

Barry Dulong (BMD), Shane Mark (DPW Assist. Director), Michael Richard, Tyler Cofelice Weston & Sampson), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Cofelice reported on the progress of the project. He reviewed the updated versions of Option #4. The concepts extend a bit into the buffer zone with the holding basin discharge pipe and drive through bay. It is anticipated that the project will go before the Conservation Commission and require an amendment to the existing Planning Permit. A forced main sewer will be needed and would go up Central Ave to Mark Tree Rd.

The updated interior and exterior of the addition was reviewed. A catchment system will contain any liquid spills. An oil/water separator will be installed. There will be a bio retention area for the catch basins. The wash pad drain will be connected to the sewer.

Mr. Cofelice reviewed the four decisions that need to be made tonight. The first decision is whether to use ground source heat pumps or air source heat pumps for the new addition. There are incentives through Mass Save and the Inflation Reduction Act that could offset some costs for ground source heat pumps. This GSHP was recommended and the Committee agreed.

The second decision is whether to use ground source heat pumps or air source heat pumps or keep the natural gas heat for the new existing building.

The third decision is whether to install rooftop solar panels on the new and/or all rooftops. Mr. Cofelice will have a electrical load analysis done to determine how to get to a Net Zero energy building.

The fourth decision is whether to include the drive through bay.

The recommendation is Scenario 1a – the GSHP for the proposed addition with the drive through bay, with two add alternates. Bid Alternate 1 would be to add Rooftop solar and bid Alternate 2 would be to convert the existing garage to electric with ASHP. The Committee instructed Weston & Sampson to proceed with Scenario 1a.

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

Weston & Sampson	Oct. 2024 Services	$ 181,364.29

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George Kent - aye, Barry Dulong - aye, Shane Mark – aye, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

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

Needham Police	Oct. 23, 2024 police Detail	$ 424.00

Mr. Dermody seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George Kent - aye, Barry Dulong - aye, Shane Mark – aye, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

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

LiRo Hill	Nov. 2024 Cost Estimating Services	$ 14,625.00

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George Kent - aye, Barry Dulong - aye, Shane Mark – aye, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

Documents: Agenda, Invoices, Updated budget

E. Library Renovation Phase 1 - Young Adult Area

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

Ms. Reamey reported on the progress of the project. The design development phase has wrapped up and preparation of the construction documents is underway. The updated design was reviewed. There is a Library Trustees meeting tomorrow night and this DD update will also be presented to them.

The cost estimate has escalated slightly. A total contingency of 15% is being carried consisting of a 10% owner's contingency and a 5% construction contingency. The cost estimate is $2,960,000, an increase of $235,000 from the feasibility cost estimate. It is anticipated that the bid documents will be available in March 2025 and due in April before the annual May town meeting. Construction would start in August/September 2025 and should be completed in early 2026. This would help to avoid the summer slammer projects, avoid the busy summer season at the Library and hopefully attract more bidders.

Mr. Graeff stated that funds from the Friends of the Needham Public Library cannot be counted on at this time and should not be factored into the cost estimate. The project should go forward without relying on funds from them.

Mr. MacLean stated that the Teen Librarian, Erin Bassett, has attended the design meetings and the designs have been shared with the library staff, and they have given input into the process. Further clarification on other funding will be discussed with the Trustees.

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

Utile, Inc. October 2024 Services $ 40,245.00
Mr. Dermody seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George Kent - aye, Irwin Silverstein – aye, Erhardt Graeff – aye, Rob MacLean – aye, Richard Creem - aye: - 8 yeas - 0 nays – 0 abstain.

Mr. Creem made a motion that the Committee approve the following invoice for payment:
LiRo Hill Nov. 2024 Cost Estimating Services $ 10,507.50
Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George Kent - aye, Irwin Silverstein – aye, Erhardt Graeff – aye, Rob MacLean – aye, Richard Creem - aye: - 8 yeas - 0 nays – 0 abstain.

Documents: Presentation, Invoice, Cost Estimate

F. Pollard School Renovation

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

Mr. Haff reported on the progress of the project. In the effort to form the team the Application Form for the Employee OPM was recently received and is being worked on and will be submitted in Mid-January. The on-call project management contract in place cannot be used and an RFQ was issued on November 21st for project management consulting services to provide a variety of skills such as cost estimating and managing net zero projects to supplement the Employee OPM team. Submissions are due on December 19th.

Mr. Haff is proposing to have a sub-committee review the submissions, shortlist and interview a minimum of three firms. The sub-committee would then recommend to the PPBC/SBC the highest ranked company to award the contract at the January 6th meeting. Mr. Haff and Mr. Sargent will be on the sub-committee. Three members of the Committee will also be needed. The Committee agreed to form a sub-committee to review and interview the PM submissions. Ms. Deninger, Mr. Kent and Ms. Gulati volunteered to be on the sub-committee.

Mr. Haff briefly reviewed the designer selection process.

Documents: Memo to PPBC dated 12/6/24, Project Manager RFQ

G. Miscellaneous Invoices - Theater Sound & Light

Mr. Creem made a motion that the Committee approve the following invoice for payment:
Hewshott International November 2024 Services $ 15,000.00
Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, Lynne Deninger – aye, George Kent - aye, Irwin Silverstein – aye, Richard Creem - aye: - 6 yeas - 0 nays – 0 abstain.

H. Other Business

Mr. Creem reported that the Climate Action Committee is forming a Net Zero Building Working Group and is asking for a member of the PPBC to join this working group. Ms. Deninger volunteered to join that group.

The PPBC meeting scheduled for January 20 has been moved to Monday, January 27 as the 20th is the Martin Luther King Jr. Holiday.

I. Adjournment

Mr. Dermody made a motion to adjourn at 9:40 PM. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote - Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George Kent - aye, Irwin Silverstein – aye, Richard Creem - aye: - 6 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, January 6, 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.