PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: February 24, 2025	Time: 7:30 PM	Location: Zoom

Attendance PPBC Members:	Present: Richard Creem, Stuart Chandler, Bob Dermody, George Kent, Roy Schifilliti, Irwin Silverstein (all remote)	
	Absent: Lynne Deninger	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager)	
User Representatives:	Erhardt Graeff	Library Trustee, Library Rep.
	Anne Gulati	School Finance Director, Emery Grover, RTU & Theater Rep.
	LeeAnn Sutton	Fine & Performing Arts Director, Theater Sound & Lights Rep.
	Barry Dulong	Bldg. Maint. Dir., RTU Replacement & DPW Complex Rep.
	Alisa Skatrud	School Committee, Pollard Rep.
Other Attendees:	Nicole Reamey	Utile, Inc.
	Brandan Creel	Hewshott International, 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 7:30 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 February 10, 2025 meeting were accepted as presented and put on file with no changes.

B. Library Renovation Phase 1 - Young Adult Area

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

Mr. Haff reported that the construction bid documents are being completed. They will be available in early March to go out to bid.

Ms. Reamey reviewed layout of the teen space and the 80% CD estimated construction costs from their cost estimator which came to $1.803M and LiRo-Hill's cost estimator which came to $1.838M. The bid documents will be available on March 6th with GC bids due on April 17th. Construction is anticipated to start in September 2025 as the summer is usually very busy.

Mr. Haff indicated that the amount for construction funds that will be requested at the Annual Town Meeting in May 2025 will be approximately $2.386M. The project is maintaining a 15% owners and construction contingency. Bids will be in hand before the Annual Town Meeting. The GC contract will be awarded after the Annual Town Meeting.

The FF&E budget still relies on a $120,000 contribution from the Friends of Needham Public Library and the Library Foundation of Needham. Depending on the bid results, some of the contingency may be able to be released toward the FF&E budget. The contingency is being maintained for pricing uncertainty. Tariffs on metals may have an impact on the budget. This is a small project, and it is hoped that contractors will be interested in bidding.

The list of proprietary items was reviewed. The list consisted of items that are desired to match existing systems which include fire alarm devices, cameras, keypad readers, security system and BMS system. Mr. Dulong indicated that it is difficult to integrate systems from multiple vendors.

Mr. Creem made a motion that the Committee approve the list of proprietary items as provided. 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, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

Documents: Presentation

C. Theater Sound & Light Improvements

Anne Gulati (School Finance Director), LeeAnn Sutton (Fine & Performing Arts Director), Barry Dulong (BMD), Brandan Creel (Hewshott), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Creel reported that they are preparing the construction documents, and they are at 80%. The specialized nature of theater equipment requires specific equipment where "or equal" is not sufficient. A minimum level of quality is desired. A list of proprietary equipment has been developed, but the equipment is not sole-sourced and is available through many distribution channels. Multiple vendors can submit competitive bids.

The existing electrical panels are in good condition. Retrofit kits are available.

Mr. Creem made a motion that the Committee approve the list of proprietary items as provided. 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, Anne Gulati – aye, LeeAnn Sutton – aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

Documents: Proprietary Equipment Request

D. Other Business

Mr. Haff reported that the Senior Project Manager position was advertised a few weeks ago. Sixteen applications were received. Four applicants have been invited for interviews. Mr. Haff, Mr. Sargent and Ms. Queenan will be conducting the first interview. The second interview will be conducted with the addition of Ms. Bibbo and Mr. Dulong. It is anticipated that the position will be filled by April or May.

Mr. Haff indicated that three representatives from Needham's School Building Committee are needed to sit on the MSBA Designer Selection Panel for the Pollard Middle School designer reviews and interviews following the MSBA process. The designer RFQ will be available on March 6th and due on April 3rd. The Pollard project is on the agenda for the MSBA Designer Review Panel meetings on May 6th (for shortlisting firms) and May 20th (for interviews). Currently these meetings are being held on ZOOM starting at 8:30am. These meetings may be in person depending upon potential open meeting law changes at the end of March.

E. Adjournment

Mr. Silverstein made a motion to adjourn at 8:18 PM. 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.

The next PPBC meeting is scheduled for Monday, March 10, 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.