PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: April 7, 2025	Time: 7:30 PM	Location: Zoom

Attendance PPBC Members:	Present: Richard Creem, Stuart Chandler, Lynne Deninger, Bob Dermody (joined at 7:48pm), George Kent, Irwin Silverstein (joined at 7:56pm) (all remote) Absent: Roy Schifilliti	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager)	
User Representatives:	Anne Gulati	School Finance Director, Emery Grover, RTU & Theater Rep.
	Barry Dulong	Bldg. Maint. Dir., RTU Replacement & DPW Complex Rep.
	Erhardt Graeff	Library Trustee, Library Rep.
	Rob MacLean	Library Director, Library Rep.
	Alisa Skatrud	School Committee, Pollard Rep.
	Tamatha Bibbo	Pollard School Principal, Pollard Rep.
Other Attendees:	Carys Lustig	Director of Public Works
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 24, 2025 and March 10, 2025 meetings were accepted as presented and put on file with no changes.

B. Emery Grover Building

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

Mr. Sargent reported on the progress of the project. Most punch list items are complete. The contractor is waiting for warmer weather to complete the exterior painting and landscaping. Noise monitoring was performed due to the noise complaints received from the neighboring condominiums. The HVAC is operating in excess of the allowable limit. A solution is being worked on. Baffles may be installed in the elbows of the exhaust ducts of the air source heat pump units. The design team is investigating how the baffles might affect the airflow.

The original acoustic design modeling of the system indicated that the noise would be less than the allowable limit. The noise regulation defaults to the DEP regulation of no more than 10 decibels above the lowest measured ambiance noise level. The background noise measured 30 decibels, so the allowable limit was 40 decibels. The equipment measured between 57 and 62 decibels. The vendors cut sheet listed the noise level at 60 decibels.

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

Bargmann Hendrie + Archetype	PSS #15	$ 7,850.00

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

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

R.G. Vanderweil	Jan. 2025 Commissioning	$ 1,786.00
FastSigns	Welcome sign	$ 118.57

Ms. Denninger seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, George Kent – aye, Anne Gulati - aye, Richard Creem - aye: 5 ayes - 0 nays – 0 abstain.

Documents: None

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 School is moving along. Commissioning should be completed over the next two weeks.

The Broadmeadow contractor, CAM HVAC, will be on site to take measurements in preparation for work they will be doing over the April vacation. They will be working on piping in the mechanical room and concrete pads for the air source heat pumps.

The Broadmeadow School sub-contractor roofing bids were due back on March 20th. The roofing will be replaced around the three roof areas where the RTUs are located. Some exterior duct work will need to be reworked. An additional two inches of insulation will be installed to bring those areas up to code. Only one bid was received in the amount of $724,000. The deduct alternate for exchanging built up roof with EPDM rubber roof was $114,000. The contingency can cover the amount. The bid that came in for just repairing the roof areas was $305,000 back in May 2024.

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

GGD Consulting Eng	Feb. 2025 BM	$	4,000.00
GGD Consulting Eng	Feb. 2025 BM Roof	$	43,200.00

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, Irwin Silverstein – aye, Barry Dulong – aye, Anne Gulati – aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

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

NV5	Jan. 2025 Commissioning	$	591.75

Mr. Silverstein 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, Barry Dulong – aye, Anne Gulati - aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

Documents: Invoices

D. <u>Library Renovation Phase 1 - Young Adult Area</u>

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

Mr. Haff reported on the progress of the project. The filed sub bids were received on April 3, 2025. All bids were within the range of the most recent cost estimate. The sub bids were reviewed. Only one Acoustical Tile bid was received from GVW, Inc. and the bid was restricted to GVW, Inc. All general contractor bidders will be instructed to find their own ACT subcontractor and note their name and their amount within the GC bid. The apparent low bidder for HVAC, Thomas Snowden, Inc., has asked to withdraw their bid because of a mathematical error. The language on the bid bond will be reviewed. If there is a mathematical error, they will be allowed to withdraw. The electrical bid came in under the estimated amount. The general contractor bids are due on April 17th and the results will be presented at the April 29th PPBC meeting.

The owner's contingency and construction contingency have been maintained at 15% approximately $273,000. The FF&E budget still relies on an anticipated $120,000 contribution from the Friends of Needham Public Library and the Library Foundation of Needham. When the FF&E is ordered it will be known whether it can be covered by contingency, or the contribution will be needed to supplement funding.

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

Utile, Inc.	February 2025 Services	$	37,862.00

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, 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:

Projectdog	February 2025 Services	$	1,076.54

Ms. Denninger 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: Invoices, Bid Tabulation

E. DPW Complex Phase I

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

Mr. Haff reported that the reconciled average construction cost estimate is $16,240,768 based on Design Development drawings. There are currently two bid alternates identified for the project: 1) Roof PV System, 2) ASHP in existing garage. Industrial Equipment which is not attached to the building will be purchased directly with FF&E and is not in the construction costs. The cost estimators believe that the Design & Pricing contingency of $706,838 should be able to cover the anticipated tariffs.

The Committee expressed concern over the current tariff situation. Mr. Haff and Mr. Sargent went through the estimates line by line to identify items that might be affected by tariffs. Tariff costs are being carried in the estimates. They will continue to monitor the possible effects of tariffs on material costs as the uncertainty from Washington DC continues to evolve. The cost estimate may need to be adjusted higher. Mr. Chandler asked if there should be a tariff contingency. Ms. Deninger indicated her company is holding 6% for tariffs.

The placement of the generator and the required noise baffling were discussed. In two of the placements a custom enclosure would be needed, which would cost between $230,000 and $260,000. If the generator is placed in the northern side of the proposed addition, the building would provide noise shielding with a standard exterior jacket at a lower cost.

A FAQ will be prepared for the Town Meeting. A tour of the JCB site and overview of the project was provided to the abutters and general public on Sunday afternoon March 9th, 2025. About two dozen residents attended. A tour of the existing conditions at 470 Dedham Avenue will be offered to the Finance Committee at 5:30pm one day this month.

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

Weston & Sampson	Feb. 2025 Services	$ 88,223.68

Mr. Silverstein 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, Barry Dulong - aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

Documents: Cost Estimate

F. Pollard Middle School Renovation

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

Mr. Haff reported on the progress of the project. Five submissions for the designer Request for Services (RFS) were received on April 3, 2025. The submissions were from Arrowstreet, Dore & Whittier Architects, HMFH Architects, Inc., JCJ Architecture, and Raymond Design Associates. LiRo Hill reviewed the five submissions and the subconsultants and prepared a summary chart. The review is ongoing. LiRo Hill will complete the necessary documents for submission to the MSBA. Once complete these materials will be sent to the committee for review and preparation for discussion at the next PPBC meeting on Tuesday April 29th, 2025. That meeting will be in-person at PSAB in the Charles River Room, and hybrid on ZOOM starting at 7:30pm.

The MSBA will have thirteen members on the Designer Selection Panel and the Town will have three members representing the Town. Dan Gutekanst, School Superintendent, and Alisa Skatrud, School Committee will be on the MSBA Designer Selection Panel.

Mr. Kent recommended that Ms. Denninger serve as the third person on the MSBA Designer Selection Panel representing Needham. 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, Alisa Skatrud - aye, Tamatha Bibbo – aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

The Pollard project is on the MSBA Designer Selection Panel agenda for their meetings on May 6, 2025 (review qualifications and shortlist the top three firms) and May 20, 2025 (interview and rank the top three design firms).

Documents: Designer Selection Subconsultant/Application Review Matrix

G. Miscellaneous Invoices

Theater Sound & Light

Mr. Creem made a motion that the Committee approve the following invoice for payment:
Walker Specialties March 2025 Services $ 26,980.00
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.

Mr. Creem made a motion that the Committee approve the following invoice for payment:
Hewshott International March 2025 Services Newman $ 18,000.00
Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Bob Dermody – aye, Lynne Deninger – aye, George Kent – aye, Irwin Silverstein – aye, Richard Creem - aye: - 6 yeas - 0 nays – 0 abstain.

H. Other Business

Mr. Creem noted that the Governor extended the remote public meeting provision meetings through June 30, 2027. The Committee discussed whether to meet remotely, hybrid or in-person. It was felt that most of the meetings should remain remote with in-person meetings as needed. The Pollard project might require several in-person meetings. The next meeting will be held in-person and remotely through Zoom at the PSAB Charles River Room on April 29, 2025 at 7:30pm.

I. <u>Adjournment</u>

Mr. Chandler made a motion to adjourn at 9:10 PM. 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, Irwin Silverstein – aye, Richard Creem - aye: - 6 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Tuesday, April 29, 2025, at 7:30 PM, in person at the Public Services Admin Building, Charles River Room.

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.