PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: September 6, 2022	Time: 7:30 PM	Location: Zoom Cloud Meeting

Attendance PPBC Members:	Present: Stuart Chandler, Richard Creem, Lynne Deninger, George Kent, Irwin Silverstein Absent: Roy Schifilliti, Gene Voloshin	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Senior Project Manager)	
User Representatives:	John Schlittler	Police Chief, Public Safety Complex & FS2
	Anne Gulati	School Finance Director, Emery Grover Rep.
	Barry Dulong	Building Maintenance Div. Director, Ridge Hill Rep
	Tim McDonald	Director of Health & Human Services, CATH Rep
Other Attendees:	Deborah Robinson	Bargmann Hendrie & Archetype
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on September 1, 2022, as a:
Virtual Meeting on Zoom Cloud Meetings
Meeting ID # 88414728107
https://us02web.zoom.us/j/88414728107

with the following instructions:
To view and participate in this virtual meeting on your computer, at the above date and time, go to www.zoom.us, click "Join a Meeting" and enter the Meeting ID: 884-1472-8107 Or join the meeting at link: https://us02web.zoom.us/j/88414728107

A. Approval of Minutes

The Committee reviewed the minutes from the August 22, 2022 PPBC meeting. Mr. Creem made a motion that the Committee approve the minutes as presented. Mr. Silverstein seconded the motion. The motion was then voted upon and approved 4 yeas - 0 nays – 0 abstain.

B. Public Safety Complex & Fire Station 2

John Schlittler (Police Chief) and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. Some furniture items have not arrived. Various warranty items are being dealt with and are being addressed.

Mr. Chandler made a motion that the Committee approve the following requisition with a release of retainage of $491,293.28 for payment:

Consigli Construction	Req. #44 August 2022	$ 512,517.69

Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

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

Kaestle Boos Associates	August 2022 PSS #38	$ 51,100.00

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously – 6 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve eight FF&E invoices for trash receptacles from W.B. Mason for payment:

W.B. Mason	8 invoices totaling	$ 1,072.21

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously – 6 yeas - 0 nays – 0 abstain.

Documents: Invoices

C. Emery Grover Building / Hillside

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

Mr. Sargent reported that the Hillside renovation is progressing well. The sprinkler work is essentially done. The school IT department will move out of the kindergarten rooms on September 19th so the sprinkler installation can be completed. The new wood panel infills in the existing glass wall for the wall hung units are done. Air handling units are anticipated to be delivered sooner than thought.

Mr. Dulong reported that the boiler work is well underway. They are expected to be complete and commissioned by the heating season.

Mr. Chandler made a motion that the Committee approve change order two to remove the shelves and dividers from closets in twelve classrooms to install the sprinklers:

J.J. Cardosi Construction	CO #2	$ 2,201.56

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

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

J.J. Cardosi Construction	Req. #2 thru August 2022	$ 200,531.77

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

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

Bargmann Hendrie & Archetype	July 2022 Services EG	$ 88,676.00
Bargmann Hendrie & Archetype	July 2022 Services Hillside	$ 9,686.25

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

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

Rist Frost Shumway	July 2022 Services	$ 2,489.00

Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

Mr. Haff reported that the L&L Contracting, a miscellaneous metals sub-contractor, that had previously been deemed unqualified requested reconsideration. Hill International had received additional recommendations and based on that they are recommending they be prequalified to bid on the project. They had a passing score but were low on references. Additional references were received.

Mr. Kent moved that the Committee formally accept the L&L Contracting as a prequalified contractor as presented. Mr. Silverstein seconded the motion. The motion was then voted upon and approved 6 yeas - 0 nays – 0 abstain.

The Emery Grover bid documents were released on September 1st and the pre-bid walk thru is scheduled for September 8th. Four of the five general contractors attended the walk thru. Filed sub bids will be due on September 21st and the results will be discussed at the PPBC meeting on September 26th. GC bids are due on October 6th and will be reviewed by the PPBC at the October 11th meeting prior to STM on October 24th. The GC award is anticipated in early November after additional funding is approved by STM.

Liquidated damages language was taken out of the specifications and replaced with actual damages language.

Documents: Invoices, CO #2

D. Ridge Hill Demolition

Barry Dulong (DPW) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reviewed the previous invitation for bids. All three bids were higher than anticipated and there was not enough money in the appropriation to go forward with the demolition. All bids were rejected in April 2022.

An additional $225,000 will be requested at the October Special Town Meeting. The bid documents were released on September 1st. A walk thru of the site is scheduled for September 15th and bids are due on September 29th. It is thought and hoped that contractors will have less work in the fall and will submit lower or equivalent bids. Mr. Haff noted that the spring bid was competing with summer school projects that required demolition.

Liquidated damages language was taken out of the specifications and replaced with actual damages language.

Mr. Chandler made a motion that the Committee vote in favor of the $225,000 amount for the Ridge Hill warrant article. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

E. Studies Schedule update

Mr. Haff reviewed the project schedules. The official PPBC award of the Emery Grover project will be October 25th following additional funding by STM

Mr. Dulong reported that approval for Phases 3 & 4 for the Pollard locker room project is being sought from David Davison, Finance Director.

The Chairs meeting for the School Master Plan has been delayed until November 10th. Recommendation for the preferred direction is being sought.

The School Theater Light & Sound Study will be available this week on September 8th. A walk through is planned on September 22nd. Interviews can be done by the Committee or a sub-committee.

The Center at the Heights space utilization study was awarded to Bargmann Hendrie & Archetype. A kick-off meeting is scheduled for September 9th. An options update by BH+A may be available by November 28th for discussion with the PPBC.

It is anticipated that RFQ's for the Library Space Utilization Study and the DPW Facilities Improvement Study will be available November 17th, with a walk-through on December 1st and qualifications due on December 29th. Interviews will be scheduled in January with either the full Committee or a sub-committee.

The RTU Replacement project kick-off meeting was held today with GGD. They submitted a proposal for $120,000 which was the advertised not to exceed amount.

An emergency preamble will be requested for the Emery Grover warrant at the special town meeting to enable the project to move forward immediately after STM.

F. Future Meetings

The September 26 will be remote. The October 11th meeting will be held as a hybrid model with people in attendance and a remote option. The October 25 will be remote. The Committee decided to hold the November 28th meeting as a hybrid model with people in attendance and a remote option. All other 2022 meetings at this time will be remote.

G. Adjournment

The meeting was adjourned at 8:35 PM.
The next PPBC meeting is scheduled for Monday, September 26, 2022, at 7:30 PM, as a Virtual Meeting 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.