

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: March 27, 2023		Time: 7:45 PM	Location: Zoom Cloud Meeting
Attendance			
PPBC Members:	Present: Stuart Chandler, Richard Creem, Lynne Deninger, George Kent, Roy Schifilliti, Irwin Silverstein Absent: Gene Voloshin		
BDCD Staff:	Hank Haff (Director) Ken Sargent (Senior Project Manager)		
User Representatives:	Anne Gulati LeeAnn Sutton Shane Mark Barry Dulong	School Finance Director, Sound & Light Rep. Fine & Performing Arts Dir., Sound & Light Rep. Assist. DPW Director, DPW Study Rep. Bldg. Maintenance Director, DPW Study, Ridge Hill Rep.	
Other Attendees:	Michael Greis Brandan Creel Michael Richard Della Donahue	School Committee Hewshott International Weston & Sampson Engineers Weston & Sampson Engineers	
Minutes prepared by:		Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on March 23, 2023, as a:

Virtual Meeting at the Zoom Cloud Meetings

Meeting ID # 88414728107

<https://us02web.zoom.us/j/88414728107>

with the following instructions:

To view and participate remotely in this meeting on your computer, at the above date and time, go to [www.zoom.us](https://us02web.zoom.us/j/88414728107), 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 February 27, 2023 PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes as presented. Mr. Creem seconded the motion. The motion was then voted upon and approved 5 yeas - 0 nays – 1 abstain.

The Committee reviewed the minutes from the March 13, 2023 PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes as presented. Mr. Creem seconded the motion. The motion was then voted upon and approved 4 yeas - 0 nays – 2 abstain.

B. Theater Sound & Light Study

Anne Gulati (School Finance Director), LeeAnn Sutton (Fine & Performing Arts Director), Brandon Creel (Hewshott International), and Hank Haff (BDGD) attended the meeting remotely.

Mr. Creel reported that the final draft is complete and ready for feedback. The report is anticipated to be finalized next month and will be handed over to the School Committee. They were tasked to provide a plan to upgrade and update the Newman, Pollard Middle and High School Theaters sound and light systems as well as the added scope of examining the rigging.

They have been working on the project for the last five months. They have reviewed the sound and light systems and rigging. They assessed the current conditions, gathered information from users and helped the district understand and define what the vision is for each space. They will also identify the impact the theatrical work would have on building system and structures.

Pollard Middle and High School auditoriums have had nothing done recently and are outdated. Newman school auditorium was renovated in 2012 but is subject to technological shifts that have happened over the last ten years. There is significant work to be done in all three spaces to bring them up to current standards. The old analog systems are no longer reliable, and the technology has moved to all digital systems. Lighting has shifted to LED. Rigging has evolved and standards have been developed. All three theaters are subject to these changes.

Hewshott has identified three types of upgrades that are needed. These are Safety and Compliance (SAC) deficiencies, Theatrical System Upgrades (TSU) and non-theatrical Architectural Lighting (AL) upgrades. There are two SAC phases, four TSU phases and one AL phase. SAC1 should be done immediately and SAC2 should be done within a year. TCU1 items should be done once funding is secured, TSU2 should be done within two years of TSU1, TSU3 within five years of TSU2 and TSU4 are optional enhancements. AL1 can be done at any time.

The estimated benchmark cost for SAC1, SAC2, TSU1, TSU2 and TSU3 for the Newman School is \$1,143,926, for the Pollard Middle School is \$1,073,675 and the High School is \$1,256,006 with a grand total of \$3,473,606 in today's dollars. Hewshott provided a suggested schedule for the work. The user group would have to determine the schedule for each school.

Ms. Sutton reported to Hewshott that the Town is currently renting equipment for \$18,800 a year to continue having performances in the theaters despite the broken equipment. The lighting changes are estimated to pay for themselves in eight years through energy savings. Hewshott is estimating that with all these changes the potential savings would be \$100,000 annually.

SAC1 phase work on the Pollard School rigging is anticipated to be done during the April school vacation. The quote for this rigging work is under \$10,000. This work would be paid for from the School Department budget.

Hewshott has submitted a PSS for creating SAC1 bid documents for the Newman School and High School in the amount of \$18,830 for work to be done this summer. Ms. Gulati indicated that the School Department will fund PSS #2. It is anticipated that the SAC1 work can be funded through the School Department end of year funds. The work will be done under the School Department and the Building Maintenance Division.

Mr. Haff will discuss the possibility of getting Hill International to do an independent cost estimate.

Mr. Chandler made a motion that the Committee approve PSS #2 for Hewshott International:

Hewshott International	PSS #2	\$ 18,830.00
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Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

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

Hewshott International	Feb. 2023 Services	\$ 17,506.25
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Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

Documents: Hewshott Presentation

C. DPW Complex Feasibility Study

Shane Mark, Barry Dulong (DPW), Michael Richard, Della Donahue (Weston & Sampson) and Hank Haff (BDCD), attended the meeting remotely.

Mr. Haff reported on the status of the project. Weston & Sampson was awarded the contract. They worked on the first DPW study and the three projects that were a result of the study, the 6 Bay Garage, the Jack Cogswell – Seasonal Storage Building and the Fuel Station Relocation. A kickoff meeting was held with Weston & Sampson and the DPW Administration and Superintendents last week. The work plan was reviewed. The tasks include review of previous study documents, review and update space needs, site analysis, building and site planning concept design, budget development and presentation of updates and conclusions. The final study report is anticipated by the end of August.

The Daley Building will be evaluated in this study as Building Maintenance is now under the DPW umbrella.

Documents: Agenda, Preliminary Work plan, Presentation

D. Center at the Heights Space Utilization Study

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

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

Bargmann Hendrie + Archetype	Jan. 2023	\$ 6,500.00
Bargmann Hendrie + Archetype	Feb. 2023	\$ 7,800.00

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously – 7 yeas - 0 nays – 0 abstain.

E. Ridge Hill Demolition

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

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

Dore & Whittier Architects	Feb. 2023	\$ 13,500.00
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Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously – 6 yeas - 0 nays – 0 abstain.

F. Library Space Utilization Study

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

Utile, Inc.	Feb. 2023	\$ 6,000.00
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Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously – 6 yeas - 0 nays – 0 abstain.

G. Other Business

RTU Replacement at Broadmeadow and Eliot Schools

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

GGD Consulting Engineers provided a PSS for Design services through construction administration in the amount of \$602,000. This amount will be covered under the initial appropriation. They will proceed with the design of the Eliot RTU's first. Filed sub bids could come in as early as July.

Mr. Chandler made a motion that the Committee approve PSS #1 for GGD Consulting Eng. for detailed design and construction administration services:

GGD Consulting Eng.	PSS #1	\$ 602,000.00
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Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

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

GGD Consulting Eng.	January 2023 Services	\$ 13,500.00
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GGD Consulting Eng.	March 2023 Services	\$ 66,000.00
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Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously – 7 yeas – 0 nays – 0 abstain.

Other projects

Mr. Haff reported that the Pollard Locker project bids came in just within budget. Building Maintenance will be handling this project which will proceed this coming summer.

The School Committee voted in favor of submitting the Statement of Interest for Pollard Middle School and Mitchell Elementary School renovations. The Select Board will vote next, and the submission will be sent by April 7th to make the deadline. It is anticipated that November will be the earliest Needham will hear back from the MSBA.

The CATH Space Utilization final report will be brought to the Committee at one of the April meetings.

The Library Space Utilization Study is ongoing and will be on the agenda sometime in April for an update.

H. Adjournment

The meeting was adjourned at 9:12 PM.

The next PPBC meeting is scheduled for Monday, April 10, 2023, at 7:30 PM, at the Library Community 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.