PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: January 8, 2024	Time: 7:30 PM	Location: Zoom

Attendance PPBC Members:	Present: Richard Creem, Stuart Chandler, Lynne Deninger, George Kent, Roy Schifilliti (all remote) Absent: Irwin Silverstein	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Senior Project Manager)	
User Representatives:	Michael Greis	School Committee, Emery Grover & SMP Rep.
	Barry Dulong	Bldg. Maint. Dir., RTU Replacement & DPW Study Rep.
	LeeAnn Sutton	Fine & Performing Arts Dir., Sound & Light Rep.
	Demetri Kyriakis	Acting Library Director, Library Space Study Rep.
Other Attendees:	Don Walter	Dore + Whittier Architects
	Jason Boone	Dore + Whittier Architects
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on January 4, 2024, as a:

Remote Meeting on Zoom Cloud Meetings

Meeting ID # 88414728107

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

A. Approval of Minutes

The Committee reviewed the minutes from the December 11, 2023 PPBC meeting. Mr. Chandler made a motion that the Committee approve the minutes as presented. Mr. Kent seconded the motion. The motion was then voted upon and approved 5 yeas - 0 nays – 0 abstain.

B. Emery Grover Building / Hillside

Michael Greis (School Committee), Ken Sargent and Hank Haff (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. The chimney brick repairs are substantially complete. The roof valley copper installation and roof slate installation are about 90% complete. The window installation is complete except for the arched windows. Temporary heat has been running in the building for two weeks. The gypcrete flooring is complete. The loading dock walls/framing are complete. The underground electric work is complete and waiting for Eversource to hookup at the pole. Gypsum board on the underside of the joists has started. Interior metal wall framing layout and installation has started. The HVAC and sprinkler work is ready to go once the walls are installed.

The Contractor delivered the revised schedule today. Mr. Sargent will review it and report back to the Committee. It is anticipated that the substantial completion of the will be pushed out two to three months.

The anticipated cost log was reviewed, and the total amount is currently $108,422. Pricing on several items has not yet been received. The remaining contingency amount is $595,493.

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

M. O'Connor Contracting	CO#10	$ 61,665.64

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

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

M. O'Connor Contracting	Req. #13 thru Dec. 2023	$ 731,908.44

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

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

Bargmann Hendrie + Archetype	Nov. 2023 Serv.	$ 34,154.07

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

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

UTS of Mass.	Dec. 2023 Services	$ 770.00

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

Documents: Agenda, Invoices, Updated Budget, Photos

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

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

Mr. Sargent reported on the progress of the project. Enterprise Equipment was able to work in the Eliot School mechanical room over the winter vacation. They worked on the tank, piping and pumps. It is anticipated that they will be able to do additional work over the February and April vacations in preparation for the summer 2024 RTU installation.

PMC & RFS are working on the Design Development cost estimate for the Broadmeadow RTU replacement. The first cost estimate was received, and the second one should arrive soon. The results of the cost reconciliation will be reviewed at the next meeting. It is anticipated that the bid documents will be available in April with Bids due in mid-May to be presented to the PPPBC on May 20th for award by June 1st in order to procure the long lead items.

Mr. Dulong and Kevin St. Peter, the Town's HVAC supervisor, have been working closely with Enterprise Equipment at the Eliot School. They have been coordinating the EEC work with the school.

Mr. Creem made a motion that the Committee approve the following change order for Broadmeadow Commissioning:

NV5	PSS #2	$ 54,815.00

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

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

Enterprise Equipment Co., Inc.	Req. #2 thru Dec. 2023	$ 51,205.00

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

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

GGD Consulting Engineers	Nov. 2023 Eliot Services	$ 60,000.00
GGD Consulting Engineers	Nov. 2023 BM Services	$ 4,698.11

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

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

NV5	Nov/Dec Services	$ 695.60

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

Documents: Invoices

D. Pollard Middle School

Don Walter, Jason Boone (D+W) and Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported that the MSBA Board of Directors formally voted on December 13th to invite Pollard Middle School into the Eligibility Period along with 18 other school projects. The Eligibility Period lasts up to 270 days and commences for Needham on May 1st. Funds for the next phase for the Feasibility Study were included in the FY2025 Budget and may be voted on at the May 2024 Annual Town Meeting. Mr. Haff has been in touch with the School Superintendent, and they will be asking the MSBA if the process can be accelerated. It would be good if the Eligibility Period process could be completed in 90 days in order to reach the target date of November 2026 to have an override vote.

There are several reasons why having a Construction Manager at Risk (CMR) delivery method would be beneficial for this project. It is a complicated project with the site being occupied during construction, site logistics and schedule is phased. A CMR would help the Town understand the logistical aspects of construction on site. The complexities of the project cannot be addressed with traditional design, bid, build method. There have been some discussions with the Town Manager about a CMR delivery method.

Mr. Haff is spending about 30% of his time on this project. Information for an FAQ is being pulled together for May 1st.

A "School Building Committee" will have to be assembled for the project that includes a School Committee member, a Finance Committee member, the head of Building Maintenance and a MCPPO certified person in addition to the existing PPBC members. There can be voting and non-voting members. Perhaps a Chairs meeting should be held to decide who will sit on the School Building Committee.

The funding for the feasibility study is all in cash and does not need more than a simple majority vote at the ATM. There is a placeholder of $3.9M for the feasibility study. The feasibility phase budget will be reviewed by the Town Manager and School Superintendent before presentation to the School Committee and Select Board.

It is anticipated that the BD&C Department will be the OPM for the project with assistance from a cost estimator and OPM consultant. The MSBA has a designer selection process that will be followed. The MSBA has a well defined process outlined on their website. The MSBA Core Program Process Overview diagram was discussed. Module #3 -Feasibility Study will require a Preliminary Design Program (PDP) and then a Preliminary Schematic Report (PSR) that looks at various options from doing nothing to renovation/addition through to a new building.

Documents: MSBA Invitation into Eligibility Period letter, MSBA Module 1 info

E. Capital Improvement Plan FY2025

Mr. Haff noted there will be several design funding requests at the May 2024 ATM from the DPW, School Theater and Library studies that will most likely be PPBC projects. The current and upcoming projects were reviewed.

The School Department would like to do the Newman School theater system upgrades all at once and are searching for funding with the Town Manager.

F. Other Business

Mr. Creem asked if there was any information on the status of getting a new PPBC member with a construction background. It has been referred to the Town Manager and has been posted to the Town website. Mr. Kent noted he has been talking to various people in Town to get the word out. Ms. Deninger will also try and contact people with construction backgrounds for the vacancy.

Mr. Creem noted that the proposed meeting date of April 22 is the beginning of Passover and should be changed. There are constraints with the school vacation week and the League of Women Voters Town meeting session the week before and the week after. The Committee will schedule a meeting on Wednesday, April 24th.

The Committee was asked to consider whether an in-person meeting should be held at some point. It was noted that having a vice chair would be beneficial as a backup for the chair.

G. Adjournment

Mr. Chandler made a motion to adjourn at 8:43 PM. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, January 22, 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.