

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: August 12, 2024	Time: 7:30 PM	Location: Zoom
Attendance PPBC Members:	Present: Richard Creem, Stuart Chandler, Lynne Deninger, Bob Dermody George Kent, Irwin Silverstein (all remote)	
	Absent: Roy Schifilliti	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. 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 Director, Theater Sound & Lights Rep.
Other Attendees:	Alisa Skatrud	School Committee
	Brandan Creel	Hewshott International, Inc.
	Gabby Queenan	Sustainability Manager
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 from the July 8, 2024 meeting were accepted as presented and put on file with no changes.

B. Emery Grover Building

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

Mr. Sargent reported on the progress of the project. The photos were reviewed. The exterior windows are complete. The MEP fixtures and finishes are substantially complete. The second coat of paint is being applied. The carpet work is complete on the lower level, level 1 and

level 2. The tile work is complete. Hallway flooring is underway. The ceiling grid installation is substantially complete. Installation of the ceiling tiles is substantially complete. Data wiring is substantially complete. The site work is complete except for the final pave. Landscaping is scheduled to start next week.

The anticipated cost log was reviewed, and the pricing on five of the eight items listed total \$206,731. One of the items is for site railings which are shown on the drawings but were not called out on the drawings or the specifications as being under the miscellaneous metals sub bid. Another item was the trash doors. The design was changed from the original architectural drawings but because of the additional cost of \$40,260 this item may revert to the original or simpler design.

The remaining contingency amount is \$245,016. It is hoped that if there is enough left in contingency that the high-density filing system can be purchased.

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

M. O'Connor Contracting	CO#16	\$ 40,413.29
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Mr. Greis 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, Michael Greis – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

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

M. O'Connor Contracting	Req. #20 thru July 2024	\$ 870,018.86
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Mr. Greis 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, Michael Greis – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

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

UTS of Mass	June Materials Testing	\$ 590.00
R.G. Vanderweil	June Commissioning	\$ 500.00

Mr. Greis 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, Michael Greis – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

Documents: Agenda, Invoices, Photos

C. RTU Replacement at Broadmeadow and Eliot Schools

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

Mr. Sargent reviewed the photos of the Eliot RTU project. One of the pieces of RTU2 had to be flipped as it was installed incorrectly at the factory. Units 1 and 2 will be started up over the next few days with units 3 and 4 and the heat source pumps to follow.

All the electrical wiring is done, and the units are hooked up. The piping is all hooked up. The control wiring is underway. Balancing will begin next week. The units are anticipated to be up and running by the opening of first day of school on August 28th.

Mr. Dulong indicated that ENE who are installing the controls also have an “on-call” contract with the town for running the new equipment. The Town has also hired an HVAC manager who will be managing the day-to-day operations and the outside BMS services.

Mr. Creem made a motion that the Committee approve the following requisition for payment:
Enterprise Equipment Co., Inc. Req. #9 thru July 2024 \$ 311,106.00

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, Richard Creem - aye: - 7 ayes - 0 nays – 0 abstain.

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

GGD Consulting Engineers	June 2023 BM Services	\$ 4,000.00
GGD Consulting Engineers	June 2023 Eliot Services	\$ 4,698.11
GGD Consulting Engineers	July 2023 BM Services	\$ 4,000.00
GGD Consulting Engineers	July 2023 Eliot Services	\$ 4,698.12

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, Richard Creem - aye: - 7 ayes - 0 nays – 0 abstain.

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

NV5	May/June Services	\$ 508.90
Aerial Insights	Infrared Roof Survey	\$ 3,950.00

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: Invoices, Photos, updated budget

D. Theater Sound & Light Improvements

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

Mr. Haff reported that one bid was received on July 31st from Walker Specialties, Inc. in the amount of \$100,500 for the Safey and Compliance 2 (SAC-2) work. The project had been put out to bid in April with no response and was rebid in July. The bid is a little higher than the estimate but is within the budget. The work will be done in phases at mutually agreed upon times during the coming year. Fixing some of the connections in front of the proscenium at the Newman will be a challenge. This work may not get done until next summer. Mr. Haff checked multiple references for Walker Specialties, and they all came back positive. They have done quite a bit of new and replacement drapery in town. They are also supplying the shades at the Emery Grover Building and have supplied shades for many other town

buildings. They have done quite a bit of work in school theaters around the state. He recommends that the Committee accept the bid.

Mr. Haff also recommended that the Committee proceed with the Newman Theater Upgrade design work through the bidding stage. This would proceed with all the upgrades at the Newman school at once. The Pollard and High School theaters would be done in future years. Hewshott International has submitted a proposal for the Theater System Upgrades (TSU) Newman design work in the amount of \$92,000 and combined with the construction administration fee for the SAC-2 work of \$8,585 comes to a total amount for PSS #4 of \$100,585. It is anticipated that the bidding for the Newman TSU would occur next spring and a bid would be in hand before the request for construction funds at the May 2025 Annual Town Meeting.

The Newman work could take until summer of 2026 to complete depending on equipment lead times.

Mr. Creel indicated that the lead times need to be considered. He anticipates having 100% construction drawings ready and going out to bid in early 2025. This would be too short a time to have the work done in the summer of 2025. Doing the work during the summer of 2026 would allow the vendors to get the submittals approved and order the equipment well in advance. It was felt that the work would be very attractive to vendors and there should be more interest in the project.

Mr. Creem made a motion that the Committee approve PSS #4 for Hewshott International in the amount of \$100,585.00. 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, LeeAnn Sutton – aye, Richard Creem - aye: 8 ayes - 0 nays – 0 abstain.

Mr. Creem made a motion that the Committee award the contract to Walker Specialties for the SAC-2 work in the amount of \$100,500.00. 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, LeeAnn Sutton – aye, Richard Creem - aye: - 8 ayes - 0 nays – 0 abstain.

Documents: Agenda, Budget, Bid form, Capital Request Detail

E. DPW Complex Phase 1

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

Weston & Sampson	June Services	\$ 7,777.83
Weston & Sampson	July Services	\$ 13,587.89

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, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

F. Sustainability Manager Introduction

Gabby Queenan (Sustainability Manager)

Mr. Haff introduced Ms. Queenan who was hired in January as the Sustainability Manager. She was able to participate in the tail end of the Climate Action Plan Committee's development of Needham's first Climate Action Roadmap. Input on the roadmap was received from residents and staff members. The Climate Action Roadmap was finalized in April and posted on the Town website. It went before the Select Board in May and was officially finalized by them in June. The roadmap serves as a plan to achieve a more sustainable future across several sectors.

A new committee has been formed, the Climate Action Committee (CAC), to support implementation of the roadmap. Mr. Silverstein, representing the PPBC, and Mr. Greis, representing the School Committee, are members. Their first meeting is scheduled in September.

One of the key focus areas of the roadmap is Net Zero Buildings. She displayed the goals, strategies and actions of this area for the Committee and reviewed the list and what the Town has done and is working on. The goals included the Specialized Energy Code which was adopted at the fall 2023 Special Town Meeting and the Town is investigating the Property Assessed Clean Energy (PACE) among other goals.

She indicated that Wellesley has adopted a Municipal Sustainable Building Guideline, a concept that Needham might be interested in exploring. It is anticipated that the CAC will consider exploring this model for Needham. Ms. Queenan gave an overview of the Wellesley guideline which is available on the Wellesley town website. The general commitments of the guideline were reviewed.

Several Committee members indicated that the PPBC has discussed these issues every time a new building or renovation comes up and supports going towards Net Zero. The installation of ground source heat pumps at the PSAB and solar panels at the Sunita Williams School are examples. However, the question is whether the Town will commit to the goal of Net Zero and will budget for it. Mr. Dulong also indicated that the cost of operating the buildings also needs to be considered. When gas equipment is replaced with electric equipment energy consumption increases.

The presentation indicated that it wasn't significantly more costly to go towards Net Zero, once rebates, incentives and grants are factored in. It is the preferred option once lifecycle costs are compared. It is anticipated that the PPBC will keep pushing on the design end to include these principles and should specify the need for knowledgeable people in this area in the design RFQ's.

Documents: Presentation

G. Other Business

It was determined that the second meeting scheduled for August 26 will not be needed.

Mr. Haff indicated that the meetings in scheduled for Tuesday, October 8 and Monday, October 21 will be rearranged due to the Special Town Meeting being scheduled for October 21. The two October Meetings will now be on Monday, October 7 and Tuesday, October 22.

H. Adjournment

Mr. Chandler made a motion to adjourn at 9:23 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, George Kent - aye, Irwin Silverstein – aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, September 9, 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.