PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: May 19, 2025	Time: 7:30 PM	Location: Zoom

Attendance

PPBC Members:	Present: Richard Creem, Stuart Chandler, Lynne Deninger, Bob Dermody, George Kent	
	Absent: Roy Schifilliti, Irwin Silverstein	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager) Meryl Nistler (Sr, Project Manager)	
User Representatives:	Michael Greis	School Committee, Emery Grover Rep. (7:52)
	Anne Gulati	School Finance Director, Emery Grover & RTU Rep.
	Shane Mark	Assist. Dir. of Public Works, DPW Rep. (Remote)
	Tim McDonald	Director of Health & Human Services, CATH Rep.
	Erhardt Graeff	Library Trustee, Library Rep. (Remote)
	Rob MacLean	Library Director, Library Rep. (Remote)
Other Attendees:	David Billings	LiRo-Hill
	Inger Hamre-Foley	LiRo-Hill
	Nicole Reamey	Utile, Inc.
Minutes prepared by:	Kathryn Copley	BDCD Administrative Specialist

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 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 April 29, 2025 meeting 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. He reviewed the ongoing sound attenuation issues from the heat pump units in the north mechanical room. The condominiums next door alerted Dan Gutekanst that the noise was rather loud. Noise monitoring was performed. The equipment is operating in excess of the allowable limit of no more than 10 decibels above the lowest measured ambiance noise level. A solution has been proposed to install attenuators and baffles in the elbows of the exhaust ducts for the air source heat pump units. The sound coming from the intake louvers on the east side of the building also exceeded the allowable limit. Baffles are proposed on the east facing louvers.

The architect and consultants are proposing the solution noted above. Pricing on the duct work portion has been received and is $118,000 without markups and sprinkler work costs. With the sprinkler work and markup costs estimated at $32,000 there may be a shortfall of $26,000 in the current contingency budget.

In June 2022 an email was received from BH+A indicating that the equipment specified did not violate the noise requirements. Recent on-site testing indicates the equipment exceeds the noise limits. The modeling indicated it would be alright. Discussions are ongoing on the issue.

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 applicable measured ambiance noise level. The equipment measured between 57 and 62 decibels. The vendors cut sheet listed the noise level at 60 and 80 decibels depending on the measuring process.

Mr. Creem asked about the timing of the resolution. Mr. Sargent indicated that if it is submitted now, the work could be done by early to mid-fall. Most likely it would be done by November.

Mr. Sargent stated there are different speeds the fans can be set at. The design team is investigating how the baffles might affect the airflow. Lowering the fan speed could reduce the noise and also the performance of the equipment.

The architect, mechanical engineer and acoustic consultant all indicated that the equipment would comply. The Town may need to seek cost sharing from the designer's errors and omissions insurance to settle with the costs.

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

Red Thread	Office Furniture	$ 7,209.80

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, Anne Gulati - aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

Documents: Invoice

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

Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the projects. The contractor at the Eliot School is working on minor punch list items.

The Broadmeadow School contractor has gotten a jump on the work and has poured the air source heat pump concrete pads over the April break. The RTU equipment has been delivered and is in the riggers' yard and the contractor has provided the required transfer of title and insurance coverage. The project is moving along with full mobilization on June 17th after school ends

There are change orders from CAM HVAC for the roofing work and duct work.

Mr. Creem made a motion that the Committee approve the following change order for the Irrigation sprinkler line relocation:

CAM HVAC & Construction	CO#2	$ 4,785.95

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, Richard Creem - aye: 5 ayes - 0 nays – 0 abstain.

Mr. Creem made a motion that the Committee approve the following change order for the Roofing work and duct work:

CAM HVAC & Construction	CO#3	$ 693,455.76

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, Richard Creem - aye: 5 ayes - 0 nays – 0 abstain.

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

CAM HVAC & Construction	Invoice #1 thru Apr.11, 2025	$ 1,499,138.00

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, Richard Creem - aye: 5 ayes - 0 nays – 0 abstain.

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

GGD Consulting Eng	Mar. 2025 BM	$ 4,000.00
GGD Consulting Eng	Mar. 2025 Eliot	$ 3,525.00
GGD Consulting Eng	Mar. 2025 BM Roof	$ 3,300.00

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, Richard Creem - aye: 5 ayes - 0 nays – 0 abstain.

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

NV5	April 2025 Commissioning	$ 828.45

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, Richard Creem - aye: 5 ayes - 0 nays – 0 abstain.

Documents: Change Orders, Invoices

D. DPW Complex Phase I

Shane Mark (DPW), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. The design work is ongoing. The Design Review Board has approved the project. The Conservation Commission permit was approved. The project will go before the Planning Board tomorrow.
The GC and Filed sub bidder pre-qualification package was available on May 15th. The due date for responses is June 5th. Mr. Chandler will help with reviewing the qualifications as will LiRo-Hill.

Mr. Creem reported that there was a lively discussion about the project at Town Meeting. Concerns were expressed about the cost. The article passed. Mr. Haff felt that the tours given by the DPW staff of 470 Dedham Avenue were helpful.

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

Weston & Sampson	April 2025 Services	$	101,850.00

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously by roll-call vote: Stuart Chandler - aye, Lynne Deninger – aye, Bob Dermody – aye, George Kent – aye, Shane Mark – aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

Documents: Invoice

E. Center at the Heights

Tim McDonald (Health & Human Services), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Haff reported on the progress of the project. Town Meeting voted to approve Article 32 for the Center at the Heights Renovation Design at the May 2025 Town Meeting in the amount of $395,000 for design services. Bargmann Hendrie + Archetype will continue with the design services. They have provided a proposal for additional design services for Phase 1 renovations. It is anticipated that the bids will be in hand in April 2026.

The design scope will include three parts of the Feasibility Study. Part 1 includes the renovation of the kitchen, Part 2 includes the addition of a vestibule at the rear door and Part 3 includes increasing the size of the exercise room by swapping the exercise room with the game room. These pieces will be bid together but perhaps constructed in phases so the CATH can continue operations during construction.

Mr. McDonald inquired about investigating other options for the fitness room expansion. For example, moving the game room upstairs or to the basement. Mr. Haff indicated moving the game room upstairs will be studied. The basement does not have enough headroom, no windows, no bathrooms and would require major changes to the mechanical so the basement would not be an appropriate place for relocating the game room.

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

Bargmann Hendrie + Archetype	PSS #2	$	170,000.00

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, Tim McDonald - aye, Richard Creem - aye: 6 ayes - 0 nays – 0 abstain.

Documents: PSS

F. Library Renovation Phase 1 - Young Adult Area

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. Town Meeting voted to approve Article 29 for the Library Renovation Young Adult Area construction funds at the May 2025 Town Meeting in the amount of $2,386,000. Tower Construction Corp. was awarded the contract at the last PPBC meeting pending ATM funding approval. The contract will be processed on June 5th after the 20-day appeal period. A kickoff meeting will be scheduled for June 9th or 10th.

The budget was reviewed. The FF&E in the amount of $435,000 is listed in the Anticipated Cost Log. The contingency currently is in the amount of $279,000.

The schedule is being developed. The field office will be at the Rosemary Recreation Center upper parking lot across from the library. It will be a challenge to renovate the young adult area while the library is open. The construction staff will enter though the service door. It is expected that the contractors will start at 7 or 7:30 am. The library opens at 9:00am. It will be difficult to isolate the work area completely from the library patrons. A temporary wall will be constructed around the work area. The logistics will be coordinated with the contractor and library staff.

Mr. Erhardt announced that Library Trustee Rob Petitt will be the new user agency representative to the Committee. He will be sworn in next week. He noted he has enjoyed his participation in the project.

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

Utile, Inc.	PSS #3 Construction Admin	$ 98,660.00

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, Erhardt Graeff - aye, Rob MacLean – aye, Richard Creem - aye: 7 ayes - 0 nays – 0 abstain.

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

Utile, Inc.	March 2025 Services	$ 16,055.00

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, Erhardt Graeff – aye, Rob MacLean – aye, Richard Creem - aye: - 7 yeas - 0 nays – 0 abstain.

Documents: Agenda, PSS, Invoices, Updated budget

G. Miscellaneous Invoices

Theater Sound & Light

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

Hewshott	April 2025 Services	$ 2,000.00

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, Richard Creem - aye: 5 ayes - 0 nays – 0 abstain.

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

Barbizon Lighting	Light panel repair & Loaner	$ 937.00

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, Richard Creem - aye: 5 ayes - 0 nays – 0 abstain.

Bids are due on Thursday, May 22nd. (Note the due date was later extended by Addendum #3 to May 29th) At the next meeting the bid will be presented for approval so the contract can be executed. The work will be done in the summer of 2026. Some of the equipment has long lead times and may take a year to be delivered and this will allow a full year to preorder these long lead items.

H. Other Business

Mr. Creem reported that a Chairs meeting is scheduled for June 4th at Emery Grover. Mr. Chandler will attend.

Mr. Haff reported that the MSBA Designer Selection Panel meets tomorrow, May 20th, to interview the three short-listed architects for the Pollard Renovation project. It is anticipated that the architect will be selected at this meeting. He will inform the Committee of which architect was chosen. An in-person meeting is suggested for the June 9th PPBC meeting and the selected architect will be invited to meet the Committee.

I. Adjournment

Mr. Dermody made a motion to adjourn at 8:38 PM. Mr. Chandler 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, Richard Creem - aye: - 5 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, June 9, 2025, at 7:30 PM, Hybrid meeting at the Town Hall Great Plain Room and remotely 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.