



# SCITUATE MASSACHUSETTS

## TOWN OF SCITUATE

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### **MEETING MINUTES** **Public Building Commission** **Tuesday, February 11, 2020** **Selectmen's Conference Room** **Town Hall** **7:00 pm**

**Committee Members Present:** Stephen Shea, Chairperson; Carl Campagna; Stephanie Holland; Ed DiSalvio

**Committee Members Absent:** Larry Guilmette

**Also, in Attendance:** John Miller, User Member; Nancy Holt, Finance Director; Steve Kirby, Vertex; Chief User Member; Jim Boudreau, Town Administrator, User Member; Linda Hayes, User Member; Kevin Kelly, Facilities, User Member, Deputy Mark Thompson: User Member

**Not in Attendance:** Jessi Finnie, User Member; Elizabeth Holthaus, User Member; Chief Michael Stewart, John Murphy, User Member

The meeting was called to order at 7:01 PM by Stephen Shea.

Stephen asked the committee to review the January 14<sup>th</sup> minutes. He then asked for a vote to accept the minutes. Voted unanimous in favor to accept the minutes as submitted.

**Senior Center Project Update: Steve Kirby**

### Project update

- Mr. Kirby – Delphi mobilized on the 21<sup>nd</sup> – fencing, utilities capped –
- Abatement started on 22<sup>nd</sup>. Industrial hygienist – Universal
- Gas lines are complete.
- Erosion controls installed – inspection on 2/12 along with engineer.
- Building permit application and drawings was at fire department, approved– now with Bob Vogel – abatement does not require permit.
- Mr. Vogel approved the start of the new stair plan and ramp at Rec building.

- Week of 2/19 – building demo will begin after abatement clearance report. Second notice from Delphi be mailed to abutters for demo.
- Drain layers license application is approved by BOS for the site subcontractor. This was needed prior to issuance of the sewer permit.
- Curb cut permit — Traffic Rules and Regulation Committee had question regarding sight lines prior to reviewing the curb cut application. During the Planning Board meetings the plans were revised in August 2019 by the design traffic engineering firm per the request of the planning board and its consultant. It was all approved for First Parish and Cudworth Roads by Planning Board. Vertex provided response to TRRC.
- These two permits were done for the planning board.
- Steve Shea asked if all drawings are 100% - Steve Kirby affirmed all are up to date. RFI's are being responded to and Delphi is on site and staff is addressing any issues. Pro-Core is the software for the project. Steve noted that no orders are known to be overdue to coronavirus situation.
- Jim B received the three-week look ahead from Vertex and he will give it to Steve Shea for review prior to putting on Town website.
- A contractor schedule is being drafted and then a monthly update will be submitted as part of the payment process. Substantial Completion is going to be done a bit later than specified in the contract. Penalties nor additional GC costs should not be incurred as it was related to permitting process. Steve Kirby does not have an issue with the no penalty.

## Delphi – change order and PCOs

**CO #1 - PCO #1 Delta between the GC amount carried in the general bid for the roofing filed sub and then the rebid due to scope change. \$44,000 only - no mark up or insurance charges are included.**

Steve Kirby then submitted 4 copies of the change order to Steve Shea. Nancy confirmed the original needs to be submitted not electronically.

*VOTE: Motion to approve Change order #1 to the roofing scope in the amount of \$44,000. Stephanie seconded all approved. Vote was unanimous.*

Steve Kirby then described PCO and change order process. Should be presented and then after review they will be approved.

Meetings will be held more frequently if project needs are increased. Steve Kirby wants to ensure no time is lost in the approvals process.

Some might be presented as Not to Exceed, and get approval after review. After the foundation is in for the Senior Center it should not be problematic, but the Recreation portion of the project presents some unknowns due to opening up walls.

PCO's and change orders – Steve Kirby asked how to handle as the project goes on. Steve Shea said the requisition needs to be received prior to PCO's will be voted on each meeting and then release payment on change orders.

**PCO #2– relocate fencing for \$1041.41. The fencing was put over the soccer field in the goal area per original design.**

Fencing by trailers - Historical Society wanted the tree fencing moved. Steve said the tree will be protected as part of the project. Fence does not need to be moved now. Fencing to be added.

**PCO #3 – rebar omitted from back stairs on the tennis court side in design drawings. The concrete is included but not the rebar. \$5,402.69 is the submitted cost but Steve Kirby has comments and it might go down. Will report at the next meeting.**

Contingency line item will be shown on PCO log reports and changes are being accrued.

VOTE: Motion to approve PCO # 2 in amount of not to exceed \$1,041.41 for the reposition of fence. *Steve Shea asked for a vote to approve PCO #2, Stephanie seconded, and all were in favor of approving the fencing move.*

VOTE: Motion to approve PCO #3 as not to exceed \$5,402.69 for the rebar, footing and excavating. *Steve Shea asked for a vote to approve PCO #3 for the installation of the rebar for the back-area stairs. Carl seconded, and all were in favor of approving the rebar install.*

**Requisition #1 for work done in January, certified by Architect – mostly for bonds and insurance.**

*Steve Shea asked for a vote to approve Requisition #1 for \$278,186.60 recommended for approval by Vertex for payment seconded by Carl and unanimous voted to approve the Requisition.*

Nancy Holt would like original 4 copies of all requisitions.

Ed asked if architects will attend PBC meetings – Steve Kirby will check.

The Architect asked to amend their contract costs. Steve Kirby will review and check the conditions to assure it makes sense. There was extra traffic work.

Steve Kirby detailed a project sign being done and where to place the sign. Options presented were:

1. Entrance to Gates by the curved wall – set back and at an angle
2. Parallel to First Parish – on the fence 4 x 8 in size

Linda Hayes deferred to best judgement of committee. The Committee decided to place the sign on First Parish Road on the construction fencing.

There was a question on the possibility of a Groundbreaking Ceremony – One was done for Jenkins, Public Safety and Middle School. The committee noted it was good for the community. Jim thought the Board of Selectmen would want to have a ceremony. Speakers would be included and dignitaries. SCTV should record with podium and micro. The C wing will be gone, but it could highlight the groundbreaking and foundation site. Access to the site will be critical and timing will be determined. Linda Hayes asked it to be brought up at the next meeting. She will begin coordination. Linda Hayes will be in communication with Stephanie.

#### QUESTIONS FROM THE PUBLIC:

Jennifer Kuhn – 20 Carrie Litchfield Rd

Questioned windows being removed.

*Steve Kirby – there is an abatement process ongoing as the caulk contains asbestos.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

What is the status of asbestos?

*Steve Kirby - will be done with interior this week – clearances by Universal are being done. Samples of exterior mastic will be tested for asbestos.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

Project access path to tennis courts and field from First Parish sidewalk should be clearly marked.

*Steve Kirby has a sign to be installed with arrows. People are using the road, and should be clearly marked.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

Around the side – there are cars parked there – where the kids should be walking?

*The Planning board meeting reviewed the path from First Parish to the sidewalk. The break in the wall could be used.*

Will it be maintained? Plowed?

*Steve Shea said yes.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

Handicapped ramps in the back – there is no access now.

*Steve Kirby said there is a pre-existing handicapped space and then a ramp into the building.*

Jun Kuhn – 20 Carrie Litchfield

Sub-contractors – are they aware of the legal action?

*Steve Shea - only general contractor may be aware. Town has no direct contact with subcontractors.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

Plan for permit moving forward with legal action?

*Steve Shea - In contact with building dept. No affect now.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

Gates B wing – what is the plan for the historic building?

*Steve Shea - not part of the scope for the project. The unit in the attic space is outside the scope.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

Who is responsible for work by track and field?

*Jim Boudreau - Board of selectmen is responsible for the project. Funds from Toll Brothers mitigation.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

Where find information on commercial kitchen.

*Steve Shea - There is a kitchen in the plan.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

What are the plans for meals on Wheels in the kitchen?

*Steve Shea - Can speak with Linda about the access – parking by kitchen entrance.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

What about Tree protection?

*Steve Shea – contractor has in his scope and now includes tree by historical society building.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

Planning board decision added a crushed stone drive when will that be done?

*Steve Shea – old entrance after asphalt is removed. No schedule now. Weather Dependent.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

Who keeps construction plans?

*Steve Shea -- General contractor, Vertex, architect.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

How do I access?

*Steve Shea - Public records request.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

O& M log - who is responsible?

*Steve Shea – it is part of the plans – During construction general contractor has this.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

Who has logs and how do I access?

*Steve Shea – public record request.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

Where are the notes from pre-Construction meetings – DPW form completed? Where are the minutes?

*Steve Shea – Public access request.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

Traffic committee –January questions – whether site lines were included?

*Steve Shea - yes, they were.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

The change order #2 - who initially installed and why was it incorrect?

*Steve Shea - the recreation department wanted it moved. It Bisected goal area.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

The well – shown are they going to fence off?  
*Steve Shea. Need to review drawings.*

Jennifer Kuhn - 20 Carrie Litchfield Rd  
Change order #3 – are these permanent?  
*Steve Shea - Yes.*

Andrea Hunt -66 Mann Lot  
Neighbor with child – use back door by A wing – some cement has ~~deteoriated~~deteriorated - -has this been secured?  
*Steve Shea - Yes*

Andrea Hunt - 66 Mann Lot  
Will entry have handicapped ramp at this location?  
*Steve Shea – no – other ramp is available elsewhere with access that wing.*

Andrea Hunt – 66 Mann Lot  
Is there a way to identify the site plans and permits pending legal issues? The site work being done now does it need a permit?  
*Steve Shea - Building inspector is aware of what is being done and has signed off.*

## **Public Safety Complex Project Update**

### **Discuss/Vote all Change Orders/ Requisitions**

- Discuss WSP Update: Kevin Kelly has the report and it will be looked at by the committee and decisions will be done at next meeting.
- Gutter bracket and gutter guards - Steve Kirby said first week of March weather permitting  
Duration – looking for timeline – waiting for answer. OPM Clerk from senior center project will stop by the site to review progress at the Safety Complex.
- HVAC – needs more discussion and balancing – several people have been in.
- Electrical relays – cells working properly in dispatch – the cells will be looked elsewhere.
- Power – National Grid is on site and IT is working on issues internally. DDD provided a quote for \$10,000 but still looking into it.

Mark Thompson – DPM -power controls and access controls where are we in this?  
*Steve Shea - we are waiting on final power review.*

## **Library Project Update**

## Discuss Outstanding Work issues:

- ADA Walkway - Steve Shea – part one complete – new plan has been received and dialogue with contractor to develop a quote. It will be reviewed and finalized. Nancy Holt asked if there is another contractor that could be involved.

Jennifer Kuhn – 20 Carrie Litchfield Rd.

Asked who did the Survey work – who performed – architect?

*Steve Shea - Oden was the architect and found that field conditions were different.*

Jennifer Kuhn - 20 Carrie Litchfield Rd

There is no crosswalk in front of library.

*Steve Shea - this would be a DPW item as it was not included in contract. New sidewalk will be done and this will be done after sidewalk is installed.*

- Lower Level HVAC Concrete Work
  - This is done and curing.

## Old Business:

NONE

**Adjournment -- motion to adjourn at 8:30 pm seconded by Ed d. All were in favor.  
No mention of next meeting date and time.**

**Respectfully submitted,**

**Jane Frank**

