

**TOWN OF SCITUATE, MASSACHUSETTS  
PUBLIC BUILDING COMMISSION**



**MEETING MINUTES  
Public Building Commission  
Tuesday, December 15, 2020  
Selectmen's Hearing Room  
Town Hall  
7:00 pm**

*Meeting conducted pursuant to the March 12, 2020 modifications to the Open Meeting Law made by Governor Baker pursuant to the state of emergency due to COVID-19. This meeting was live broadcast by SCTV.*

**Commission Members Present:** Stephen Shea; Chairperson, Joe Annese

**Also, in Attendance:** Michelle, Briana; SCTV

**Remote Participants:** Larry Guilmette, John Miller; User Member, Alicia Anthony; Recording Secretary, Steve Kirby; Vertex (OPM), Linda Hayes; User Member, Carl Campagna, Stephanie Holland, Michael Minchello; Director of Information Technology, Rachel Young; BH+A, Kevin Kelly; Facilities Director

**Commission Members Absent:** N/A

**Mr. Shea asked all members to identify themselves participating remotely.**

**Commence Meeting:**

- **Mr. Shea called the meeting to order at 7:01 p.m.**
- **Mr. Shea asked the committee to review the December 1, 2020 minutes. He made a motion to accept the minutes as written, which was seconded by Larry Guilmette, and voted majority in favor (7-0) to accept the minutes as written by roll call vote; UNANIMOUS.**

**Discuss The Senior Center Project:**

- **Project Update**  
\*Mr. Kirby started off with the photo documentation.

Mr. Kirby then said that currently at the Senior Center they are still monitoring the water infiltration. He reported that the siding is still on going, as well as the first and second floor painting, finished carpentry. Windows are being sealed with caulking, and the interior doors were delivered today. Ceiling tiles and kitchen tiling is continuing. The elevator installation is complete except testing and inspection. He said that the MEPFP's are ongoing with their finishes. The sidewalk and flag pole concrete pours are complete and the pedestrian path from the First Parish sidewalk has been reestablished. Mr. Kirby then informed the board that there was a flood in the B Wing after the last heavy rain storm. It is suspected that this is because there was a silt sack in the catch base adjacent to it that probably couldn't take that volume of water. Mr. Kirby also told the board that the transformer was still not set by National Grid but he got word today that it is on the schedule for January 4<sup>th</sup>. He then said that schedule wise that isn't good as it won't leave them enough time to pull their secondary wires in. It was asked if it could be done in advance to which National Grid said no. It was agreed that there wasn't much that could be done about this delay.

- **Project Schedule**

Due to the delay with National Grid, there will be additional delays in the project. As mentioned above, there is nothing that can be done to refrain this from happening.

- **AV Scope**

Mr. Kirby reminded the board of the dispute regarding the AV Scope he had mentioned at the previous meeting. It has been decided to put a package out to bid regardless of how things end up. Rachel Young from BH+A and Linda Hayes were scheduled to meet to begin this so that they could get moving on this. Mr. Minchello asked for specs to be shared with him so that he can know what his department will be supporting.

Bid package is due to be sent out tomorrow as long as the edits are made in time by the BH+A.

- **Signage (Rachel)**

Ms. Young started off by saying that in January she is scheduled to meet with The Planning Board and will be sending the drawings over to them next week. This will be to move forward with the signage placement that had already been proposed at the last meeting.

- **FFE Update (Linda)**

Ms. Hayes reported that FF&E was finalized, approved and submitted by ORI last week. There were no quantity or style changes reflected on this. She said as far as they know it is on schedule. Ms. Hayes was able to keep the gym equipment portion under \$10,000.

**Mr. Shea made a motion to approve an order for Matrix Gym equipment to include a treadmill, an elliptical, a hybrid bicycle, and a rower in the amount of \$9,996.00, which is inclusive of shipping and installation, which was seconded by Carl Campagna and voted majority in favor (7-0) by roll call vote; UNANIMOUS.**

- **IT Scope (Michael Minchello)**

Mr. Minchello attended tonight's meeting to discuss some purchase orders for IT equipment. He started off by saying that technology is his division and he has eight invoices to get approved this evening.

**Mr. Shea made a motion to approve eight PO's for furnishing the IT systems at the new Senior Center inclusive of;**

1. **Fiber Installation**
2. **Computers and Equipment**
3. **Networking Equipment**
4. **Phone Systems and Equipment**
5. **Cabling and Miscellaneous**
6. **Firewall Equipment**
7. **Two Desktop Multifunction Printers**
8. **Singular, Stand Alone Multifunction Printer**

**totaling the amount of \$62,552.96, which was seconded by Stephanie Holland and voted all in favor (7-0) by roll call vote; UNANIMOUS.**

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

Mr. Kirby brought to the board's attention the need for application for payment #11 for Delphi Construction for work performed through November 30<sup>th</sup> in the amount of \$951,244.80 which was signed off on and received today, and bring the project to a little over 77% complete for work associated with The Senior Center (concrete, masonry, carpentry, siding, insulation, firestopping, water proofing, drywall, ceilings, flooring, painting, building specialties, elevator, plumbing, HVAC, electrical site work, fencing and landscaping) and for work associated with The Recreation Center (site work, masonry, miscellaneous metals, steel, framing, dry wall, elevator, plumbing, electrical); and general conditions and change orders.

**Mr. Shea made a motion to approve application for payment #11 from Delphi Construction Company for services rendered through November 30<sup>th</sup> 2020 for miscellaneous services mentioned above by Steve Kirby from Vertex in the amount of \$951,244.80, which was seconded by Joe Annese and voted all in favor (7-0) by roll call vote; UNANIMOUS.**

Mr. Kirby provided information to the board on a Vertex invoice #138242, for services through the month of November in the amount of \$25,658.72, which also includes a small HVAC invoice.

**Mr. Shea made a motion to approve invoice #138242 from Vertex for services rendered through November 30<sup>th</sup> in the amount of \$35,658.72, which was seconded by Larry Guilmette and voted all in favor (7-0) by roll call vote; UNANIMOUS.**

Mr. Kirby then shared with Mr. Shea that the funding for Fire Station #4 was approved tonight and that project is going to be forwarded to PBC.

**Public Safety Complex Project Update:**

- **Discuss EOC HVAC (Kevin Kelly)**

Mr. Kelly stated that he spoke with National Grid this week and they are lining up people to come out and it look at it.

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

None to discuss.

**Library Project Update:**

- **Discuss Generator Options (Kevin Kelly)**

Mr. Kelly stated that there has finally been a little movement here thanks to the help of committee member, Joe Annese. Reviewed scopes and specs and came up with some very good questions, which Mr. Kelly reached out to Mr. Constantini for answers to. Mr. Annese has offered to participate in a conference call to discuss these questions if Mr. Constantini will agree.

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

None to discuss.

**Old/New Business:**

- **Review any Open Old/New Business Items**

Mr. Annese asked Mr. Shea how the town decided which projects went to the PBC to which Mr. Shea explained that each department differed.

**Adjournment:**

**Mr. Shea made a motion to adjourn the meeting at 8:36 which was seconded by Carl Campagna and voted all in favor (7-0) by roll call vote; UNANIMOUS.**