**TOWN OF SCITUATE, MASSACHUSETTS**

**PUBLIC BUILDING COMMISSION**



M**EETING MINUTES**

**Public Building Commission**

**Tuesday, January 26, 2021**

**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,

**Also, in Attendance:** Andrew; SCTV, Nancy Holt; Finance Director

**Remote Participants:** Carl Campagna, Steve Kirby; Vertex (OPM), Linda Hayes: User Member, Joe Annese, Alicia Anthony; Recording Secretary, Larry Guilmette,

John Miller; User Member, Rachel Young; BH+A, Kevin Kelly; Facilities Director

John Bologna; Coastal Engineering, Stephanie Holland, Chief Murphy

**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 7:02 p.m.**
* **Mr. Shea asked the committee to review the December 15, 2020 minutes. He made a motion to accept the minutes as written, which was seconded by Stephanie Holland, and voted majority in favor (7-0) to accept the minutes as written by roll call vote; UNANIMOUS.**

 **Roll Call Vote:**

**Steve Shea (yes)**

**Carl Campagna (yes)**

**Linda Hayes (yes)**

**John Miller (yes)**

**Stephanie Holland (yes)**

**Joe Annese (yes)**

**Larry Guilmette (yes)**

**Senior Center Project:**

* **Project Update**

Mr. Kirby updated the board on how the Senior Center Project was progressing. He stated that the siding instillation, thin brick instillation, interior painting on both first and second floors, and the finished carpentry are still on going. Mr. Kirby then informed the board that the acoustical ceiling is complete but some tiles are open for access to some of the trades. He also said that the ceramic tile is complete as well. They are now perusing an issue with the Bathroom wall tile at both The Senior Center and The Recreational Center. Mr. Kirby also said that the elevator instillation is complete and once the elevator phone and alarms are put in, the state testing and inspection can be scheduled. He went on to say that HVAC, electrical, plumbing, and fire protection subs are all working on their finishes and prepping inspections. These are tentatively scheduled for next week with local inspectors. Mr. Kirby then said that the concrete sidewalks are being finished up and they’ll put blankets over them so the concrete doesn’t freeze. He then informed the board that National Grid turned the power on last Wednesday. Furcular on the East Side patio has been installed and the bocce court has been started. Mr. Kirby then followed up on the water infiltration issues and stated that there are still some areas that are waiting on some backed up weather stripping materials to be installed. He said that once these are in, they will call the commissioning agent back to do the spray test on the doors as he believes the building’s exterior will be weather tight. Mr. Campagna asked if there was a temp range for mortar and if so was it being followed. Mr. Kirby answered him saying that both the ambient and substrate temperatures have to be adequate, and assured him that they are heating when the temps go low.

Mr. Kirby then moved on to report updates on the Recreational Center. He said that the elevator installation has been on going and they were waiting for the contractor to wrap up to be able to call in for a state inspection. The HVAC, electrical and plumbing work is down to their finishes. He said that the building hardware is currently being installed. The painting is being completed. The tile work is done but there is the same issue with the wall tile as at The Senior Center. The acoustical ceiling tile is in. He said the toilet petitions have been installed at both buildings. Mr. Kirby reported that the ramp and front stairs have been poured and they are now prepping for the sidewalk surrounds. He said that work on the canopy roof has also been done. Mr. Shea asked if the cause of the leak was ever found at The Recreational Center and Mr. Kirby replied that it has not but they do check in after each storm we have.

\*Mr. Kirby then presented photo documentation.

* **Project Schedule**

Mr. Kirby acknowledged that the original scheduled date of completion was January 15th. He then said that due to delays and changes that date is now looking like sometime in mid-February. The scheduled date for furniture to arrive at the building is February 22nd.

* **AV Scope**

Ms. Young started off by informing the board that there were four bids submitted for the Audio Visual Scope. She said that they ranged from the lowest bid of $96,254 to the highest bid of $138,512. BH+A spoke with their AV Consultant (Pro AV) and they suggested accepting the lowest bid and informed Ms. Young that they know of this company, DGI Communications, and they would proceed. She said that this price is the only one to come in under the $100,000 that they budgeted for. Mr. Annese then asked how this was being paid for as he had thought this was already included in the original contract that the town expected to get. Mr. Kirby responded to this by saying that this was unfortunately not in the original bid from Griffin, which came in much lower than the other bids. The board spoke on the issue and decided it wasn’t worth arguing the miscommunication, although very much not expected, and to move forward with DGI Communications. The board discussed the cashflow and it was determined the AV scope would not be double charged. The scope was not included in original Griffin bid and there was savings bidding direct to vendors to complete work.

**Mr. Shea mad a motion to approve the scope of the AV work at The Senior Center to the low bidder of DGI Communications with alternatives one through three, in the amount of $96,254.16, and this was seconded by Carl Campagna and voted all in favor (7-0) by roll call vote; UNANIMOUS.**

 **Roll Call Vote:**

**Steve Shea (yes)**

**Carl Campagna (yes)**

**Linda Hayes (yes)**

**John Miller (yes)**

**Stephanie Holland (yes)**

**Joe Annese (yes)**

**Larry Guilmette (yes)**

* **Utilities Update**

Mr. Kirby started off by saying that the power is on and the gas is next. He said that the gas meter is already there and they have tied in the generator. The startup of the generator is scheduled for tomorrow. Mr. Kirby ended up saying that they have a schedule for the copper telephone lines and that utilities are pretty much all set at this point.

* **FFE Update (Linda)**

Ms. Hayes started off by saying that there were no significant changes or updates. She brought up the change of the date of delivery for the furnishings as Mr. Kirby had mentioned earlier. Ms. Hayes said she and Ms. Young are scheduled to meet with a kitchen consultant on Friday to pick out kitchen small ware. She did take some of the kitchenware that the woman from Widows Walk as the woman was dismantling.

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

Mr. Kirby reminded the board that they had gone over Change Order #10 back in December but a signature was still needed at that time. This included PCO#19 R-1, which was a credit for lighting at the Senior Center, PCO# 47 R-1 which was a credit for work on the elevator hoist way, PCO# 71 R-1 for changing The Recreation Center’s single half bath on the second floor to a janitor’s closet, and PCO# 79 for adding snow guards to the roof to protect the generator. This totaled a credit of $6,579.94.

**Mr. Shea Made a motion to approve Change Order #10 to Delphi Construction conclusive of PCO# R-19 R-1, PCO#47 R-1, PCO# 71 R-1, and PCO# 79, in the amount of a credit of $6,579.94, this was seconded by John Miller and voted all in favor (7-0) by roll call vote; UNANIMOUS.**

 **Roll Call Vote:**

**Steve Shea (yes)**

**Carl Campagna (yes)**

**Linda Hayes (yes)**

**John Miller (yes)**

**Stephanie Holland (yes)**

**Joe Annese (yes)**

**Larry Guilmette (yes)**

Next, Mr. Kirby brought to attention application for payment to Delphi Construction, Requisition #12 for the month of December in the amount of $1,069,217.27, which brings them to 88% completion. This was certified by the architect and has costs associated with numerous jobs at both The Senior Center and The Recreation Center.

**Mr. Shea made a motion to approve application for payment #12 to Delphi Construction for services rendered through December 31, 2020 for services associated with The Senior Center and Recreational Center, which was seconded by Carl Campagna and voted all in favor (7-0) by roll call vote; UNANIMOUS.**

 **Roll Call Vote:**

**Steve Shea (yes)**

**Carl Campagna (yes)**

**Linda Hayes (yes)**

**John Miller (yes)**

**Stephanie Holland (yes)**

**Joe Annese (yes)**

**Larry Guilmette (yes)**

The next invoice Mr. Kirby brought to attention was invoice #24873 for BH+A in the amount of 414,343.60. This brings them to 88% of construction administration. Invoice #24869 was also mentioned for amendment #6, for the spray testing work, in the amount of $3,860.vv.

**Mr. Shea made a motion to approve application for payment for invoice #24873 for BH+A’s monthly services rendered through November 30, 2020 in the amount of $14,343.60, and inclusive of invoice #24869, which was for 50% of window spray testing, in the amount of $3,850, bringing the total amount of the invoice to $18,193.60, which was seconded by Carl Campagna and voted all in favor (7-0) by roll call vote; UNANIMOUS.**

 **Roll Call Vote:**

**Steve Shea (yes)**

**Carl Campagna (yes)**

**Linda Hayes (yes)**

**John Miller (yes)**

**Stephanie Holland (yes)**

**Joe Annese (yes)**

**Larry Guilmette (yes)**

Lastly, Mr. Kirby brought up the Vertex Invoice #139782 for services rendered through the month of December in 2020, in the amount of $26,133.72, which was for onsite clerk work, project management and a small invoice from Commission on Aging.

**Mr. Shea made a motion to approve Vertex Engineering’s invoice for services rendered through the month of December, invoice #139782, in the amount of $26,133.72, which was seconded by Joe Annese and voted all in favor (7-0) by roll call vote; UNANIMOUS.**

 **Roll Call Vote:**

**Steve Shea (yes)**

**Carl Campagna (yes)**

**Linda Hayes (yes)**

**John Miller (yes)**

**Stephanie Holland (yes)**

**Joe Annese (yes)**

**Larry Guilmette (yes)**

**Humarock Fire Station #4:**

* **Project intro and key contacts**

The reconstruction of The Humarock Fire Station #4 is the newest project for the town that was voted on and approved by The Selectboard.

John Bologna of Coastal Engineering started by introducing himself and stated that he is happy to be getting the project going. He said that Coastal Engineering will be serving as the consultant and project manager until the project is complete. Although not on the call, he introduced Patrick Fitzgerald of Tower Construction who will be serving as the General Contractor. Mr. Bologna also made note Neil Duggan from The Town of Scituate who will be the OPM of this. The user members for the project will be Chief John Murphy and Captain Brian McGowan.

* **Project review to date**

Mr. Bologna said that Steve Kirby of Vertex Engineering had provided him with an outline to follow and he was able to get that distributed this morning. He then said the estimated start of the project will be in April and they’ll begin the pre fab building parts of the project. Mr. Bologna reported that most of the documents are stamped and ready to go other than a couple of confirmations he’s waiting on.

* **Project Schedule**

The start of the project is estimated to begin in April. At that time the firefighters will relocate to 3rd Station for a rate of $50/day and be housed there during the project. An onsite temporary structure will be built to house the pumper. The pre fab building will also begin at this time. The targeted date of completion at this time is mid-September.

* **Board discuss support structure and contacts (Steve Shea)**

Mr. Shea asked the board how everyone felt with Joe Annese taking on a support role in this project. All agreed that this would be helpful.

**Mr. Shea made a motion to have Joe Annese take a support roll in The Humarock Fire Station #4 project for the duration of the project and reporting all important information back to the Public Buildings Commission, which was seconded by Carl Campagna and voted all in favor (6-0) by roll call vote; UNANIMOUS.**

 **Roll Call Vote:**

 **Larry Guilmette (yes)**

 **Stephanie Holland (yes)**

 **Joe Annese (yes)**

 **Chief Murphy (yes)**

 **Stephen Shea (yes)**

 **Carl Campagna (yes)**

**Public Safety Complex Project Update:**

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

Mr. Kelly said he is scheduled to meet next week with the engineer on a revised proposal. This meeting is due to him going back to the engineer after the original proposal was bid at $4,500 did not include heating.

**Mr. Shea made a motion to approve a proposal from Garcia, Glucas and DeSouza Engineering not to exceed $6,000 for an engineering review and design development for supplemental heating and cooling to the EOC Room at the Public Safety Complex to satisfy all weather conditions, which was seconded by Carl Campagna and voted all in favor (7-0) by roll call vote; UNANIMOUS.**

 **Roll Call Vote:**

 **Joe Annese (yes)**

**Larry Guilmette (yes)**

**Stephanie Holland (yes)**

**Chief Murphy (yes)**

**Stephen Shea (yes)**

**Carl Campagna (yes)**

Mr. Kelly noted that they have found an issue in the building’s water and they are now looking in to a filtration system. He said the flooring in the dispatch area is severely compromised already. He also said that they never finished the K9 portion of the project and they are now looking at options to handle this. A locker issue has also come up for the Police Department in the female locker room. Mr. Shea sees the need for these projects but he reminded Mr. Kelly that the HVAC work was already agreed to be the end of the project.

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

**Mr. Shea brought to attention an old invoice and made a motion to approve this invoice from Greenwood Industries for the replacement and refabricating of The Public Safety Complex’s gutter brackets in the amount of $13,262, which was seconded by Carl Campagna and voted majority in favor (5-1-0) by roll call vote.**

 **Roll Call Vote:**

 **Larry (yes)**

 **Joe (abstain)**

 **Stephanie (yes)**

 **Carl (yes)**

 **Chief Murphy (yes)**

 **Stephen Shea (yes)**

**Library Project Update:**

* **Discuss generator options (Kevin Kelly)**

Mr. Kelly informed the board that he still doesn’t have a final proposal on the Diesel Generator proposal. He said that they library has also been getting water in the basement the last three rain storms and these are all in new areas than they’ve never taken before. He spoke with the new building next door and they will do some trial and error experiments but he ultimately feels they will need to add to the gutters on the front and back side of the building. Mr. Shea sees the need for these repairs but he reminded Mr. Kelly that the project punch list was completed and it was already agreed the generator to be the end of the project.

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

None at this time.

**Old / New Business:**

* **Review any open old/new business items**
* Plan to vote on 2021 meeting dates.
* Check in on a possible walk through for just the board at The new Senior Center.

**Mr. Shea made a motion to adjourn the meeting at 8:55 p.m., which was seconded by Stephanie Holland,and voted all in favor (5-0) by roll call vote; UNANIMOUS.**

 **Roll Call Vote:**

 **Carl Campagna (yes)**

**Joe Annese (yes)**

**Larry Guilmette (yes)**

**Stephanie Holland (yes)**

**Stephen Shea (yes)**