

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



**MEETING MINUTES
Public Building Commission
Tuesday, March 16, 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: Chairperson; Stephen Shea

Also, in Attendance: Finance Director; Nancy Holt, SCTV Staff Member

Remote Participants: Recording Secretary; Alicia Anthony, Chief John Murphy from Scituate Fire Department, Larry Guilmette, Carl Campagna, Planning Board Liaison; Bob MacLean, Scituate Senior Center/PBC User Member; Linda Hayes, Joe Annese, Vertex (OPM); Steve Kirby, Stephanie Holland, Deputy Chief Al Elliot of Scituate Fire Department, User Member; John Miller, Facilities Director; Kevin Kelly, John Bologna/Coastal Engineering, Chief Brian McGowan from Scituate Fire Department

Commission Members Absent: N/A

Mr. Shea took a roll call of all participating remotely.

Commence Meeting:

- **Mr. Shea called the meeting to order at 7:01 p.m.**
- **Mr. Shea asked the committee to review the February 16, 2021 minutes. He made a motion to accept the minutes as written, which was seconded by Carl Campagna, and voted all in favor (6-0) to accept the minutes as written by roll call vote; UNANIMOUS.**

Roll Call Vote:

-Stephen Shea (yes)

-Carl Campagna (yes)
Linda Hayes (yes)
Joe Annese (yes)
Larry Guilmette (yes)
John Miller (yes)
Stephanie Holland (yes)

Senior Center Project:

- **Project Update and Project Schedule**

Project Manager, Steve Kirby updated the board on the progress of The Senior Center Project. He reported that the Certificate of Substantial Completion is going to be dated February 22, 2021. Mr. Kirby said that the staff moved in to the new building on March 4th and in the meantime the interior punch list is being worked on and the exterior punch list is still being developed. Mr. Kirby stated that the AV contractor has started his work and the landscaping is still weather permitting but estimated to be complete by the beginning of April. He also mentioned that Delphi is conducting training sessions with the various trades on site. Each trade has started to post O&M's and Closeout Documentation on Pro-Core through Delphi. Mr. Kirby said that phase one of the furniture has been installed. He then reported that a loud noise on the roof is being handled by the HVAC subcontractor and will be made 100%. Mr. Kirby informed the board that the issues with the parking lot lights from neighbors complaining of timing and glare issues is also being worked out. The lights will continue operating from 6 p.m. until 9 p.m. and are supposed to be on a motion sensor after 9 as this is a Planning Board requirement.

Mr. Kirby also gave a quick up date on the progress of the Recreation Center reporting that the elevator inspection passed and the Scituate Fire Department signed off on the building this afternoon. The goal is to get staff in to occupy the building at the beginning of the week but the punch list still has to be done. Mr. Kirby informed the board that they will not be using the parking lot on the gym side as of now as it will be used for the landscapers.

*Photo documentation presented by Mr. Kirby.

- **Discuss Submitted Questions**

1. Will the meeting be on FaceBook Live?
No, they are broadcasted on SCTV.
2. What was the alarm that was going off this weekend?
It was probably the ERV. Mr. Kirby got the notification the next morning and had the contractor go over and physically shut it off.
3. Where are the January Meeting Minutes?
They have been posted to the Public Building Commission's page on The Town of Scituate's website since this question was submitted.
4. When will the site fencing be removed?
When the landscaping is complete, which is weather dependent.
5. Will the leaves and debris around the building be cleaned up?
This will be done with the landscaping work.

6. Another question on the lights at The Senior Center.

Linda Hayes is working on learning the lights of the new building and doing her best to make sure all lights not on sensors are turned off as she leaves for the night.

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

Mr. Kirby presented Change Order #11, which contains twelve PCO's, and totals \$4,312.84.

- PCO-10R3 for low voltage revisions requested by the owner and The Town of Scituate IT Department, totaling a credit of \$8,800.11.
- PCO-83 for revisions to the lettering on exterior signage totaling a credit of \$657.96.
- PCO-86 to add a roof ledger on the knee wall adjacent to the condensing units totaling \$2,592.07.
- PCO 88 to add door ID signage to all exterior doors per the Fire Dept totaling \$433.80
- PCO-89/Bulletin92 to change the Fire Department connection to a "Storz" connection totaling \$334.16.
- PCO-90 to replace some unsuitable soils that were discovered at the sidewalk which totaled \$2,964.00.
- PCO-91 for a revision to a door at The Recreation Center's Women's Room Bathroom which totaled \$1,314.08.
- PCO-92/Bulletin 90 to add a sycamore tree as requested by The Planning Board to replace the tree that had been cut down by the gym. This totaled \$1,132.16.
- PCO-99/Bulletin 97 to add a power strip at The Senior Center's Reception desk which totaled \$1,185.41.
- PCO-100/Bulletin 101 for adding a beacon to the outside of the building to indicate the fire alarm is activated as requested by The Scituate Fire Department which totaled \$1,322.41,
- PCO-103 to add an outlet for the treadmill in the cardio room as it required a dedicated circuit which totaled \$602.12
- PCO-108 to add a twist block point in the IT closet as requested by IT Director, Michael Minchello, totaling \$1,890.70

Mr. Shea made a motion to approve Delphi's Change Order #11, inclusive of PCO Numbers 10-R3, 83, 86, 88, 89, 90, 91, 92, 99, 100, 103 and 108 in the amount of \$4,312.84, which was seconded by Joe Annese and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

Stephen Shea (yes)

Carl Campagna (yes)

Linda Hayes (yes)

Joe Annese (yes)

Larry Guilmette (yes)

Stephanie Holland (yes)
John Miller (yes)

Mr. Kirby presented Application for Payment #14 from Delphi Construction in the amount of \$319,464.44, bringing them to 97 percent complete in the project and certified by the architect. This invoice includes concrete masonry, missed metals, carpentry, siding, fire stopping, water proofing, roofing, glazing, overhead doors, drywall, tiles, acoustical tiles, resilient flooring, carpet, painting, building specialties, food service equipment, elevator, MEPFP, site work and landscaping at The Senior Center. It also includes work at The Recreation Center for costs associated with demolition, misc. metals, carpentry, waterproofing, roofing, door, resilient flooring, painting, elevator, MEPFP, general conditions and change orders.

Mr. Shea made a motion to approve Delphi Construction's application for payment #14 to for services through February 28, 2021 in the amount of \$319,464.44, which was seconded by Carl Campagna and voted all in favor (7-0); UNANIMOUS.

Roll Call Vote:

Stephen Shea (yes)
Carl Campagna (yes)
Linda Hayes (yes)
Joe Annese (yes)
Larry Guilmette (yes)
Stephanie Holland (yes)
John Miller (yes)

Mr. Kirby then presented a Vertex invoice #144580 for the month of February in the amount of \$28,572.17 for costs associated with project management, clerical work services, a Fitzmeyer & Tocci commissioning invoice and miscellaneous building materials.

Mr. Shea made a motion to approve Vertex invoice #144580 for services rendered through the month of February in the amount of \$28,572.17, which was seconded by Larry Guilmette, and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

John Miller (yes)
Stephanie Holland (yes)
Larry Guilmette (yes)
Joe Annese (yes)
Linda Hayes (yes)
Carl Campagna (yes)
Stephen Shea (yes)

Mr. Shea went through AV invoices:

- He first presented Ayat Technology Solutions purchase order for two net switches and fiber access points in the amount of \$22,970.74.

Mr. Shea made a motion to approve Purchase Order #2102187 for net switches, fiber access points and 13 axel points in the amount of \$22,970.74,

which was seconded by Joe Annese and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

Stephen Shea (yes)

Carl Campagna (yes)

Linda Hayes (yes)

Joe Annese (yes)

Larry Guilmette (yes)

Stephanie Holland (yes)

John Miller (yes)

- Mr. Shea presented purchase order for fiber installation to get the building on to the town's municipal fiber network in the amount of \$5,662.22.

Mr. Shea made a motion to approve Purchase Order #2105181 to connect the new Senior Center Building to the town's municipal fiber network in the amount of \$5,662.22 which was seconded by Carl Campagna and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

John Miller (yes)

Stephanie Holland (yes)

Larry Guilmette (yes)

Joe Annese (yes)

Linda Hayes (yes)

Carl Campagna (yes)

Stephen Shea (yes)

- Mr. Shea next presented a purchase order for the protection firewall for the network in the amount of \$1,115.83.

Mr. She made a motion to approve Purchase Order #2105182 for the protection firewall for the Council on Aging in the amount of \$1,115.83 which was seconded by Joe Annese and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

John Miller (yes)

Stephanie Holland (yes)

Larry Guilmette (yes)

Joe Annese (yes)

Linda Hayes (yes)

Carl Campagna (yes)

Stephen Shea (yes)

- Mr. Shea presented a purchase order for network cabling power distribution units, surge protectors and some miscellaneous parts in the amount of \$869.73.

Mr. Shea made a motion to approve Purchase Order #2105183 for cabling power distribution units, surge protectors and miscellaneous parts in the

amount of \$869.73 which was seconded by Carl Campagna and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

John Miller (yes)

Stephanie Holland (yes)

Larry Guilmette (yes)

Joe Annese (yes)

Linda Hayes (yes)

Carl Campagna (yes)

Stephen Shea (yes)

- Mr. Shea then presented a purchase order for the Voice Over IP Phone System and licenses in the amount of \$9,818.86.

Mr. Shea made a motion to approve Purchase Order #2105179 for the phone system and licenses in the amount of \$9,818.86 which was seconded by Stephanie Holland and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

Larry Guilmette (yes)

John Miller (yes)

Stephanie Holland (yes)

Joe Annese (yes)

Linda Hayes (yes)

Carl Campagna (yes)

Stephen Shea (yes)

- Mr. Shea presented a purchase order for Burkhardt Brothers Moving, who provided moving services from the old Senior Center to the new, in the amount of \$1,209.

Mr. Shea made a motion to approve Purchase Order #2107642 to Burkhardt Brothers Moving for moving expenses from the old building to the new in the amount of \$1,209.00, which was seconded by Carl Campagna and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

John Miller (yes)

Stephanie Holland (yes)

Larry Guilmette (yes)

Joe Annese (yes)

Linda Hayes (yes)

Carl Campagna (yes)

Stephen Shea (yes)

- Mr. Shea presented a purchase order from Home Depot for cleaning supplies and miscellaneous items that Kevin Kelly purchased for the bathrooms in the amount of \$1,510.65.

Mr. Shea made a motion to approve Purchase Order #2107655 to Home Depot for miscellaneous cleaning supplies and toiletries for The Council on Aging in the amount of \$1,510.65 which was seconded by Carl Campagna and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

Stephen Shea (yes)

Carl Campagna (yes)

Linda Hayes (yes)

Joe Annese (yes)

Larry Guilmette (yes)

Stephanie Holland (yes)

John Miller (yes)

Humarock Fire Station #4:

- **Project Review to Date**

Mr. John Bologna of Coastal Engineering informed the board that the project is moving right along and that they're starting to meet weekly with Tower Construction. He stated that as of now things are on schedule to start work on April 5th, although they're still waiting on the building permit. The plan is to move the staff out the weekend of April 3rd in anticipation to start demolition. Mr. Bologna stated that the contractors have submitted some shop drawings, RFI's, a scheduled value and a draft construction schedule that he has been processing those as they've come in. He then said that Tower Construction reported back with offsetting the cost or substituting hardy siding with the sheet metal siding that is currently shown. Tower Construction is looking for another vendor at this time for the pre-engineered Barghman Building has backed out. This way, the hardy pine, party plant and the asphalt shingles will be able to be done at both buildings at no additional cost.

Mr. Bologna then informed the board of a discrepancy on building plans in the dorm building. He went on to say that in both dorm rooms there are twin double hung windows but in the back window it's a little shorter due to the handicap ramp outside of it making it unable to open wide. A certain size is needed in a sleeping window to be up to code. He has made a spreadsheet of prices that have come in and reported that Briggs was the most favorable in pricing of all companies. Mr. Bologna feels keeping the windows symmetrical would be best architecturally. The final cost difference is about \$100. Mr. Bologna also reported about the contracting of the engineering company for materials testing for Chapter 17 Building code. They are still waiting on the ground breaking until they meet with The Conservation Commission at their Pre-Construction Site Meeting.

Mr. Shea asked Mr. Bologna to put change orders together for the siding and the roofing, the new size window(s), the HVAC commissioning and the change in contractor. An off-cycle meeting will be scheduled to discuss these prior to the April 16th scheduled meeting.

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

Mr. Shea shared with the board Purchase Order #2106827 from Coastal Engineering for monthly services in the amount of \$5,000.

Mr. Shea made a motion to approve Purchase Order #2106827 to Coastal Engineering for services rendered through February 28, 2021 in the amount of \$5,000, which was seconded by Larry Guilmette and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

Stephanie Holland (yes)

Larry Guilmette (yes)

Joe Annese (yes)

Carl Campagna (yes)

Chief John Murphy (yes)

Stephen Shea (yes)

Captain Brian McGraw (yes)

Mr. Shea shared a small Vertex invoice for services rendered between December 27th and January 30th in the amount of \$525.

Mr. Shea made a motion to approve Purchase Order #21067645 to Vertex Companies for OPM pre-planning services at the Humarock Fire Station between December 27, 2020 and January 30, 2021, in the amount of \$525.00 which was seconded by Carl Campagna and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

Stephanie Holland (yes)

Larry Guilmette (yes)

Joe Annese (yes)

Carl Campagna (yes)

Chief John Murphy (yes)

Stephen Shea (yes)

Captain Brian McGowan (yes)

Public Safety Complex Project Update:

- **Discuss EOC HVAC**

Mr. Kelly updated the board that he had met with and reviewed the project with GGD Engineers. They are working on a design proposal and should have it to him soon.

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

None to discuss.

Library Project Update:

- **Discuss Generator Options**

Mr. Kelly said that he has Mr. Constantini implementing the changes discussed to the proposal, Sean McCarthy working on a land survey and the gas company looking into if there is even enough gas on the street to do a gas generator before continuing to move forward with a diesel generator.

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

None to discuss.

Old / New Business:

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

None to review. An off-cycle meeting will be schedule prior to the next scheduled meeting to discuss change orders for the Humarock Fire Station.

Mr. Shea made a motion to adjourn the meeting at 8:34 p.m., which was seconded by Carl Campagna and voted all in favor (5-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

Stephanie Holland (yes)

Larry Guilmette (yes)

Joe Annese (yes)

Carl Campagna (yes)

Stephen Shea (yes)