

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



**MEETING MINUTES
Public Building Commission
Thursday, April 15, 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. Please submit questions and comments for the PBC direct to the Town Hall.

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

Commission Members Absent: n/a

Chairperson Shea took a roll call of all participating remotely.

Commence Meeting:

- **Chairperson Shea called the meeting to order at 7:03 p.m.**
- **Chairperson Shea asked the committee to review the April 1, 2021 minutes. He made a motion to accept the minutes as written, which was seconded by Carl Campagna, and voted all in favor (7-0-1) to accept the minutes as written by roll call vote; UNANIMOUS.**

Roll Call Vote:

Stephanie Holland (abstained as not present at the 4/1 meeting)

Stephen Shea (yes)
Carl Campagna (yes)
Linda Hayes (yes)
Joe Annese (yes)
Larry Guilmette (yes)
John Miller (yes)
Al Elliot (yes)

Senior Center Project:

- **Project Update**

Steve Kirby updated the board on the progress of The Senior Center Project. He started off by saying that the contractors are currently performing punch lists for the interior, exterior, roof, mechanical, electrical, plumbing, fire protection, civil and landscaping of the building. He also said that they have started checking off some of the back punch for the interior of The Senior Center. Mr. Kirby said it is primarily the landscapers on site now. They have gotten several plants and trees planted as well as some initial hydro seeding. He said that the tile issue that the board has discussed at past meetings has had repairs on the kitchen quarry tile. Mr. Kirby said the tile for the repairs needed in the toilet rooms is not due in until May. He went on to say that the parking lot and the main entry was opened up this week. Mr. Kirby said that the electrical contractor provided lighting control training and all training is ongoing for staff, including the IT Low Voltage Training coming up in a couple of weeks. He said that The IT Department has been there setting up computers. Mr. Kirby said he also met with the police chief to review the exterior lighting and how it effects the exterior security cameras ability to record around the building. A test program was initiated for the exterior building lights themselves (not the light poles) going on and moved the turn on time up to seven o'clock each night now that it is staying lighter out, and turning back off at six o'clock each morning. Camera images will be evaluated after a couple of weeks on this schedule to determine how to move forward.

Mr. Campagna asked Mr. Kirby if these security cameras had the ability to function in low level light. Mr. Kirby responded saying that the cameras function in many different levels of light but with it being completely dark photos wouldn't be clear.

Ms. Holland asked if the parking lot lights were dimmable or just on/off type. Mr. Kirby explained that the lights are completely on until nine p.m., after that a motion sensor activates to illuminate the light at a lower illumination. This feature has not yet been set up but will get done. He is working with the vendors and architects to validate product and operations.

Chairperson Shea then asked how they made out with the mortar color getting squared away. Mr. Kirby stated that what the mason did was reviewed this week and the architect has brought photos back to review with senior staff, so the issue isn't completely resolved.

Chairperson Shea then asked if the ERV on the roof was fixed yet. Mr. Kirby stated that he thinks they are coming out on the 23rd install and then have re-balanced and get a final commission.

Chairperson Shea asked if the spray testing had been done yet to which Mr. Kirby replied that its ready to go but is scheduled for two weeks out to be done by BEA.

Chairperson Shea then asked if there was an update on the possibility of the horizontal generator exhaust stack, to which Mr. Kirby stated that there was not an update as of yet. Mr. Campagna asked Mr. Kirby about the small islands at the main entrance of the building concrete cracked and broken up and curb not up very high. Mr. Kirby said that these islands were added to make this a right turn only with the installed signage. The curb was designed to be low for the use of emergency vehicles to get through. The item is on the civil punch list and will be addressed.

Mr. Annese then asked Mr. Kirby if there was a way to program the lights to adjust with daylight times. Mr. Kirby answered that these lights have that ability but require the hard stops per PB.

*Photo documentation was shared by Mr. Kirby.

- **Project Schedule**

Mr. Kirby said that the contractors seem to be trying to finalize things to wrap up the job. There are still some financial things to work through as well as the punch lists needing to be wrapped up.

- **Discuss Submitted Questions**

Chairperson Shea stated that there were many Hydroseeding Questions to be addressed but this portion of the project isn't complete yet and is a work in progress.

It was noticed that some of the plantings were dead. Mr. Kirby confirmed that the landscape architect is reviewing these and getting warranty replacements as needed but noted that there are two that look like they may come back.

How is the watering schedule going to work on landscaping? A valve, a backflow preventer and a meter have been requested from DPW by the contractor to attach to a hydrant, which has not had a response as of yet.

Why was the fence not removed from the rear of the property when the new fence was put up? Mr. Kirby stated that he believes the portion that was over lapped was done for security.

Pavement and Island questions were answered above, stating that they will be reworked and cleaned up.

A resident expressed concerns about scuffs in the new asphalt from a dumpsters and construction – Mr. Kirby stated that he has his own photos showing these as they did not protect from the dumpster wheels. Contractor will follow up with repairs as needed.

A resident mentioned an observation about water runoff running down the driveway. Mr. Kirby responded saying this is a good and the site grading is working as designed.

Outside lighting and lamp questions were decided to not be answered at tonight's meeting as this is still a work in progress.

It was noted that questions submitted late were not addressed this evening will be answered at the next PBC meeting.

- **Discuss AV Submittals & Change Orders**

DJI Communications Change Orders submitted by Director of IT, Mike Minchello;

- CO1-E, Ms. Hayes explained that this is for the dinky-link, coax cable and HDMI cable in the multipurpose room to allow audio visual throughout the room in the amount of \$1,049.57.

Mr. Shea made a motion to approve CO1-E to DGI Communications for AV functionality in the amount of \$1,049.57 which was seconded by Larry Guilmette and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

Linda Hayes (yes)

John Miller (yes)

Stephen Shea (yes)

Carl Campagna (yes)

Joe Annese (yes)

Stephanie Holland (yes)

Larry Guilmette (yes)

- CO2-E, Ms. Hayes stated that this is for the ethernet COMport which will connect to the wireless network in the amount of \$824.80.

Mr. Shea made a motion to approve CO2-E to DGI Communications for added ethernet capacity and COMports in the multipurpose room in the amount of \$824.80 which was seconded by Stephanie Holland and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

Larry Guilmette (yes)

Joe Annese (yes)

Carl Campagna (yes)

Stephen Shea (yes)

John Miller (yes)

Linda Hayes (yes)

Stephanie Holland (yes)

- CO3-E, Ms. Hayes stated that this is for the Apple TV unit in the multipurpose room and a dinky-link extended range kit with supporting cabling in the amount of \$1,303.72.

Mr. Shea made a motion to approve CO3-E to DGI Communications for Apple TVs, dinky-links, and associated cabling for multipurpose rooms #101 and #103 in the amount of \$1,303.72 which was seconded by Carl Campagna and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

Linda Hayes (yes)

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

- CO4-E, Ms. Hayes explained that this was for Apple TVs and associated cabling for three additional rooms in the amount of \$1,528.96.

Mr. Shea made a motion to approve CO4-E to DGI Communications for Apple TVs and associated cabling for the second-floor activity room #201, second floor program room #1-205, and the second-floor program room #2-210 in the amount of \$1,528.96 which was seconded by Joe Annese and voted all in favor (7-0) by roll call vote; UNANIMOUS.

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

-Ms. Hayes went over the kitchen small wares quotes. There is a need to bid the proposal out because it is over \$10,000. Linda said she could get the three quotes, or eliminate the larger items or outsource herself, not going through any distributors. She stated that she would speak with Chairperson Shea and Town of Scituate Finance Director, Nancy Holt on how to move forward prior to the next PBC meeting. The proposal will most likely be bid out and brought back to the board for revise when ready.

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

Mr. Kirby reviewed Delphi application for payment # 15. He explained to the board that the contractor has requested to change billing procedures to simplify things on their end for accounting. He has not approved due to inaccurate information. The board reviewed the application also and found the completion percentages inaccurate. The board would not accept the application. Mr. Kirby will continue to work with them and the board will vote on the finalized invoice at the next PBC meeting.

Mr. Kirby then presented Vertex invoice #0145366 for the month of March to the board totaling \$24,687.50 which is all Vertex services only, not to include any other vendor services.

Chairperson Shea made a motion to approve invoice #0145366 to Vertex Engineering for services rendered from February 28, 2021 to March 27, 2021 in the amount of \$24,687.50 which was seconded by Joe Annese and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:
Carl Campagna (yes)

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

Chairperson Stephen Shea then notified the board he was getting asked some questions from the town on invoices and the PO approval flow for The Senior Center Project. He stated that there have been some questions regarding the purchase orders being approved and clarified that this is budgeted money that has already been approved and the board is certifying that work is being done, by voting and signing virtually together.

Chairperson Shea then presented PO#2108408 from DGI Communications for general services for work that was approved previously, mostly consisting of AV build up for many of the rooms and the wiring and cabling for the project. The amount of the invoice is for \$96,254.14.

Chairperson Shea made a motion to approve invoice #2108408 to DGI Communications for general AV communications installation through the facility in the amount of \$96,254.14 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)
Linda Hayes (yes)
John Miller (yes)
Stephen Shea (yes)
Carl Campagna (yes)

Chairperson Shea then presented invoice #2105184 for GOV Connections for computers, docking stations and monitors for the building in the amount of \$12,857.80.

Chairperson Shea made a motion to approve invoice #2105184 for computers, docking stations and monitors for The Senior Center in the amount of \$12,857.80 which was seconded by Joe Annese and voted all in favor (7-0) by roll call vote; UNANIMOUS.

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

Next, Chairperson Shea presented an invoice for the police detail when the fiber was installed on the street, which was part of the IT package Director of IT, Mike Minchello had put together for the project.

Chairperson Shea made a motion to approve the invoice for PO #2108478 for police detail for the installation of the fiber to the facility in the amount of \$412.88 which was seconded by Larry Guilmette and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

Carl Campagna (yes)

Joe Annese (yes)

Stephanie Holland (yes)

Linda Hayes (yes)

John Miller (yes)

Stephen Shea (yes)

Larry Guilmette (yes)

Chairperson Shea then presented an invoice from Visual Edge for a desktop printer/scanner/copier unit, which was a part of the IT package that Director of IT, Mike Minchello had put together, in the amount of \$1,130.00.

Chairperson Shea made a motion to approve the invoice for PO #21005185 for the smaller Savon desktop printer/scanner/copier in the amount of \$1,130.00 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)

Linda Hayes (yes)

John Miller (yes)

Stephen Shea (yes)

Carl Campagna (yes)

Lastly, Chairperson Shea presented an invoice for the larger printer/scanner/copier multifunction unit in the building from Kenmark Office Systems in the amount of \$6,764.23.

Chairperson Shea made a motion to approve the invoice for PO #2105186 for Savon Multifunction Printer to Kenmark Office Services in the amount of \$6,764.23 which was seconded by Joe Annese and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

Carl Campagna (yes)

Larry Guilmette (yes)

Stephanie Holland (yes)

Linda Hayes (yes)

John Miller (yes)

Stephen Shea (yes)

Joe Annese (yes)

Ms. Hayes then stated that she would like the board to help decide on the location of the herb garden project that an Eagle Scout from Scituate High School has made and offered

The Senior Center, seeing as this is a brand-new building. It was decided to start by trying the unit in the back and move it if it's needing more sun.

Ms. Hayes then asked the board about supporting or attending a ribbon cutting ceremony on May 14th at 10 a.m. which has been approved by Town Administrator, Jim Boudreau as well as The Selectboard. Stephanie Holland offered to help Ms. Hayes with the invitations for this event.

Humarock Fire Station #4:

- **Project Review to Date**

Mr. John Bologna from Coastal Engineering updated the board showing pictures of the project currently. He said that the project is underway and all paperwork is up to date. The staff has officially been relocated and utilities have been cut off. Mr. Bologna stated that the contractor is cleaning up the site for the excavation to begin next week. The contractor plans to start the foundation work the following week. He mentioned that the material for compaction testing has been collected and is currently in the process as the contract with Briggs has been finalized. Mr. Bologna also said that the shop drawings, behind the scene work, processing of requests, and shop drawing submittal are all underway. It was noted that during demolition, the old cesspool was uncovered and is going to be abandoned as it no longer functioning and has no impact on the project. Schedule for the project looks good at this point and things are progressing nicely.

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

Mr. Bologna went over a standard monthly bill for Coastal Engineering, saying that it was broken up in to ten equal payments of \$5,000 to keep things simple.

Chairperson Shea made a motion to approve the invoice from Coastal Engineering for services rendered through March 31st in the amount of \$5,000 which was seconded by Joe Annese and voted all in favor (7-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

Carl Campagna (yes)

Larry Guilmette (yes)

Stephanie Holland (yes)

Stephen Shea (yes)

Captain Brian McGowan (yes)

Joe Annese (yes)

Deputy Al Elliot (yes)

Public Safety Complex Project Update:

- **Discuss EOC HVAC**

Chairperson Shea informed the board that Facilities Director, Kevin Kelly couldn't attend tonight's meeting. Chairperson Shea provided updates on his behalf. First, saying that Mr. Kelly has been working with GGG on the HVAC for the EOC and they now have

designs spec'ed out. An onsite meeting to review and finalize the plans is due to happen soon and then the proposal will come to the PBC.

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

None to discuss

Library Project Update:

- **Discuss Generator Options**

Chairperson Shea stated that Mr. Kelly said that he is getting slow but steady progress on design on this from the engineer to get it out for pricing.

Next, Chairperson Shea read a question from a Scituate Resident; Why are we installing the generator and why is it necessary? Chairman Shea's response to this was if there was ever a multi-day emergency where the library lost power, the building could freeze and cause damage and loss of irreplaceable items, going on to say that in his opinion the generator should've been included in the original plans.

It was noted by Mr. Guilmette that from his understanding the project did have a generator previously planned but it was value engineered out with all the overrides that occurred once construction started. We would just be going back to original design intent. Chairman Shea then answered another resident question, what is the budget of the generator, saying that this is still in the works as the mode of fuel will play a part in this decision.

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

None to discuss.

Old / New Business:

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

None to discuss.

Chairperson Shea made a motion to adjourn the meeting at 8:46 p.m. which was seconded by Carl Campagna and voted all in favor (5-0) by roll call vote; UNANIMOUS.

Roll Call Vote:

Larry Guilmette (yes)

Joe Annese (yes)

Carl Campagna (yes)

Stephanie Holland (yes)

Stephen Shea (yes)