

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



**MEETING MINUTES  
Public Building Commission  
Tuesday, May 4, 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; Andrew

**Remote Participants:** Recording Secretary; Alicia Anthony, Captain Brian McGowan from Scituate Fire Department, Chief John Murphy from Scituate Fire Department, Larry Guilmette, Carl Campagna, Scituate Senior Center/PBC User Member; Linda Hayes, Joe Annese, Stephanie Holland, Deputy Chief Al Elliot of Scituate Fire Department, User Member; John Miller, Facilities Director; Kevin Kelly, IT Director; Mike Minchello, SCTV Director; Seth Pfeiffer, Coastal Engineering; John Balogna, Vertex Executive Vice President; Jon Lemieux

Vertex (OPM); Steve Kirby

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

**Commence Meeting:**

- **Mr. Shea called the meeting to order at 7:03 p.m.**
- **It was decided to vote on the April 15, 2021 minutes at the next scheduled PBC meeting on May 18, 2021.**

**Discuss Meeting Format: Board:**

Chairperson Shea read The Open Meeting Law Complaint filed by Scituate Resident; Patricia Lambert. Ms. Lambert is requesting that the board post either a Zoom link or phone number for public participation during remote meetings. Chairperson Shea stated that the board's current format is in compliance. For the last year meetings have been recorded by SCTV and publicly

broadcasted. Residents have had the opportunity to submit all questions or comments to the town hall to be discussed at future meetings. There has not been any issues or complaints thus far but Chairperson Shea invited SCTV Director; Seth Pfeiffer to explore additional format options.

- **Discussion for Meeting Options, Seth Pfeiffer SCTV**

Mr. Pfeiffer started off by saying that The Public Building Commission is in compliance as the board is addressing the public's submitted questions and the meetings are being broadcasted on SCTV the following day. Seth discussed the public meeting formats the open meeting law covers and the difference between a public meeting and a public hearing. The PBC conducts public meetings there for public participation is not fully required. He said that the PBC is the only board that is currently meeting in this manner and he feels residents accustomed to seeing the meetings live might prefer this format. Mr. Pfeiffer discussed the different options for meeting in a way that the public can feel more involved and encouraged the board to add some type of video element to their meetings. Seth discussed that there may be more meeting guidance coming in August and he anticipates there will be more guidance for remote participation.

- **Board Discussion, Options – Path Forward**

The board members then gave their thoughts on Mr. Pfeiffer's recommendations and discussed the way they are currently conducting business. Through the discussion the board agreed that Zoom sounded like a good option should there be a requirement for public remote interaction. As there has not been any guidance from the state as of yet on how to move forward (likely to happen August 1), the board ultimately decided to stick with the way they've been meeting until new guidelines are given and will adjust accordingly at that time. The board will add this topic onto the August meeting to discuss the right path forward when more guidance is given by the state. The board also agreed that going forward, the dial in information will be included on meeting agendas that are posted for the public's ability to listen live. There was also an agreement that we will work to set up a more streamlined method of getting questions over other than just calling the Town Hall.

- **Vote on Format to Carry Forward With**

**Chairperson Shea made a motion to continue on with the current meeting format as it's been done through the pandemic. Contact information will be added to the meeting minutes and meeting agendas that are posted. The participation call in number will also be added to the agendas as they're released. The board will have a review of meeting format and possible new open meeting laws when given in August. This motion was seconded by Joe Annese 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)**

It was said that the board completed discussing The Open Meeting Law Complaint within the required time frame. A written response to the complaint is due within 14 days from now. Chairperson Shea will work with the town on getting this completed

and approved to have sent to both The Attorney General and Scituate Resident; Patricia Lambert.

### **Senior Center Project:**

- **Project Update**

Mr. Lemieux from Vertex spoke on behalf of OPM; Steve Kirby, updating the board on the progress of The Senior Center project. He stated that the punch list work is continuing. BH+A and Vertex have reviewed that status of both interior and exterior punch lists based on Delphi's checked off list. There are still items left to complete and a monetized punch list should be issued this week. Mr. Lemieux said that the landscaping work was performed including the ~~plantings, hydroseed plantings,~~ hydroseed and the replacement of several trees that didn't make it through the winter. He stated that Owner Training has been continued and Low Voltage Training is scheduled for May 18<sup>th</sup>. Mr. Lemieux informed the board that the ERV parts and those included in the fan motor and stage two compressor were installed on April 23<sup>rd</sup>. The commissioning has still yet to be performed. He then said the generator block heater was replaced. Mr. Lemieux updated the board of The Ribbon Cutting Ceremony for the building that is scheduled for May 13<sup>th</sup> at 10 a.m., which will be by invite only to maintain social distancing and best COVID practices. Mr. Shea had informed Mr. Lemieux that The DPW has denied issuing a valve metered back flow for the building's landscaping.

- **Discuss Submitted Questions**

Mr. Shea started off by saying that there were some ongoing questions as well as requests regarding the building's lighting submitted. Mr. Shea issued responses to these saying that as-built are still in the works as is the programming of the lighting with the motion sensors, the reduced ballast lighting and dimming features. Mr. Lemieux spoke up to say that the video monitoring is also still being worked out.

- **Discuss AV Submittals & Change Orders**

IT Director; Mike Minchello shared that he received prices from two vendors for installing wiring for electricity for the wall mounted TVs and monitors in the formal conference rooms as well as rings and pull strings for HDMI ports that will be used for presentations. The high being \$1,515.73\***needs to be verified**\* and the lower one being \$462.90.

Mr. Minchello also shared that this will include data connections that are needed for the AV vendor to get their equipment on the network and on the apple tv's as well as getting remote monitoring capabilities for the building.

**Chairperson Shea made a motion to approve a proposal from E2 Telecom Company for Cat Six Cabling and HDMI cabling, with the two scopes of work being \$670 and \$462.90, bringing the total to \$1,132.90 for the full proposal. This motion 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)**

**Linda Hayes (yes)**

**Carl Campagna (yes)**

**Stephen Shea (yes)**

**John Miller (yes)**

- **Discuss Kitchen Equipment Swap**

Ms. Hayes said that she asked for a quote to swap out the prep island shelf for a pots and pans racking system. This is able to be customized using the posts that the current shelf is connected to. She was quoted \$1,950.

**Chairperson Shea made a motion to approve a slight change in the order to The Boston Showcase Company, changing a table mounted shelf to a table mounted pot rack. The cost of the change is \$1,950. The motion was seconded by Carl Campagna and voted all in favor (7-0) by roll call vote; UNANIMOUS.**

**Roll Call Vote:**

**Stephanie Holland (yes)**

**John Miller (yes)**

**Larry Guilmette (yes)**

**Joe Annese (yes)**

**Linda Hayes (yes)**

**Carl Campagna (yes)**

**Stephen Shea (yes)**

- **Review Delphi Application for Payment**

Application for payment #15 was reviewed at the last PBC meeting and was sent back to Delphi as they made an effort to make accounting simple by zeroing out everything as being 100% complete and applying a payment reduction to everything. Vertex would not accept this as there were line items that weren't 100% and this would have made an inaccurate invoice. Delphi has since agreed to adjust their requisition inputting line items as well as crossing out line items that are incomplete. Vertex agreed to Delphi reducing their retainage from 5% to 2.5% on anything that was 100% complete. The March invoice included misc-metal, carpeting, siding, waterproofing, roofing, glazing, doors, resilient flooring, specialties, food service, elevator, fire protection, MEP, and site work at The Senior Center as well as -masonry, misc--metals, waterproofing, glazing, elevator, fire protection, MEP and general conditions at The Recreation Center and change orders and a partial retaining release for the completed items. Mr. Kirby, who had since joined the call, said that it is expected to run in to this same issue on the April invoice and plans to deal with it similarly.

**Chairperson Shea made a motion to approve application for payment #15 to Delphi Construction for services performed through March 31<sup>st</sup>, in the amount of \$345,076.22, and has been reviewed and signed off on by both Vertex and BH+A. The motion was seconded by Joe Annese and voted all in favor (7-0) by roll call vote; UNANIMOUS.**

**Roll Call Vote:**

**Stephanie Holland (yes)**

**John Miller (yes)**

**Larry Guilmette (yes)**

**Joe Annese (yes)**

**Linda Hayes (yes)**

**Carl Campagna (yes)**

**Stephen Shea (yes)**

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

Chairperson Shea shared a purchase order from DGI Communications with the board for change orders #1-4 that was previously approved by the commission. The work is now complete and working to satisfaction.

**Chairperson Shea made a motion to approve PO #2109047 to GGI**

**Communications for change order numbers 1-4 in the amount of \$4,707.05, which was seconded by Joe Annese and vote all in favor (7-0) by roll call vote; UNANIMOUS.**

**Roll Call Vote:**

**Stephanie Holland (yes)**

**John Miller (yes)**

**Larry Guilmette (yes)**

**Joe Annese (yes)**

**Linda Hayes (yes)**

**Carl Campagna (yes)**

**Stephen Shea (yes)**

Chairperson Shea then shared invoices that were submitted by Facilities Director; Kevin Kelly that were approved at the last PBC meeting. An invoice from Home Depot totaling \$16,030.72 was presented but said that there was \$3,389.93 in goods to still be received. Mr. Kelly asked for approval on the current bill in the amount of \$3,389.93 for supplies.

**Chairperson Shea made a motion to approve a partial payment on Purchase Order #2108121 to Home Depot in the amount of \$3,389.93, which was seconded by Stephanie Holland and voted all in favor (7-0) by roll call vote; UNANIMOUS.**

**Roll Call Vote:**

**Carl Campagna (yes)**

**Linda Hayes (yes)**

**Joe Annese (yes)**

**Larry Guilmette (yes)**

**John Miller (yes)**

**Stephanie Holland (yes)**

**Stephen Shea (yes)**

Chairperson Shea then presented another Home Depot invoice for partial payment submitted by Kevin Kelly for the same purchase order in the amount of \$18.93 for mop frames.

**Chairperson Shea made a motion for a partial payment approval for Purchase Order #2108121 for mop frames in the amount of \$18.93 which was seconded by Carl Campagna and voted all in favor (7-0) by roll call vote; UNANIMOUS.**

**Roll Call Vote:**

**Stephanie Holland (yes)**

**John Miller (yes)**

**Larry Guilmette (yes)**

**Joe Annese (yes)**

**Linda Hayes (yes)**

**Carl Campagna (yes)**

**Stephen Shea (yes)**

Chairperson Shea presented the last partial payment for PO #2108121 submitted by Kevin Kelly for miscellaneous janitorial supplies in the amount of \$457.69.

**Chairperson Shea made a motion to approve a partial payment on Purchase Order #2108121 to Home Depot for miscellaneous janitorial supplies in the amount of \$457.69 which was seconded by Larry Guilmette and voted all in favor (7-0) by roll call vote: UNANIMOUS.**

**Roll Call Vote:**

**Stephanie Holland (yes)**

**John Miller (yes)**

**Larry Guilmette (yes)**

**Joe Annese (yes)**

**Linda Hayes (yes)**

**Carl Campagna (yes)**

**Stephen Shea (yes)**

#### **Humarock Fire Station #4:**

- **Project Review to Date**

John Bologna from Coastal Engineering gave an update on the Humarock Fire Station #4 saying that things look great. He said that the bid from the contractor was submitted last Thursday. Going on to say that last week they prepped the foundation base and stockpiling the site materials. He also said that the surveyors were out there yesterday and again this morning doing the layout work for forming footings. The rig has been out there compacting the soil and they've got a structural inspection scheduled for Thursday to look at placement of the footings prior to the concrete pour. It is scheduled to start pouring the foundation walls next week.

Chairperson Shea asked Mr Bologna if the utilities such as gas, water and sewer were all set to which John said that they had all been shut off until ready to be used again and the electricity is in the process of relocating. Chairperson Shea also asked Mr Bologna if the site work and parking lot grading was approved as handicap accessible and ADA compliant, to which Mr Bologna said it was.

- **Review Cesspool Findings and Fix**

Mr Bologna explained to the board that there were three additional cesspools discovered in the process of digging. In total, four cesspools have been found on the site, two of which were in direct conflict with the proposed foundation of the building. Changes were necessary as there was risk of losing the form contract for the concrete work. Two of the cesspools were able to be abandoned as they are in the area of the parking lot. The other two were fully removed, back filled, compacted and then collapsed. All changes have been reviewed and approved by The Board of Health.

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

**Chairperson Shea made a motion to approve Change Order #3 to Tower Construction for the removal, pumping and demolition of two cesspools discovered on the property, in close proximity to the foundation, therefore needed to be removed, filled and compacted. The amount of the change order was \$6,560.19. The motion was seconded by Stephanie Holland and voted all in favor (7-0) by roll call vote; UNANIMOUS.**

**Roll Call Vote:**

**Captain Brian McGowan (yes)**

**Chief John Murphy (yes)**  
**Stephanie Holland (yes)**  
**Larry Guilmette (yes)**  
**Joe Annese (yes)**  
**Carl Campagna (yes)**  
**Stephen Shea (yes)**

**Old / New Business:**

- **Review any Open Old/New Business Items**  
None to discuss.

**Chairperson Shea made a motion to adjourn the meeting at 8:23 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)**