

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



**MEETING MINUTES  
Public Building Commission  
Tuesday, August 17, 2021  
Selectmen's Conference Room  
Scituate Town Hall  
7:00 pm**

**Commission Members Present:** Stephen Shea; Chair, Joe Annese; Member, Larry Guilmette; Member, Linda Hayes; User Member, Carl Campagna; Member, John (JD) Miller; User Member, Stephanie Holland; Member

**Also in Attendance:** Alicia Anthony; Recording Secretary, Steve Kirby; Vertex OPM, Captain Brian McGowan; Scituate Fire Department, Kevin Kelly; Facilities Manager, Mike Minchello; Scituate IT Director, Chief John Murphy; Scituate Fire Department, John Bologna; Coastal Engineering

**Chairperson Shea called the meeting to order at 7:01 pm.**

**Chairperson Shea made a motion to accept the minutes of the July 20, 2021 meeting with the one edit of removing Mr. Campagna's name typed in twice for attendance, which was seconded by Larry Guilmette and passed unanimously (6-0).**

**Senior Center Project:**

- **Project Update**

Vertex OPM, Steve Kirby gave an update on the Senior Center project. Saying that there are a few trees that the landscaping crew are coming back to tend to. He said that the ERV on the roof is operating pretty well other than a couple of bugs. The mechanical company would be coming back for final tuning and commissioning. The architect is scheduling a time to come out and conduct a noise survey and take decibel readings to ensure the facilities is within code. Mr. Kirby stated that he is meeting with Facilities Director, Kevin Kelly and Rachel Young of BH+A tomorrow to go over the final lighting design. The plan is to rework / replace porch fixtures in place add lighting control, per Planning Boards okay. The parking lot lights will also be reworked to meet Planning Board directive. These lights will shut off at 9pm then be on motion sensor activity bringing the lights on at a dim nightly. It was decided that to build the scope of work and

bid the work out to electrical contractors for the most cost effective strategy. Rachel will work on getting the bid package ready and quotes ready for next meeting. The work for the lobby floor in the gym will begin on Monday, September 13<sup>th</sup> which will have the lobby out of order for that week. Mr. Kelly has received some reports of leakage on the gym roof on areas that were known to need work. He has a call put in to Delphi. Mr. Kelly informed the board that the siding subcontractor for the Sr Center came and looked around the building but he would still like to get another opinion on the type of nails that were used. He received a proposal from BH+A of \$65,000 for the overview which Mr. Kirby believes will be a tough thing to get back on the contract if this is the only issue they find.

Council on Aging Director, Ms. Linda Hayes was happy to announce that the center has been busy and the public has been good use out of it. She also reported that the parking lot monitoring per directive of the Planning Board has begun. Ms. Hayes also stated that the chair railing project began two weeks ago and there was some miscommunication so there ended up not being enough handrail pieces so they'll be coming back this Friday to complete, with no additional charge.

IT Director, Mike Minchello asked Mr. Kirby if the security camera has been looked at to which Mr. Kirby said that he has not received an answer back from Delphi.

- **Food Pantry Walk Update**

Mr. Kirby updated the board to say that he went in with a separate contractor. The Food Pantry Walk has been completed and they decided to put Boxwood plants in between to make sure no one steps in there.

- **Project Schedule / Punch List**

Joe Annese asked Mr. Kirby when he thought the punch list would be done. Mr. Kirby responded saying that they're currently in between closing out the punch list and finding new things. He said that things are moving along and Rachel Young is still very much involved in the project.

- **Discuss / Vote change orders**

- **Technology & Security – Town IT**

IT Director, Mike Minchello spoke about the security link buttons for various people in the building that are consistent with what the town has done in other buildings for these employees.

**Chairperson Shea made a motion to approve the payment for the security feature installations to the Senior Center from Signet for \$4,915.79, which was seconded by Stephanie Holland and voted unanimously, (6-0).**

- **Small Equipment – Sr Center Director**

Ms. Hayes brought to the board some invoices from Kittredge Foodservice Equipment and Supplies. She stated that the original Purchase Order was previously approved, there have been some wrong orders, upgrades and replacements, as well as some credits. Most items have been received and are currently satisfied as of now and Kittredge is looking for payment. As the invoices were received close to the start of the meeting and there were some details was unclear, Ms. Hayes requested approval on only the satisfied items at

this time and said that she would seek approval for the remaining items at the next meeting with a with more clarification.

**Chairperson Shea made a motion to approve a partial payment to Purchase Order #2200561 (formally #2109556) for Invoices #351078 in the amount of \$13,615.98 and #23451 with a credit of \$955.54 to Kittredge for the total amount of \$12,660.41, which was seconded by Stephanie Holland and voted unanimously, (6-0).**

Next, Ms. Hayes asked for approval to purchase door stops for The Senior Center.

**Chairperson Shea made a motion to approve the purchase of five door stops from Home Depot, not to exceed the amount of \$100, which was seconded by Stephanie Holland and voted unanimously, (6-0).**

- **Public Questions & Comments**

Scituate Resident, Susannah Green, of 337 First Parish Road addressed the questions she that she had emailed to the board prior to the meeting, and the board members answered each accordingly;

**Roof HVAC Noise:**

**1. Did the Town and their consultants identify possible noise potential and identify sensitive receptors? If so when and what was discussed?**

Chairperson Shea responded that they did take a look at this but was unsure of Ms. Green's reference to "sensitive receptors. Ms. Green described this as any abutting properties and that requirements need to be met per the MassDEP. The board discussed and there were questions on the definitions and qualifications of a sensitive receptor. There was thought this may not apply in this situation. Chairperson Shea informed Ms. Green that he will have the architects look into this further.

**2. Chillers – are they wrapped with noise mitigation material and/or baffled with a noise barrier?**

Chairperson Shea stated that there are not any chillers on the property.

**3. Has there been an investigation to determine if the equipment noise is violating the state noise regulation?**

Chairperson Shea informed Ms. Green that an acoustic engineer is scheduled to come out to complete a review and report. The board has questions on the operations as well as on controls on the units.

**4. Does the emergency generator have a muffler?**

Mr. Annese assured Ms. Green that it does

**Porch/Exterior Lights and Center Double Headed Parking Lot Lights:**

**1. Have the as-builts been done yet for the parking lot/exterior lights?**

Chairperson Shea responded that the as-builts can't be completed until final controls to meet the planning board directive are completed. Ms. Green asked Chairperson Shea when he thinks this will happen to which he stated he believed it will be some time in October.

**2. Can you specifically explain why the House Side Shield accessory cannot be installed on the AL-2 fixtures? And why the External Glare Shield cannot be installed on the AL-1 fixtures that are next to our homes?**

Chairperson Shea answered Ms. Green saying that there is shielding on the perimeter lights. The lights cut approximately 2 feet before the property lines. He went on to say that an engineer took lighting levels of the parking lot lights and these are built to code and standard, and can't be altered because they would not meet safety requirements for the property. Ms. Green responded to this answer saying that this is an added nuisance to residents of the area that wasn't there prior and requested that someone come over to view how she sees things from her property. Mr. Shea stated there will be a final review when the lighting is completed, things are still in the works.

**3. What is the timeframe for getting the porch lights dimmed?**

It was agreed that this was discussed earlier in the meeting and stated that these questions have been sent to the engineer as well, who will be looking to see if these can be dimmed and looks like there may be a possibility to do so. Mr. Kelly informed Ms. Green that he should have more information on the porch lights for the next meeting. It was also discussed that the same lights that were used in the library parking lot cannot be used at the Senior Center due to different requirements as well as different contractors. Ms. Green wants to see something be done that both satisfies the requirements but is not as intrusive for the neighboring residents.

**Dumpster:**

**1. Will gates be added to the front of the dumpster area?**

Mr. Kelly informed Ms. Green that he is currently working on a proposal to get prices on this.

**• Discuss/Vote all Purchase Orders/ Requisitions**

Mr. Kirby presented Invoice #18 from Delphi Construction in the amount of \$36,041.26, which had been certified by architect today, for services through July 31, consisting of tile work at both The Recreational Center and The Senior Center. This also included a partial release for the retainer.

**Chairperson Shea made a motion to approve Application for payment #18 to Delphi Construction, for services through July 31, 2021 at The Recreational Center and The Senior Center in the amount of \$36,041.26, which was seconded by Joe Annese and voted unanimously, (6-0).**

Next Mr. Kirby went over Invoice #154459 from Vertex for construction administration provided through the month of July, in the amount of \$2,962.50.

**Chairperson Shea made motion to approve Application for payment on Invoice #154459 to Vertex for construction administration services through the month of July, which was seconded by Stephanie Holland and voted unanimously, (6-0).**

Lastly, a Purchase Order from Office Resources was discussed. This is for the bulk of the furniture for The Senior Center as well as the replacement of the originally ordered veteran's desk. Ms. Hayes said that this has still not been swapped out and that she doesn't know the status of when the new one will arrive. Chairperson Shea stated that he would look in to this. As everything else has been received, a partial payment will be sent towards this.

**Chairperson Shea made a motion to make a payment towards Purchase Order #2201417 to Office Resources, in the amount of \$173,656.60, which was seconded by Larry Guilmette and voted unanimously, (6-0).**

**Humarock Fire Station #4:**

- **Project Review to Date**

John Bologna of Coastal Engineering shared photo documentation of the Humarock Fire Station project thus far.

Chief Murphy of Scituate Fire Department shared flooring samples with the board stating that they'd like to go with tile flooring. He plans to email pictures of the shingle samples to the board next. The board agreed with the direction and materials.

- **Project Schedule / New Timeline and Impact**

Mr. Bologna stated that the project is about 30 days behind due to the tight tank issue and July's weather. The new estimated projection is for November 30<sup>th</sup>.

Chief Murphy informed the board that he will need to inquire about the additional time for bunking at Fourth Cliff with rates at \$1,950/month during the summer and \$975/month for off season months. This will be reviewed and approved as necessary.

- **Discuss / Review Site Security, Communications and Technology Change Order**

Discussed IT changes that needed to be done to have the building current.

- **Discuss / Vote Change Orders**

Change Orders for IT changes for updated proposal were discussed. IT Director, Mike Minchello is ok with the change if all is included, which Chief Murphy also approved. Chief Murphy also mentioned that the exhaust venting work for the IT Room was priced at \$6,000 and that he and Mr. Annese have some ideas on less expensive ways to make this happen. Mr. Bologna submitted both change orders to which Chairperson Shea agreed fit in to the budget.

**Chairperson Shea made a motion to approve Change Order #6 to Coastal Engineering for IT and electrical work in the amount of \$20,111.22, which was seconded by Joe Annese and voted unanimously (6-0)**

- **Public Questions & Comments**

There were none to discuss.

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

An invoice in the amount of \$1,950 for the month July/in season bunking was presented.

**Chairperson Shea made a motion to approve partial payment to PO #2200633 to Hanscom Airforce Base for July housing in the amount of \$1,950, which was second by Stephanie Holland and voted unanimously (6-0)**

Next, Application for Payment #005 for Tower Construction's July services was discussed.

**Chairperson Shea made a motion to approve Application for Payment #005 to Tower Construction for monthly services for the month of July in the amount of \$16,184.45, which was seconded by Carl Campagna and voted unanimously (6-0).**

Coastal Engineering's Invoice for the month July was discussed which included the change order for electrical and mechanical work.

**Chairperson Shea made motion to approve partial payment to invoice #2200597 to Coastal Engineering for services rendered through the month of July inclusive of CSI's invoice of \$10,500, which was seconded by Joe Annese and voted unanimously (6-0).**

Invoice #2200612 for Briggs Engineering's bill time and materials testing was discussed. **Chairperson Shea made a motion to approve a partial payment towards Invoice #2200612 to PK Associates, in the amount of \$772, which was seconded by Carl Campagna and voted unanimously (6-0).**

#### **Public Safety Complex Project Update:**

- **Discuss EOC HVAC**

Facilities Director, Kevin Kelly updated the board saying that the GGD bidding docs are now complete for HVAC other than one thing being addressed on Thursday. He is looking to get three to four prices and should have things ready to present to the board for the next meeting. Mr. Kelly also updated the board that it was decided to go with duct work.

- **Discuss / Vote Change Orders**

There was none to discuss.

- **Public Questions & Comments**

There were none to discuss.

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

There was none to discuss.

#### **Library Project Update:**

- **Discuss Generator Options**

Facilities Director, Kevin Kelly updated the board that he has spoken and worked with the gas company. It was determined that there is enough gas on the street. Mr. Kelly will provide the gas company with the library's current usage amount to see if a new sized meter will be needed. He explained to the board that the benefit of using the existing line is that there won't be an additional charge to change the meter. Chairperson Shea asked how long the process should take to which Mr. Kelly responded saying that he is going to get the bid docs out next week. It was agreed to have bids for the next PBC meeting scheduled for September 14<sup>th</sup>. Mr. Annese spoke up stating that he thinks this is a good time to get a good price even though it may take a while to get the unit. Mr. Kelly informed the board that he is also going to get prices for painters as there is signs of paint chipping on the building, and he's certain that the color can be matched. Chairperson Shea agreed that the building should be kept up with.

- **Discuss / Vote Change Orders**

There was none to discuss.

- **Public Questions & Comments**

There were none to discuss.

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

There was none to discuss.

**Old / New Business:**

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

There was none to discuss.

**Mr. Shea made a motion to adjourn the meeting at 8:57 pm, which was seconded by Stephanie Holland and voted unanimously (5-0).**