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Meeting Minutes ST

TOWN OF SCITUATE, MASSACHUSETTS PUBLIC BUILDING COMMISSION



MEETING MINUTES Public Building Commission Tuesday, December 14, 2021 Select Board Hearing Room Scituate Town Hall 7:00 pm

Commission Members Present: Chairperson; Stephen Shea, Member; Joe Annese, Member; Larry Guilmette, User Member; Fire Chief John Murphy, User Member; John (JD) Miller,

Commission Members Not in Attendance: User Member; Linda Hayes, Member: Carl Campagna, Member: Stephanie Holland

Also in Attendance: Recording Secretary; Alicia Anthony, Vertex, OPM for Senior Center; Steve Kirby, Fire Captain Brian McGowan, Finance Director/Town Accountant; Nancy Holt, Town Administrator; Jim Boudreau, Facilities Director; Kevin Kelly,

Remote Participant: John Bologna

Mr. Shea called the meeting to order at 7:02 p.m.

Mr. Shea made a motion to accept the minutes of the November 23, 2021 meeting which was seconded by Mr. Annese and voted unanimously in favor (2-0-1). Mr. Guilmette abstained as he was not present at the November 23rd meeting.

Humarock Fire Station #4:

- **Project Review to Date**

Chief Murphy presented a slide show of the Humarock Fire Station #4 updates. He reported that the project is at substantial completion and they are now occupying the building. All the major inspections and signoffs have been completed and the facilities

has received a TCO from the town building department. Chief Murphy said that the punch list is ongoing but is about 95% done. He informed the board that the big items left are the handicap ramp in the rear with side rails for the stairs going up, the down spout, and the HVAC. Chief Murphy also reported that they were given a \$400 credit for the loam and will wait for the spring to complete this. The Voc Tech received the building permit and stock list for the handicap ramp. The department is still in need of gear rack if there are extra funds at the completion of the project. Triage beds are also needed and Chief has reached out to South Shore Hospital to inquire about any they may be getting rid of.

- **Project Schedule Update and Contract Discussion**

Mr. Shea asked if Chief Murphy if the occupants were happy to which Chief responded saying that it's a nice building and that they're fortunate and grateful. Going on to say that they were very much in need of this new building. Facilities Director, Kevin Kelly stated that he went down to learn the building. He went on to say that the HVAC training is this Thursday and he really hopes to get there.

Mr. Bologna of Coastal Engineering spoke up via phone saying that it was a pleasure working with Chief Murphy and that the building fits in well with the neighborhood. He further stated that this project was a great team effort. He also stated that after this pay period and one more punch list the project should be complete.

- **Review Budget and Open Items**

Chairperson Shea started off by stating that there is some funds still remaining but the budget is getting tight. Chief Murphy responded that the IT thermostat and exhaust (4,529) as originally included in the IT work portion of the contract. He went on to say that he thinks this cost this cost was mostly associated with the wiring and that there shouldn't be much more that will be needed from here. Chief Murphy spoke about the tight tank allowance that was originally said to need a third alarm put in was relooked at and confirmed to be very safe and this will be able to come off the expenses as it won't be required. Chairperson Shea stated that as of right now it looks like the project will make budget. Chief Murphy also brought up that he was informed that the prices of material have gone up since the original \$5,000 quote for the handicapped ramp but that Hingham Lumber is going to do provide for \$4,700. Chief Murphy went on to say that there are still wish list items that the department would like but will only purchase if there is money remaining at the end of the project.

- **Discuss/Vote Change Orders**

Change Order #9 was discussed regarding a credit for the power system study as the electrician stated this would not be necessary on a small job and a new price was worked out

Chairperson Shea made a motion to approve Change Order #9 in the amount of a \$1,100 credit for the power system study that is not needed in the project, which was seconded by Mr. Annese and voted unanimously in favor (3-0).

Change Order #10 was then discussed for tampers and a float switch compressor that was signed off on and confirmed that the testing was not needed.

Chairperson Shea made a motion to approve Change Order #10 for additional fire protection monitors in which changes were needed to meet local codes, in the amount of \$3,844.97, this was seconded by Mr. Annese and voted unanimously in favor (3-0).

Next the board spoke about IT Items that Chief Murphy and IT Direct, Mike Minchello had discussed purchasing with a small \$5000 budget. It was decided that the department will get a used monitor and they will go with a printer network and technology that Mr. Minchello likes to use and has in the other buildings.

Chairperson Shea made a motion to approve the purchase of IT supplies, inclusive of fire wall cable and printer in the amount of \$1,876.11, which was seconded by Mr. Guilmette and voted unanimously in favor (3-0).

The board next discussed the Hingham Lumber Change Order in the amount of \$4707.36. It was said that they may need a couple hundred for galvanized piping that is not on this invoice. And that the Voc Tech students agreed to doing the work. This includes the staked-out footings and location as well as the concrete.

Chairperson Shea made a motion to approve the quote from Hingham Lumber for supplied needed for the handicap access in the back of Humarock Fire Station #4 in the amount of \$4,704.36, and the labor will be done by the Voc Tech, this was seconded by Mr. Annese and voted unanimously in favor (3-0).

Chief Murphy then stated that he'd like to discuss the possibility of getting gear racks at the next meeting if there are leftover funds. It was mentioned that the department would like new recliners as well but they are not as needed as the racks.

- **Public Questions & Comments**

There were no public questions or comments to discuss.

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

Chief Murphy stated that they are getting a waterproof fixture to cover the call box out front that connects to dispatch. He continued to say that they chose to use the box from the old building and they will be doing the labor themselves so are just in need of the cost of the fixture.

Chairperson Shea made a motion to approve the installation of a dispatch box from All-Comm Technologies Inc. in the amount of \$300.60, which was seconded Mr. Guilmette and voted unanimously in favor (3-0).

Chairperson Shea made a motion to approve Purchase Order #2205189 to All-Comm Technologies Inc. for a dispatch box in the amount of \$300.60, which was seconded by Mr. Annese and voted unanimously in favor (4-0).

Chief Murphy informed the board that alarms and smoke detectors were needed for code as combo smoke and carbon monoxide detectors were installed. A call box that takes information from the panel is also needed, which is a cost up front but will eliminate a phone line bill. Chief Murphy went on to say that these costs weren't originally in the contract but need to be done to meet codes.

Chairperson Shea made a motion to approve Purchase Order #2204939 for the installation of a radio receiver, annual maintenance of the system, and integrated smoke detectors which are all required by Building Code, in the amount of \$3775.12, which was seconded by Mr. Annese and voted unanimously in favor (4-0).

Chief Murphy stated that there are cords that are used to warm the truck engines to be sure they're ready to go.

Chairperson Shea made a motion to approve the purchase of electric cord rails for the two fire apparatus bays in the amount of \$345.96, which was seconded by Mr. Annese and voted unanimously in favor (3-0).

Chairperson Shea made a motion to approve a payment to Purchase Order #2205248 to Grainger in the amount of \$325.96 which was seconded by Mr. Guilmette and voted unanimously in favor (3-0).

Chairperson Shea made a motion to approve Purchase Order #2205214 to Amazon.com for small essentials inclusive of curtains and curtain rods in the amount of \$184.73 which was seconded by Mr. Annese and voted unanimously in favor (3-0).

Chairperson Shea made a motion to approve partial payment to Purchase Order #2205249 to Lowes Home Centers, LLC for small essentials inclusive of various supplies needed for the station in the amount of \$262.59, which was seconded by Mr. Guilmette and voted unanimously in favor (3-0).

Chairperson Shea made a motion to approve application for payment #9 to Tower Construction in the amount of \$308,545.54 for services rendered through the end of November 2021, which is the balance owed to finish the project not including the retainer, which was seconded by Mr. Annese and voted unanimously in favor (3-0).

Chairperson Shea made a motion to approve a payment towards Purchase Order #2205003, which was previously approved, in the amount of \$1,192.00 which was seconded by Mr. Guilmette and voted unanimously in favor (3-0).

Chairperson Shea made a motion to approve payment toward Purchase Order #2200597 for services rendered through December 7, 2021 in the amount of \$5,000 to Coastal Engineering, which was seconded by Mr. Guilmette and voted unanimously in favor (3-0).

Chairperson Shea made a motion to approve partial payment (balance) on previously approved Purchase Order 2200721 to All-Comm Technologies Inc for a Zetron System and associated installation in the amount of \$9,623.60, which was seconded by Mr. Annese and voted unanimously in favor (3-0).

Lastly, Chief Murphy spoke and thanked the board for their assistance with this project. He then thanked Mr. Annese especially for his time and expertise. Chief Murphy stated that the Ribbon Cutting for the new build is being held this Friday at 10 a.m. and invited the board to attend.

Senior Center Project:

- **Project Update and Schedule/Punch List**

Mr. Kirby stated that the punch list is still ongoing. He went on to say that a couple of warranty items have come up and that they haven't gone back to confirm that all items are complete. Mr. Kirby will be getting updates on siding repairs, the color matching

sealant had to be ordered which is currently on back order. He informed the board that the roofing punch list items were taken care of. Mr. Kirby reported that the O & M manuals and turnover package have been accepted and a binder for the building is being put together for Facilities Director, Kevin Kelly's reference.

- **Site HVAC Update**

Mr. Kirby reported that the engineer's final decision on the strategy, along with the HVAC subcontractor and BH+A was to install supplemental fans in the first-floor toilet room. This won't require testing and balancing to be done but will allow for the ERV to be reduced to 80%. The tentative date to do this work is January 3, 2022. This is dependent on lead time of parts and availability of trades people. Chairperson Shea asked if there were any change orders associated with this and Mr. Kirby responded that he is pushing this back on WBA. Mr. Kirby also said that Acentech will return to the site to perform requirements per Mass DEP but that can't be done until the ERV is running. Team is working on proposal from Acentech.

Mr. Kirby went on to say that coinciding is the commissioning, which was performed on the first, and the list of open issues is down to four simple items but nothing that is affecting the performance. Once these matters are handled the commission report will be finalized.

- **Update on Site Lighting**

Mr. Kirby reported that Cederholm did the preliminary work on December 10th, which was mostly scoping, and will be back in the near future to run wiring over the porch for the recessed fixtures. It was said that the majority of the material for the site lighting upgrades project has a shipping date of mid-January. The end light controller now has a ship date of March 16th. The materials flow will increase the time to completion unfortunately.

- **Entry Island Update**

Mr. Kelly reported that he put up a no left turn sign in the median of the street in front of the Senior Center and it was hit several times. He went on to say that it is on the island at the center now and seems to be working out as its very obvious. There have been a few violations but will continue to monitor. Mr. Kelly stated that the sign is not impeding on emergency vehicles access but it may have to come in when plowing is needed to be done. Steve Kirby has noted this item continues to be on the punch list and the fix is in the works. The design and rework plans are being made and contractors are being solicited. It is looking like the work to repair may be planned for the Spring at this point in the year.

- **Update on Budget and Remaining Items**

Mr. Kelly stated that this is still an ongoing process.

- **Discuss/Vote Change Orders**

There were no change orders to discuss.

- **Public Questions and Comments**

Scituate Resident, Susanna Green of 333 First Parish Road spoke, asking to question a few topics. She first inquired about the shipping dates for the lighting project asking about estimated completion dates. Mr. Annese explained the awaited materials were for different components and that its likely to be looking at April for a completion date. Mr. Kirby is hoping that the parts come in ready to go to eliminate more wait time. Next, Ms. Green asked if there is a possibility that the island will have to be reconstructed, to which Mr. Kirby responded it may. The groups are working on the re-engineering and will need to solicit vendors to complete the work. Ms. Green then inquired about the anticipated Acoustic retest date after the additional work with the HVAC system is done. Mr. Kirby answered saying that this work will probably take no longer than a week and would allow for the testing to be done by mid-January as he wants it done immediately after completion of the work. Chairperson Shea then asked Ms. Green if it's been helpful having the additional police surveillance in the area. Ms. Green reported that it does at times, stating that she thought the sign looked great when placed down the street but that it definitely didn't work. Chairperson Shea informed Ms. Green that Chief Thompson of The Scituate Police Department mentioned in his memo that Ms. Green keep the department posted as well.

- **Discuss/Vote all Purchase Orders/Requisitions**
Chairperson Shea made a motion to approve a payment to Purchase Order #2200557 to Vertex Companies, for services rendered through the month of November, in the amount of \$1,950.00, which was seconded by Mr. Annese and voted unanimously in favor (3-0).

Public Safety Complex Project Update:

- **Discuss EOC HVAC**
Mr. Kelly stated that he has spoken with the representatives from ZooFans, which is a local company. Mr. Kelly said that he is scheduled to meet with them via Zoom soon and feels this is worth a shot at trying. He will update the board after the mentioned meeting.
- **Discuss/Vote Change Orders**
There were no change orders to discuss.
- **Public Questions and Comments**
There were no public questions or comments.
- **Discuss/Vote All Purchase Orders/Requisitions**
There were no Purchase Orders or Requisitions to discuss.

Library Project Update:

- **Discuss Generator Progress with the BOS**
Mr. Kelly shared with the board that he had met with the Selectboard and they approved \$157,000 as requested. From there, Mr. Kelly took scope from New England Generator and put it in a word document. Mr. Kelly plans to work with Mr. Annese soon and plans to put it out to other companies on the state bid list. Mr. Annese assured Mr. Kelly that he would help match up companies on the list with what they were given from New England Generator.

Mr. Kelly also informed the board that this is funding for a full building generator as this is the right approach for the building. There would be a great deal of rework and cost to install an life safety generator at this point with not a lot of benefit for the full building.

- **Discuss/Vote Contract Award for Generator**

Chairperson Shea advised Mr. Kelly to get three bids and the board will review at the next PBC meeting. Mr. Kelly said that he was told that there is currently a six-month lead time on generator orders. Mr. Annese suggested that once the board awards the contract, the awarded company getting started immediately while they wait for the generator to come in.

- **Public Questions and Comments**

There were no public questions or comments.

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

There were no Purchase Orders or Requisitions to discuss.

Old / New Business:

- **Discuss/Vote 2022 Meeting Schedule**

The board agreed to schedule the next meeting for January 25, 2022. It was agreed to vote on the remainder of the 2022 meeting dates at that time.

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

None to discuss.

Chairperson Shea made a motion to adjourn the meeting at 8:28 p.m. which was seconded by Mr. Guilmette and voted unanimously in favor (3-0).