

TOWN OF SCITUATE, MASSACHUSETTS PUBLIC BUILDING COMMISSION



MEETING MINUTES Public Building Commission Tuesday, January 25, 2022 Select Board Hearing Room Scituate Town Hall 7:00 pm

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

Also in Attendance: Recording Secretary; Alicia Anthony, Fire Captain Brian McGowan, Facilities Director; Kevin Kelly, Vertex, OPM for Senior Center; Steve Kirby,

Remote Participant: John Bologna from Coastal Engineering

Mr. Shea called the meeting to order at 7:01 p.m.

Mr. Shea made a motion to accept the minutes as corrected by the board from the December 14, 2021 meeting which was seconded by Larry Guilmette and voted unanimously in favor (5 -0).

Humarock Fire Station #4:

- **Project Review to Date**

Fire Chief John Murphy voiced to the board that everything is going well at the new building and went on to say that it's a great building that fits in very well in the neighborhood. He said that everyone seems happy and that he receives lots of compliments on the building,

- **Project Update/Punch List**

Fire Chief Murphy informed the board that there had been an issue with the bathroom fan but it's working fine now. He also notified the commission that the Voc Tech students have been on site as of last Friday with their instructors and that although it is moving slow, all is going well. Chief Murphy went on to say that the cement foundations were put in before it got too cold

Chief Murphy brought up that he would like to put some fencing up to block the tight tank and cesspool cover out back as well as along the side of the road if there is money left in the project. He anticipates this as something the Voc Tech students can assist with after material is purchased for the job. Chief Murphy also reported a small leak in the living quarters that appears to be coming from the seam between the lower roof and the one above it. The roofing company has been out to seal the area and the department will see how it does over the next storm as they await warmer weather for the shingles to settle. Chief Murphy stated that the plumbing apparatus bay should be horizontal and have a drain. He went on to say that the department typically fills up with a hydrant and would like to put this on hold for now. Chief Murphy would like to prioritize other needs and see if this is needed in the spring. For now, putting a sign on them

not to use per building inspector. Chief Murphy then mentioned that there is a sensor that will need to be adjusted as the two wall mounts, being close to the truck exhaust, are setting off the CO2 sensors causing the doors to remain open. He also stated that once the dispatch department is set up with the new building, they will have accessibility to close the garage doors behind the crew. Chief Murphy explained that the heat mechanic has plans to come out and teach the department how to access and control the heat and they will work to include Facilities Director, Kevin Kelly. He reported that the computer, printer, fax, and scanner are all connected and working as should.

- **Review Budget and Open Items**

Chairperson Shea went over the contingency items and stated that he feels the budget is in decent shape. Chief Murphy responded that he believes they are good on additional miscellaneous items other than a triage bed. He stated that he has reached out to the hospital for this need but isn't sure on pricing of a new one. Chief Murphy stated that at this point getting lockers for the department and getting the previously mentioned fencing done are his priorities. He went on to say that the remaining money for "what ifs" should be allocated to these projects and would like to see the remainder spent on a plaque on a stone outside near the flag pole with the names of all involved. Chief Murphy kept the bell from the old station that has history to it and mentioned adding that to the conferred area. It was then discussed that there is \$1,000 held in the Tower Construction contract for landscaping which will be used for seeding the lawn with hydro seed in the spring.

- **Discuss/Vote Change Orders**

It was discussed that the materials for the fencing project will most likely be purchased from Armstrong fencing as proposed and request that the Voc Tech students complete this. The Change Order was put on hold for this reason.

- **Public Questions & Comments**

There were no public questions or comments.

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

The last invoice for Hanscom Airforce Base was discussed. It was stated that they only spent three days there in the last month of the project and would not be billed for it.

Chairperson Shea made a motion to approve payment to the remaining balance to Purchase Order #2200633 to Hanscom Airforce Base in the amount of \$975 which was seconded by Stephanie Holland and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve partial payment to Purchase Order #2206214 to Hingham Lumber Company for materials used for the handicapped ramp in the amount of \$13.34 which was seconded by Joe Annese and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve Purchase order #2206215 to GovConnection Inc for fire wall and cable accessories in the amount of \$1,381.11 which was seconded by Larry Guilmette and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve Purchase Order #2206214 to Hingham Lumber Company for handicapped ramp materials in the amount of \$3,185.93 which was seconded by Joe Annese and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve Purchase Order #2206225 to Amazon for a cork board and push pins in the amount of \$25.02 which was seconded by Joe Annese and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve Application for Payment #10 to Tower Construction for the balance of the contract including the retainer of \$1,000 for landscaping, in the amount of \$147,163.70 which was seconded by Carl Campagna and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve payment to Purchase Order #2206225 to Kenmark Office Systems for a printer in the amount of \$495.00 which was seconded by Stephanie Holland and voted unanimously in favor (5-0).

Fire Chief John Murphy then thanked the board, with a distinct appreciation to Mr. Annese, for all of the help with the Humarock Fire Station #4 Project.

Mr. Bologna of Coastal Engineering also thanked all involved. He mentioned that to keep the paperwork straight it was probably a good idea to issue a PCO and close out the project, rather than wait until the hydro seed retainer is used in the spring.

Senior Center Project:

- **Project Review to Date**

Vertex OPM, Steve Kirby brought the board up to date saying that the project was down to just a few things unfinished. He went on to discuss the punch list and said that the landscaping (seasonal) is an item, the sealant on the gray siding that was back ordered is still being waited on, the traffic island is still being worked out, and the range pilots that have been an ongoing issue are also continuing to be worked out. Mr. Kirby stated that the close out documents have not yet been received.

- **Project Schedule/Punch List**

Mr. Kirby specified that the parking lot study is scheduled to end on February 3rd. The information will be put in to a spreadsheet for the engineer to put a report together for the Planning Board. The need to get on the Planning Board's agenda is needed. Mr. Kirby expects the report to be complete by the end of February but can't anticipate when the results of this will be done. He then reminded the board that the extension hasn't been designed yet and that Coastal Engineer, the engineer on this project, would need to provide a design and then it would be put out to bid.

Senior Center Director, Linda Hayes then mentioned that the Ace Appliance Repair service had been out and replaced a piece to the oven pilots again. She stated that she was told that this part will most likely need to continue being replaced as the pilots are getting too hot. Mr. Kirby mentioned that he also contacted the [Kittredge-Boston Showcase](#) rep and notified them that a new range may be needed if this isn't the last time repairs are needed. Mr. Kirby informed the company that a new stove will be necessary as the minimum warranty is still in place.

Mr. Kirby next updated the board on the landscaping. There is \$5,000 reserved in the project funds for landscape touch ups in the spring.

Ms. Hayes brought up that the fireplace covering piece that had lifted off is now on and they have been taught how to operate it at a cooler level. Ms. Hayes informed the board that she routinely checks on the fireplace temperature to make sure it isn't running high as that is when problems arise. Ms. Holland spoke up to say that this is not attainable and the board agreed. Mr. Kirby proposed notifying BH+A of this and putting in a warranty claim.

- **Site HVAC Update**

Mr. Kirby informed the board that the first-floor toilet room, ERV issue was originally scheduled for repair on January 3rd but that the contractor through BH+A has notified him since that this is on backorder and the new estimated delivery date is February 1st. This will complete the installation and get it up and running.

- **Update on Site Lighting**

Mr. Kirby stated that the materials are still estimated to arrive between January and mid-March. Going on to say that Cederholm also had to delay their start date due to a Covid exposure but anticipate being back next Friday, February 4th to work on the porch lights and wiring electrical on the kitchen side. Prep work is continuing so that things don't have to be started from scratch.

- **Entry Island Update**

Mr. Kirby stated that he is still trying to secure a contracting vendor for the traffic island project.

- **Update on Budget and Remaining Items**

Mr. Kirby stated that Rachel from BH+A hasn't generated a CO form as of yet. He went on to say that he's anticipating a \$42,127.60 credit which would include the amount for deletion of emergency lighting ballast as well as other items.

- **Discuss/Vote Change Orders**

Ms. Hayes stated that she is working on what items they would want to increase to have enough for point the 160 of capacity. This includes glasses, flatware, tableware, and dinnerware. Ms. Hayes presented a quote for a duplicate of the flatware that is currently being used to which Mr. Shea said he'd be happy to approve as it's getting great use as is with rave reviews.

Chairperson Shea made a motion to approve the Kittredge quote for additional flat ware which was seconded by Carl Campagna and voted unanimously in favor (5-0).

Ms. Hayes informed the board that she will present a quote for plates, bowls, and glasses at the February meeting once she has found items similar to what they already have.

- **Public Questions & Comments**

Scituate Resident, Susannah Green of 337 First Parish Road began by mentioning the landscaping, asking if it will all be reassessed in the spring. Mr. Kirby answered Ms. Green's question saying that only the plants installed in the fall will be within warranty. Ms. Green mentioned a bush near the transformer that appears someone had backed in to. Mr. Guilmette suggested that this could be an operational error in design error and that the town will access how things held up over their first winter season.

Ms. Green then asked if there were additional options of where plowed snow from the parking lot could be dumped. Facilities Director, Kevin Kelly informed Ms. Green that he has already notified the Head of Public Grounds of the updated map for plowing staff.

Next, Ms. Green asked if the gates for the trash were still being looked in to, which Mr. Kelly responded that he is currently waiting for it to come in at prevailing range.

Ms. Green then mentioned a broken fence on the property that she had noticed and Mr. Kelly notified her that this issue has already been looked in to.

Ms. Green acknowledged that she has noticed that the "no left turn" sign has been migrating due to the seasonal weather. Mr. Kelly informed Ms. Green that was going to have to keep being moved throughout the winter although he agreed that the ideal spot for the sign does make the rule more enforceable. He went on to say that the plows will most likely damage the sign if its left where its intended to be but also brought up that he could look in to putting two vertical poles in place to hold the sign to the road.

Ms. Green inquired if a plan was put in place when they ran the ERV to check to see if it was running to spec if it's still exceeding. Mr. Kirby said that he would ask the design engineer what could be done inside of the building as this would be preferable to adding to the roof.

Ms. Green then asked if anyone had checked on the generator tests for sound. Mr. Kirby responded that he had numbers and could look back at them. Ms. Green stated that her concern is when its running full time, such as when the town experienced a power outage stretch, going on to say that for a windy, coastal town, it's inevitable that it's going to happen from time to time. Chairperson Shea recommended that Mr. Kirby follow up with BH+A on the building's generator issues.

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

Chairperson Shea made a motion to approve Purchase Order #2206264 to Kittredge Equipment Company for miscellaneous items previously approved by the PBC in the amount of \$414.71, which was seconded by Larry Guilmette and voted unanimously in favor (5-0).

Mr. Kirby then spoke on Delphi Construction's invoice and stated that he is recommending the revised amount total \$8,953.40. He went on to say that he was holding back \$5,000 for Delphi to do the islands but went on to say that he will hold back \$10,000 to hire another company.

Chairperson Shea made a motion to approve application for payment #20, to Delphi Construction Inc. for services rendered through the end of December in the revised amount of \$8,953.40 which was seconded by Stephanie Holland and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve payment to Purchase Order #2200555 to Bargmann Hendrie + Archetype Inc in the amount of \$6,626.00 which was seconded by Joe Annese and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve Invoice #163006 to Vertex Companies, Inc for services through the end of December in the amount of \$1,912.40 which was seconded by Stephanie Holland and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve payment to Purchase Order #2206217 to Perma-Line Corporation of New England in the amount of \$345.90 which was seconded by Carl Campagna and voted unanimously in favor (5-0).

Public Safety Complex Project Update:

- **Discuss EOC HVAC**
Facilities Director, Kevin Kelly informed the board that he and GGD Engineer, Ben Miller worked to create specs for zoom fans. They have sought out a company out of Brockton that expressed that this would be a great option for the building. The concern of the noise was discussed at that time and GGD suggested leaving the air curtain. Mr. Kelly is not quite sure this would be the best option but all agreed that it is best to decide later on in the project. Mr. Kelly hopes to have pricing for the board's February meeting.
- **Discuss /Vote Change Orders**
There were no Change Order to discuss.
- **Public Questions & 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 Contract/Bid for Generator**
Facilities Director, Kevin Kelly stated that the status of the generator project has since downsized from the original scope. He has put together new specifications with the help of New England Generator. Mr. Kelly has since sent this to Randall and is waiting to hear back from him. Mr. Kelly asked Mr. Annese if he would be open to join this phone conversation to which Mr. Annese agreed. Mr. Kelly will bid this off of the state bid list and would like direction on the specifics of how it should be written once he has Randall's comments. Mr. Kelly assured Chairperson Shea that he would have quotes for the PBC's next meeting scheduled for February 15th, 2022.
- **Public Questions & Comments**
There were no public question 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 finalized their 2022 Meeting Schedule which will be posted to the PBC page on the town's website.

Review Any Open Old/New Business Items

The Board discussed future meetings' venue options and it was agreed to continue to meet in person.

Chairperson Shea made a motion to adjourn the meeting at 8:47 p.m. which was seconded by Stephanie Holland and voted unanimously in favor (5-0).