

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



**MEETING MINUTES  
Public Building Commission  
Tuesday, February 15, 2022  
Select Board Hearing Room  
Scituate Town Hall  
7:00 pm**

**Commission Members Present:** Chairperson; Stephen Shea, Member; Joe Annese, Member; Carl Campagna, User Member; John (JD) Miller, User Member; Linda Hayes, User Member; Fire Chief John Murphy, User Member; Fire Captain Brian McGowan, Vertex, OPM for Senior Center; Steve Kirby

**Also in Attendance:** Recording Secretary; Alicia Anthony

**Members not in Attendance:** Member; Larry Guilmette, Member: Stephanie Holland

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

**Mr. Shea made a motion to accept the minutes from the January 25, 2022 meeting which was seconded by Joe Annese and voted unanimously in favor (3 -0).**

**Chairperson Shea made a motion to modify the agenda for this evening's meeting to move the Senior Center presentation to the top of the agenda in lieu of the Humarock Fire Station for scheduling reasons associated with one of the presenters, which was seconded by Joe Annese and voted unanimously in favor (3-0).**

**Senior Center Project:**

- **Project Update**  
Vertex, OPM, Steve Kirby updated the board on the closeout processes. He stated that both the landscaping and the sealant for the siding are waiting for warmer weather. Mr. Kirby informed the board that closeout documents have been submitted digitally, while the hard copies are scheduled to arrive at the Senior Center this week.  
Mr. Kirby informed the board that the one year walk through is scheduled to happen on February 28<sup>th</sup> for the engineers and contractors to take a final look at all that is finalized.
- **Project Schedule/Punch List**
  - **Site HVAC Update**

Mr. Kirby relayed that the backordered fans came in and were installed last week. He continued by saying that they were however, installed on the second floor instead of the first-floor ones. The contractors will be back, most likely next week, to make the change. Mr. Kirby let the board know that adjustments to the ERV will be made when the fans are in correctly.

- **Update on Site Lighting**

Next, Mr. Kirby brought up that Cedar Home did some more wiring on the porch at the Senior Center last week. The exterior parking lot lights as well as the building lights are also being worked on. He also updated the board that the delivery date for material has been moved to the first week of March. Mr. Kirby went on to say that it's anticipated to have the lighting projects done for March 18<sup>th</sup>.

- **Entry Island Update**

Mr. Kirby started by saying that the monitoring of the parking lot usage was completed on February 1 and the report will now be written up. Once that is written up he will submit it to Karen Joseph of the Planning Board, as well as Chairperson Shea, and schedule to get an upcoming Planning Board's Meeting Agenda.

Mr. Kirby then informed the board that he has sent the request for proposal to Hove Contracting, out of Hull, MA, and is waiting to hear back from them. It was suggested that this project wait until the Spring

Additional discussion was had regarding open items at the Senior Center. User Member, John Miller stated that the door frames have absorbed water. It was agreed that they most likely need oil based killz and to be repainted but agreed to address this at the walk through.

Mr. Miller also mentioned a stair tread that has cracked. Mr. Kirby informed him that Rachel, from BH+A, has already notified the architects of this issue.

Mr. Kirby noted a piece of sheetrock by the reception area that has cracked at a post where it meets the dry wall and informed the board that Delphi is aware of this issue as well.

Mr. Kirby then informed the board that he has sent Boston Showcase notification that the Senior Center is looking for a replacement range. Ms. Hayes had informed Mr. Kirby since then that the range and griddle seem to be working well now. The board as well as Mr. Kirby agreed that a replacement should be given still as it outweighs the costs and aggravation of going through replacement parts

Lastly, Mr. Kirby stated that he has issued Delphi a Change Order for a credit of \$42,000. He went on to say that they haven't sent a signed copy back as of yet as they are looking to discuss the holdbacks he has on the project. Mr. Kirby will try to hold off on that meeting but if needed he will schedule something remote with them.

- **Update on Budget and Remaining Items**

It was stated that all still looks as there are no risks of going over budget.

- **Discuss/Vote Change Orders**

There were no Change Orders to discuss.

- **Public Questions & Comments**

Scituate Resident, Susannah Green, of 337 First Parish Road noted that the HVAC work made it much quieter even though she now knows that the project wasn't done correctly. Ms. Green stated again that whatever was done has made a huge difference. Mr. Kirby let her know that when the fans are switched, the final adjustments will be made to the ERV.

Ms. Green then asked if the walk through was just to check warranties, and that it wasn't certifying that all aspects of the project are complete. Mr. Kirby let her know that that was correct.

Lastly, Ms. Green addressed the late-night fundraiser scheduled to take place at the Senior Center on March 5<sup>th</sup>. Chairperson Shea informed Ms. Green that this is an issue to speak to the Selectboard and/or Town Administrator regarding to assure the proper documentation is put in to place.

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

**Chairperson Shea made a motion to approve Purchase Order #2200557, a monthly Invoice from Vertex Companies, in the amount of \$2,331.66, which was seconded by Carl Campagna, and voted unanimously in favor (5-0)**

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

- **Project Review to Date**

Fire Chief John Murphy stated that the building is looking good and went on to say that the ramp is about 90% done.

- **Project Update/Punch List**

Chief Murphy suggested that the ramp should be functional by the end of the week. He discussed further saying that the Voc. Tech is going to make the railings and then he will bring them to be galvanized at a place in Taunton, MA. Once that is complete, Chief Murphy specified that the Voc. Tech will put them in place.

- Mr. Campagna asked how the building held up in the high wind storms. Chief Murphy responded saying that all went well. He also mentioned that they still need a couple warm days to mold the shingles together. The spot on that roof that was discussed at last month's meeting was addressed yesterday by the roofing company. Chief Murphy also said that the apparatus bay was worked on today. He informed the board that during the storm, the generator came on and worked great but it was realized that the lights for the apparatus bay were never added to the generator. Chief Murphy is going to reach out to the Town of Scituate's Electrician to have this added and will forward the quote to the PBC. He also has been in touch with one of the town's municipal workers who took measurements and offered to build the cabinets and lockers that the Fire Department Staff has been asking for. Chief Murphy will forward that quote to the board when it's received as well as the price that Armstrong Fence is working up for the posts and railings for the new fence. He went on to say that there are still small tweaks being made within the building but that overall things are well.

- **Review Budget and Open Items**

There were no budget or open items to review.

- **Discuss/Vote Change Orders**

**Chairperson Shea made a motion to approve Change Order #26962 to J&B Medical Supplies for a triage table in the amount of \$405, which was seconded by Joe Annese, and voted unanimously in favor (5-0).**

- **Public Questions & Comments**

There were no public questions or comments.

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

**Chairperson Shea made a motion to approve Purchase Order #2206214 to Hingham Lumber Company for supplies and materials for the handicap ramp in the amount of \$1,334.98, which was seconded by Carl Campagna, and voted unanimously in favor (5-0).**

**Public Safety Complex Project Update:**

- **Discuss EOC HVAC**

Chairperson Shea spoke on behalf of Facilities Director, Kevin Kelly. Mr. Kelly informed Mr. Shea that the Zoom Fans Company is looking for a local building for him to be able to see the fans in use prior to going forward.

- **Discuss/Vote Change Orders**

There were no Change Orders 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**

Chairperson Shea spoke on behalf of Facilities Director, Kevin Kelly. Mr. Kelly informed Mr. Shea that as he attended a Library Board Meeting recently, a few issues came up that the board wanted the PBC to be aware of. One issue that Mr. Kelly was made aware of was that there had been a flame failure on their boiler and new parts have been put in. Another issue brought to his attention was a blower fan on the hot water heater needed work. Lastly, the Board is looking to get the decorative pieces on one side of the Library building repainted in the spring as paint has been peeling off.

Chairperson Shea then relayed to the board Mr. Kelly's update on the generator. Mr. Kelly had said that he has sent a question regarding the transfer switch that has come up with the generator company to the engineer for their input. Chairperson Shea is hoping to receive contracts for this project to vote on at the next PBC meeting.

- **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.

**Old / New Business:**

- **Discuss/Vote 2022 Meeting Schedule**

There was nothing further to discuss on the PBC's 2022 Meeting Schedule.

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

There was nothing further to discuss.

**Chairperson Shea made a motion to adjourn the meeting at 8:00 p.m., which was seconded by Joe Annese, and voted unanimously in favor (3-0).**

