

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



**MEETING MINUTES
Public Building Commission
Tuesday, March 22, 2022
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 Captain Brian McGowan, User Member; Fire Chief John Murphy, Vertex, OPM for Senior Center; Steve Kirby, User Member; John (JD) Miller, User Member; Linda Hayes, Member; Carl Campagna, Member; Stephanie Holland

Also in Attendance: Recording Secretary; Alicia Anthony

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

Mr. Shea made a motion to accept the minutes as written from the February 15, 2022 meeting which was seconded by Joe Annese and voted unanimously in favor (5-0).

Humarock Fire Station #4:

- **Project Review to Date**

Chairperson Shea shared that the project is pretty much wrapped up to date.

Chief Murphy spoke on the progress of the project to share that the main part of the ramp is finished and looks great. He went on to say that they are waiting on the metal for the fabricated handrails and once they're made and installed, the ramp will be complete.

- **Project Update/Punch List**

Chief Murphy informed the board that the Voc Tech split rail fence for the front and rear of the building to make sure it secure. All agreed, especially with the tight tank out front, that this is the best option. Chief Murphy reported that he sent a message to Bob Mellow regarding getting this completed in the Spring. He also mentioned that Dave Armstrong from Armstrong Fence volunteered to come out to teach the Voc Tech students how to do the project. Chief Murphy also shared that Patrick Fitzgerald of Tower Construction is going to a lot \$1,000 for Chief to find someone in town to do the hydroseeding in April. Next, Chief Murphy shared that the triage table that they had chosen had gone out of stock. He found some similar beds but the shipping is expensive. The best option that he's found will raise the amount needed by close to \$400. The board approved a total

additional amount not to exceed of \$405 for the triage bed. Chief Murphy then shared that Kevin Kelly's employee has come out to take measurements for the lockers and plans to build them after the Fire Department buys the lumber. He stated that this will save a lot and they'll continue to keep the outside lockers project on the back burner. Chief Murphy then went over the generator project, saying that seven open circuits were found that could be used. He was given a price of \$575 for all that was identified to be needed. Chief Murphy updated the board that he has calls out regarding refurbishing the Station 2 bell. Chairperson Shea asked if the appliances, heating, and cooling within the building were working well, to which Chief Murphy approved that they were.

- **Review Budget and Open Items**

Chairperson Shea stated that a good review was provided on all open items by Chief Murphy, as discussed above

- **Discuss /Vote Change Orders**

Chairperson Shea made a motion to approve the proposal for front and rear fencing from Armstrong Fence Company in the amount of \$3,536.51, which was seconded by Carl Campagna and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve an additional expense to the triage bed that was previously approved, with an increase of \$395, due to shipping costs and the need for an additional bed, which was seconded by Joe Annese and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve a quote from Wood Electric to move 7 circuits from the main panel to the emergency panel, which was seconded by Larry Guilmette and voted unanimously in favor (5-0).

Chairperson shea made a motion to approve the application of \$1,000 credit for landscaping from Tower Construction to be utilized for hydroseeding in the spring, which was seconded by Carl Campagna 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 partial payment Purchase Order #2207457 to Turner Steele Company for the metal for the handicapped ramp in the amount of \$1,420.65, seconded by Stephanie Holland, and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve a credit from Hingham Lumber, which was seconded by Joe Annese, and voted unanimously in favor (5-0).

Senior Center Project:

- **Project Update**

Vertex OPM, Steve Kirby, updated the board on the Senior Center Project, saying that the one-year warranty walk through was held in February. He also mentioned that the landscaping walkthrough will happen in April. Mr. Kirby then informed the board that the closeout documents were delivered. He went on to say that the range is working after

having a fair amount of adjustments. If things continue to fail, they'll revisit the replacement inquiry, but the cook is happy at the time being.

Next, Mr. Kirby reported that the fireplace issue has been addressed and resolved. He stated that a sprinkler in the dining room had been leaking and had to be cut out, repaired, and patched back in. Also reporting that the roof issue was addressed with no new leaks, and now has an extended warranty. Mr. Kirby conveyed that the elevator is working fine. Mr. Kirby informed the board that the unincited panel at the Recreation Center has to be replaced as it was non-operational. He also reported that settling, caulking, joints separating, paint drips, cracks in gutter melting, cracks in walls were addressed during that building's walk through. Also saying that the gym looked good at the time.

- **Project Schedule/Punch List**

- **Site HVAC Update**

Mr. Kirby relayed that the ERV exhaust fans were moved back to the appropriate floor and are now operational. He said that the ERV will be set to 80% next week. Mr. Kirby stated that he would like to try to coordinate someone to come out to do a sound test to coincide with the generator start up but there are some repairs that need to be tended to prior to scheduling this.

- **Update on Site Lighting**

Mr. Kirby informed the board that the exterior parking lot lights and building lights were finished by Cedar Home on Friday. They are now working on scheduling a manufacturer training with Facilities Director, Kevin Kelly.

- **Entry Island Update**

Mr. Kirby stated that he has requested information for pricing for the traffic island from Hub Construction. He reported that the parking lot monitoring was completed at the end of January. Once the data is in report formation, he will submit it to Town Planner, Karen Joseph, and get on their agenda to determine the need for expanding the parking lots. Mr. Kirby reminded the board that the possible expansion would mean adding sixteen parking spots, which would still need to be designed, put out to bid, and constructed if needed. Also mentioning that he has a quote thus far from Coastal Engineering for the civil end of it.

- **Update on budget and remaining items**

It was said that this all came in right where it was said to. Mr. Kirby went through all his notes on project meetings as well as got the AP report from Finance Director, Nancy Holt, and reconciled some of the confusing invoices (little ones and credits). He then went over what he typed up.

- **Discuss/Vote Change Orders**

Chairperson Shea made a motion to approve amendment #7, to BH+A for the overall contract, for services for soffits and eve inspections, previously approved at not to exceed \$5,000, final pricing came in at \$ 1,650, this was seconded by Stephanie Holland, and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve the proposal from Southeast Fencing and Supply for black vinyl, chain linked fence gates for the trash coral area, in the amount of \$4,086, which was seconded by Stephanie Holland, and voted unanimously in favor (5-0). unanimous. Black vinyl, chain linked fence.

- **Public Questions & Comments**

Scituate Resident, Susannah Green, of 337 First Parish Road, inquired further about the ERV, to which Mr. Kirby said that Kevin is trying to get someone out there this week. Ms. Green offered to provide feedback once this is completed. Next, Ms. Green mentioned that she was happy to see the lights being done. Then asking if the lighting and programming will go hand in hand with the dimming of the porch lights. Chairperson Shea replied that they will now be set to the standard of what the Planning Board had originally requested.

Ms. Green then asked if the parking lot extension is approved, if there will be any planning for fencing to be continued to buffer the abutters in the town homes where the lighting will be shined. Mr. Kirby stated that this will surely be considered when it's designed.

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

Chairperson Shea made a motion to approve payment to Purchase Order #2207751, to Hingham Lumber, for an access hatch for the attic space in the amount of \$344.26, which was seconded by Larry Guilmette, and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve Purchase Order #2207379 to Wood Electric for plugs for vending machines in the amount of \$606, which was seconded by Stephanie Holland, and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve Purchase Order #2207378 to Wood Electric for the installation of plugs and a lighted board in the amount of \$1,570.45, which was seconded by Stephanie Holland, and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve Invoice #25227 and Invoice #24568 to BH+A for design services through the end of February, and also payment for Amendment #7, which was previously approved in total amount of \$6,431.41, which was seconded by Stephanie Holland, and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve a partial payment to Purchase Order #2206831 to Kittredge Equipment Company, Inc. for the bulk of silverware ordered and previously approved not to exceed \$800, in the amount of \$658.64, which was seconded by Carl Campagna, and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve partial payment to Purchase Order #2206831 to Kittredge Equipment Company, Inc. for backordered teaspoons in the amount of \$99, which was seconded by Stephanie Holland, and voted unanimously in favor (5-0).

Chairperson Shea made a motion to approve a partial payment to Purchase Order #2200557 to Vertex Companies for OPM Services through the end of

February 2022 in the amount of \$712.50, which was seconded by Carl Campagna, and voted unanimously in favor (5-0).

Public Safety Complex Project Update:

- **Discuss EOC HVAC**
Chairperson Shea read Kevin Kelly's notes regarding the zoo fans, stating that there is still no update. Mr. Kelly is still working on quotes and finalizing projects.
- **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 read Kevin Kelly's notes, stating that specs are out for RFQ under state contract list, under TRD01 (Tradesperson Installation Repair) to do by April 1, and that his goal is to have under contract for the April 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:

- **Review Any Open Old/New Business Items**
There were no business items to discuss.

Chairperson Shea made a motion to adjourn the meeting at 8:22 p.m., which was seconded by Stephanie Holland, and voted unanimously in favor (5-0).