

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



**MEETING MINUTES
Public Building Commission
Tuesday, January 17, 2023
*Select Board Hearing Room at
Scituate Town Hall
7:00 pm***

Commission Members Present: Chairperson; Stephen Shea, Member; Carl Campagna, Member; Stephanie Holland (tardy), Member; Joe Annese

Also in Attendance: Recording Secretary; Alicia Anthony, User Member; Linda Hayes, User Member; J.D. Miller, Facilities Director; Kevin Kelly

Members Not in Attendance: Larry Guilmette

Chairperson Shea called the meeting to order at 7:03 p.m.

Chairperson Shea made a motion to approve the December 13, 2022 Meeting Minutes, which was seconded by Joe Annese, and voted unanimously in favor (3-0).

Humarock Fire Station #4:

- **Project Update/Open Items**

Chairperson Shea shared that there were no open action updates nor punch list items. He relayed that Chief Murphy states that all is running well at Humarock Fire Station #4. The plaque and bell monument are being planned by Chief Murphy for the spring.

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.

Senior Center Project:

- **Project Update/Open Items**

- **Entry Island Update**

Chairperson Shea shared that he has been on calls with Mr. Kirby from Vertex Companies and legal counsel, and this project is held off until issues are resolved.

Ms. Hayes and Mr. Kelly reported that they would get a more accurate quote on the signs for the board to review.

- **Elevator Billing Dispute Discussion**

Chairperson Shea shared that he has been on calls with Mr. Kirby from Vertex Companies and legal counsel, and this project is held off until issues are resolved.

- **Discuss/Vote Change Orders**

Chairperson Shea stated that the Change Order for \$10,000 is on hold as it is sitting with town council.

The board discussed a proposal from Cedarholm Electrical Contractors for lighting upgrades. Facilities Director, Kevin Kelly will look in to getting a second quote.

Stephanie Holland made a motion to approve a not to exceed cost of \$6,425 for the proposed work at the Senior Center pending comparative bidding, which was seconded by Joe Annese, and voted unanimously in favor (4-0).

- **Public Questions & Comments**

There were no public questions or comments.

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

Chairperson Shea made a motion to approve Change Order #2310608 to The Vertex Companies Inc. in the amount of \$825 for OPM Services, which was seconded by Stephanie Holland, and voted unanimously in favor (4-0).

Public Safety Complex Project Update:

- **Discuss EOC HVAC**

Mr. Kelly relayed that he is waiting on \$9,000 from a current project, but is having trouble finding two extra companies to get additional bids. Mr. Annese suggested reaching out to Cedarholm Electrical Contractors, which Mr. Kelly will try.

- **Public Questions & Comments**

There were no public questions or comments.

Library Project Update:

- **Generator Project Update**

Mr. Kelly shared that the generator is scheduled to be delivered on to the site on Thursday. He also relayed that there still isn't a delivery date for the transfer switch.

- **Public Questions & Comments**

There were no public questions or comments.

Discuss 2023 Meeting Schedule:

- **Discuss/Vote**

The board discussed and agreed to a 2023 meeting schedule.

Old/New Business:

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

There was no further business to discuss.

Chairperson Shea made a motion to adjourn the meeting at 7:36 p.m., which was seconded by Joe Annese, and voted unanimously in favor (4-0).