

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



**MEETING MINUTES
Public Building Commission
Tuesday, April 25, 2023
Public Safety Complex – Emergency Operations Center
800 Chief Justice Cushing Hwy
7:00 pm**

Commission Members Present: Joe Annese Member; Stephen Shea, Chair; JD Miller, User Member; Stephanie Holland, Member; Carl Campagna, Member; Larry Guilmette, Member

Also in Attendance: Kevin Kelley, User Member; Linda Hayes, User Member

Members Not in Attendance: Chief John Murphy, User Member; Dep Chief Mark Donovan, User Member, Capt. Brian McGowan, User Member

Mr. Shea called the meeting to order at 7:06 p.m.

Mr. Shea made a motion to approve the March 23, 2023 meeting minutes, which was seconded by Carl Campagna , and voted unanimously in favor (8-0).

Humarock Fire Station #4:

- **Project Update/Open Items**

Mr. Shea reported All was in good order with the project. The station is performing well. The one open item still outstanding is some landscaping and a plaque for the building. Will have update next meeting.

- **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 public questions or comments.

Senior Center Project:

- **Project Update/Open Items**

Mr. Shea started off by thanking Vertex and Steve Kirby for all the hard work and dedication to the project. They really completed a nice project for the town. The budget close out with Vertex was then discussed. Things are closed out on their end and the remaining budget is looking favorable. There are still some soft cost out on the project and some site signage to install to wrap up the project. Final numbers will be worked up upon the close out of those items. Vertex is working closing out all the Decam surveys to wrap up their end of the project.

There was discussion on the location of the electronic files for the certified pay roll for the project. It was thought to be turned over to the town and Kevin Kelly was going to look for it. Vertex will create another copy should the town need one.

Kevin Kelly brought up 2 points of discussion. He was looking for some old meeting minutes from construction meetings around the time of when the Pantry was flooded. He was looking for more information on the subject. Steve Kirby was going to source what he had and get it over. The other item discussed was the site signage package. Kevin shared some detail on the signs and locations. The board provided some feedback. Kevin will bring full package to next meeting.

- **Discuss/Vote Change Orders**

There were no Change Orders to discuss.

- **Public Questions & Comments**

Susannah Green of 337 First Parish had a few question and notes.

She noted that the proposed Parking sign may be confusing to some and suggested some changes. Kevin Kelly will take it into consideration

She had noted that the ERV noise has picked up again potentially. She had asked if there was any work going on with the unit or any maintenance activities. Kevin Kelly noted they have looked at the unit and all appears to be in good order. He will have the team look at it again to see if they can find anything wrong.

Susannah brought up discussion on the plantings and the survey that she had independently sources with Kennedy. She provide the highlights from the report and indicating she would like to see if any of the suggestions could be actioned. The board provided the same guidance as previously stated that she will need to take it up with the Planning Board to get the approval from that group first.

Susannah brought up some discussion on the entry island and the status of the repairs.

Kevin Kelly responded and noted the scope is being developed and will be in the works soon. Kevin will be working with the DPW to ensure they get a solid design that will last.

Discuss/Vote All Purchase Orders/Requisitions

Mr. Shea made a motion to approve Purchase Order #2310608 to Vertex Companies for OPM services through February 25, 2023 in the amount of \$337.50, which was seconded by Stephanie Holland, and voted unanimously in favor (5-0).

Mr. Shea made a motion to approve Purchase Order #2310608 to Vertex Companies for OPM services through April 1, 2023 in the amount of \$75.00, which was seconded by Larry Guilmette, and voted unanimously in favor (5-0).

Mr. Shea made a motion to close-out the contract with Vertex Companies for OPM services related to the senior center, which was seconded by Larry Guilmette, and voted unanimously in favor (5-0).

Public Safety Complex Project Update:

- **Discuss EOC HVAC**

Kevin Kelly provided the update for the work. The work is still ongoing and working through final engineering and pricing. Kevin is looking at the potential to get a grant to cover some of the work. Should this work out he would like to use the remaining funds to make some enhancements to the server room of the facilities. There is a need for supplemental / redundant HVAC in that room. Item was tabled until next meeting.

- **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:

- **Generator Project Update**

Kevin Kelly provided an update. The good news was the generator and transfer switch were delivered to the vendor. They have a tentative install date of May 4th and 5th. This work will be completed over the 2 days and will require a Library shutdown. All are on board and there is a good plan. Will be great to get this work completed. Kevin will follow up with the fence company once the generator installation work is completed.

- **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 was one further item to discuss. Mr. Shea made mention to the group that this will be the last meeting for both Carl Campagna & Larry Guilmette. They both had decided not to re-engage for another term. Both guys were thanked for all the hard work and

dedication from the Board and the Town. They have been noting but helpful and have provide a great service to the Town.

Mr. Shea made a motion to adjourn the meeting at 8:23 p.m., which was seconded by Stephanie Holland, and voted unanimously in favor (5-0).

Submitted,

Nancy Holt

Recorder