

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



**MEETING MINUTES
Public Building Commission
Tuesday, July 11, 2023
Public Safety Complex
Joseph P. Norton Emergency Operations Center
800 Chief Justice Cushing Hwy
7:00 pm**

Commission Members Present: Chairperson; Stephen Shea, Stephanie Holland, Joe Annese

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

Members Not in Attendance: Chief Mark Donovan, User Member, Capt. Brian McGowan, User Member

Chairperson Shea called the meeting to order at 7:09 p.m.

Chairperson Shea made a motion to approve the June 16, 2023 Meeting Minutes, which was seconded by Stephanie Holland, and voted unanimously in favor (3-0).

Humarock Fire Station #4:

- **Project Update/Open Items**
Chairperson Shea informed the board that Chief Mark Donovan reported that the landscaping work with the memorial and rock was still in the works. Planning and work dates should be coming by 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.

Senior Center Project:

- **Project Update/Open Items**
 - **Site Signage Package**
Chairperson Shea started by reviewing the completed sign proposal with the board. Kevin Kelly and Linda Hayes did a nice job getting the proposal together for the main entry sign, lot sig, and directory signs for the property. The signs are standardized with the way

finding signs in town and styled like other buildings in town. The exact locations and orientations of the signs were discussed. There is a good plan and the signs will be a great improvement to the property.

Chairperson Shea made a motion to approve the full signage package with Options A,B,&C for the site. The proposal was in the amount no to exceed \$15,285.00.

Motion was seconded by Joe Annese and voted unanimously in favor (3-0).

- **Discuss /Vote Change Orders**

There were no change orders to discuss.

- **Furniture Order**

There was no update on the furniture 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.

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Public Safety Complex Project Update:

- **Discuss EOC HVAC**

Chairperson Shea relayed that Facilities Director; Kevin Kelly didn't have any updates on the EOC HVAC project.

- **Public Questions & Comments**

There were no public questions or comments.

Library Project Update:

- **Generator Project Update**

Chairperson Shea reported that the generator is in, running, and tested. Kevin Kelly noted the fencing is still scheduled to be put up in the coming weeks.

- **Public Questions & Comments**

There were no public questions or comments.

Old / New Business:

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

There was no old or new business to discuss.

Chairperson Shea made a motion to adjourn the meeting at 7:38 p.m., which was seconded by Joe Annese, and voted unanimously in favor (3-0).