

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



**MEETING MINUTES  
Public Building Commission  
Tuesday, January 23, 2024  
Public Safety Complex  
Joseph P. Norton Emergency Operations Center  
800 Chief Justice Cushing Hwy  
7:00 PM**

**Commission Members Present:** Stephen Shea; Chair, Jeff Wilson, Stephanie Holland, Joe Annese

**Also in Attendance:** Alicia Anthony; Recording Secretary, Fire Chief Mark Donovan

**Members Not in Attendance:**

**Chair Shea called the meeting to order at 7:06 PM.**

**Chair Shea made a motion to approve the October 24, 2023 Meeting Minutes, with one edit to add member, Joe Annese, to the members not in attendance, which was seconded by Jeff Wilson and voted majority in favor (2-0-2).**

**Joe and Stephanie abstained as they were not present at the October meeting.**

**Humarock Fire Station #4:**

- **Project Update/Open Items**

Chief Donovan shared that things went well with moving the system and that the new ones runs great. He also shared that there is a new electrical vendor. Chief Donovan made the commission aware that he had estimated low and that the install came in \$400 less than the electrical. He will work this difference out with Nancy Holt.

Next, Chief Donovan stated that the plaque mounting is being worked out and that they have decided not to mount the bell at Humarock Fire Station #4 due to the salt environment. The department is keeping an eye on the generator at the building.

**Jeff Wilson made a motion to close out the project subject to Kevin Kelly signing off complete, which was seconded by Joe Annese, and voted unanimously in favor (4-0).**

- **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**  
Chair Shea shared that per Linda Hayes, there are no new updates. The commission agreed that they can close this out at the next PBC meeting with Linda Hayes, JD Miller, and Kevin Kelly present.
- **Discuss/Vote Change Orders**  
**Chair Shea made a motion to approve Purchase Order #2406488 in the amount of \$1,080 to Kennedys Country Gardens for boxwood pushers bordering the Senior Center, which was seconded by Jeff Wilson, and voted unanimously in favor (4-0).**
- **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.

### **Public Safety Complex Project Update:**

- **Discuss EOC HVAC**  
Per Kevin Kelly, Chair Shea shared that he did not get the grant for HVAC work for the Public Safety Complex Building meeting room, looking at new vendors currently.  
**Joe Annese made a motion to accept the proposal of \$6,831 for the zoo fans for the project and not to move forward with the curtain wall at the emergency exit door, seconded by Jeff Wilson, and voted unanimously in favor (4-0).**
- **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:**

- **Project Update/Open Items**  
**Chair Shea made a motion to officially close out the Library Project as the billing for the generator project has been closed, which was seconded by Stephanie Holland, and voted unanimously in favor (4-0).**
- **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.

### **2024 PBC Meeting Schedule:**

- **Discuss/Vote 2024 Schedule**  
**Chair Shea made a motion to approve the 2024 PBC meeting dates as drafted, which was seconded by Stephanie Holland, and voted unanimously in favor (4-0).**

### **Old / New Business:**

- **Review any Open Old/New Business Items**  
There was no business to discuss.

**Chair Shea made a motion to adjourn the meeting at 7:39 PM, which was seconded by Stephanie Holland, and voted unanimously in favor (4-0).**