



**MEETING MINUTES**  
**Public Building Commission**  
**Tuesday, November 28, 2017**  
**Board of Selectman Hearing Room**  
**7:00 pm**

**Committee Members Present:** Ed DiSalvio, Chairperson; Larry Guilmette, Stephanie Holland, Stephen Shea, Carl Campagna; Jessi Finnie, Library Director; Michael Stewart, Police Chief; Deputy Chief Mark Thompson; Fire Chief John Murphy; Elizabeth Holthaus, User member for Library

**Committee Members Absent:** None

**Also in Attendance:** Nancy Holt, Finance Director; Jon Lemieux, OPM; Don Walter, Architect, Dore & Whittier; Noel Murphy, Oudens Ello Architecture

The Meeting was called to order at 7:03 pm by Ed DiSalvio

**Acceptance of Minutes**

**Move that the Public Building Commission approve the meeting minutes for the September 26, 2017 meeting, motion to approve made by Ed DiSalvio, seconded by Carl Campagna; Unanimous Vote (8-0). Motion to approve the October 24, 2017 meeting minutes made by Ed DiSalvio, Seconded by Carl Campagna; Vote was not Unanimous (7-0) Ed DiSalvio abstained as he was not present at the October 24, 2017 meeting.**

**NEW BUSINESS**

**Public Safety Complex**

Project update from Jon Lemieux:

Jon handed out a list of Outstanding Issues with updated statuses and a “Ball in Court” column. He stated that Kevin Kelly had reviewed the document, but that his responses were not included.

Jon said that the sediments in the water was still a problem and that they had a plumber look at the issue. They asked for a price to flush the pipes again, but the plumber didn’t think that would fix the problem. The plumber thought the “sand” or sediment was sticking to the inside of the pipe and that flushing it would not stop the build up from happening again. The plumber recommended testing the water to see if that was causing the problem. Ed DiSalvio asked if any tests had been done off property, Jon said no. Carl Campagna was wondering if this issue was occurring in other areas in the building, it was discussed that it was also creating problems with sprinkler and valves causing them to get clogged. Carl was wondering if the neighbors were having the same problem.

Jon thought it was a good point. It was also discussed that the plumber should scrap the sediment from the inside of the pipe so the sample could be tested. Fire Chief Murphy said that there was also a pressure issue with the pumper truck, but Jon thought that was related to a different issue. Jon and Fire Chief Murphy discussed having the water tested and also flushing it out with a hydrant.

Jon Lemieux then read through each of the issues on his Outstanding Item list.

There was a brief discussion regarding issue 22 regarding the tables in the EOC and Briefing rooms which still do not have the electricity hooked up.

**Joe requested a motion for WB Mason to not exceed \$5,271.50, to hook up electricity which would link the outlets on the tables in the EOC and Briefing Room. Motion not to exceed \$5,251.50 made by Ed DiSalvio, second by Deputy Fire Chief; Unanimous vote (8-0)**

Fire Chief Murphy then presented his requests:

Chief Murphy stated that he would like to purchase an elliptical trainer. He feels that it would keep everyone in shape and healthy and that it is also good for people who have bad knees and bad backs. He obtained 3 quotes, the best one was in the amount of \$2,300. Ed DiSalvio asked what budget it would come from. It was stated that it was coming from the FF&E Fund.

**Chief Murphy asked for a not to exceed \$2,500 for an elliptical trainer. Motion not to exceed \$2,500 made by Ed DiSalvio, Second by Carl Campagna; Unanimous vote (8-0)**

Chief Murphy discussed the water pressure in the sprinkler pipe; he proposed purchasing a battery back-up with an inverter and a charger for short term outages. He felt that would be a better solution than rewiring.

Police Chief Mike Stewart then presented his requests:

Kevin Kelly wanted to order 10 small business mats from SupplyWorks for \$2,363.83. Ed DiSalvio asked if this would get charged to FF&E as well, it was stated that it would.

**Motion made by Ed DiSalvio to approve \$2,363.83 for floor matting for the Public Safety Building, second by Stephanie Holland; Unanimous vote (8-0)**

Chief Stewart requested funds to purchase a Savin color copier machine with the ability to collate. He stated that they accommodated for it on the upper level for the administrative personnel, he explained that we were leasing at the time so we could not pay for it from the FF&E Fund.

**Motion to move \$4,469.30 from contingency budget to FF &E made by Stephanie Holland, second by Ed DiSalvio, Unanimous vote (8-0)**

**Motion to purchase a Savin color and collating copier for \$4,469.30 made by Stephanie Holland, Second by Ed DiSalvio; Unanimous vote (8-0)**

Deputy Chief Mark Thompson presented his requests:

Bill Sheehan requested \$1,025.00 to purchase additional phone switches so the PSC could receive up to 8 simultaneous calls, currently they can only receive 5. **Motion to approve additional**

**phone switches from Harbor Networks made by Deputy Chief Mark Thompson, second by Ed DiSalvio; Unanimous vote (8-0)**

Deputy Thompson stated that the EOC needed to order 11 additional licenses. Nancy Holt brought up the fact that we had already purchased more licenses. She wanted to ensure that this would be

enough and that we would not need to order more in the future. **Deputy Thompson was going to do more research before ordering additional licenses.**

Deputy Thompson explained that the armory was equipped for a weapon cleaner, but it was never purchased.

**A motion was made by Deputy Thompson to purchase a firearms cleaning station from Lyman Products for \$1,632.91, second by Ed DiSalvio; Unanimous vote (8-0)**

A request was made for a two-way communicator for the lobby of the Public Safety Building for \$941.00. It was explained that currently, you cannot communicate through the glass, that a device with a microphone that amplifies the voices was needed. It was further stated that the glass would not have to be cut that the device would just plug in. **It was decided to defer the voting to approve the purchase of this item until the next meeting.**

A need for additional consulting and integration with BCM Controls for Town Hall Security in the amount of \$3,133.00 was requested. **A motion to approve made by Deputy Thompson, second by Fire Chief Murphy, Unanimous vote (8-0)**

Deputy Thompson said they ran out of HID Security cards and needed to order 100 more in the amount of \$581.40. **Deputy Thompson made a motion to approve the purchase from ID Wholesaler for \$581.40, second by Stephanie Holland; Unanimous vote (8-0)**

It was explained that the lighting in the Armory is too dim and needs to be improved. **A motion to purchase an LED light for \$104.97 was made by Deputy Thompson, Second by Stephanie Holland. Unanimous vote (8-0)**

There was a brief discussion regarding the amount of funds that was left in the Contingency Fund, Jon Lemieux thought it was close to \$300,000.

### **Library Project Update & Review**

Project update from Jessi Finnie:

Jessi would like to again explore the option of purchasing a generator for the library. She explained that we had looked into it in the past but the price was too high (\$75,000) and they had incurred a lot of expenses at the time. Chief Murphy said he knew an electrician that could give an accurate and fair price. He further stated that he thought the library was the perfect building for a generator and a warming center where people could also charge phones. There was concern that you could have frozen pipes if lose power for 2 or more days during the winter. Larry Guilmette wanted to know how you build a building with a live sprinkler system and no way to keep it from freezing. There was concern that it was a huge risk for a new building, especially without knowing the insurance coverage.

There was a brief discussion about how much money was left in Contingency. Jessi thought about \$170,000 that was not borrowed from the town and then another \$50,000.

Nancy stated that the rebate for approximately \$5,000 from National Grid has to go to the tax payers and cannot go back into project costs like they initially thought. The other rebate is still

outstanding.

There was discussion regarding FEMA programs that could provide possible money towards the purchase of a generator; Jessi said she would look into it.

Ed DiSalvio was wondering if the generator would be gas or diesel. Jessi said that they have not researched that at this point.

Chief Murphy said we should decide what we want to supply electricity to; lights, heat, etc. Noel said the design work and circuiting had already been done when they initially looked at hooking up a generator. Those specs could be used when the project goes out to bid.

Nancy Holt explained that we would have to meet legal requirements to advertise, but did not have to go through the sealed bid process; and that we did not have to get 3 prices. Nancy suggested using FM Generator. She sent the information for this company to Jessi.

Carl Campagna thought that the generator may not be able to directly power the computers without a filter.

Jessi said that Kevin Kelly did have the purchase of a generator on the Capital Plan. Nancy verified that \$190,000 is on the 2020 Capital plan.

Chief Murphy told Jessi he had recommendations for a company that could maintain the sprinkler system for the library.

Noel Murphy reviewed the remaining outstanding issues:

The design has been given to Daedalus so they can now provide a price to resolve the noise issue related to the air handler unit. We should have a price within the next few days. Joe wanted to price it himself, and then go out to bid or use a GC.

The fix is a two-step process:

- Move the compressor, which is making a loud noise, into a room that is one room away from the current location and separated by a wall; it will be put on spring isolators first than placed on the slab.
- Install a sound trap, a specialized piece of duct, which would go under the floor. This would entail cutting out a piece of the floor in the hallway and removing a portion of the duct and installing the silencer (sound trap).

Noel said it is worthwhile to use the GC because they know the lay of the land. Once we get an estimate from Daedalus we can go forward.

Ed asked if this would solve the problem and Noel said they were working with an acoustical engineer that said it would work. He did research to ensure the silencer is the proper design specs

and should correct the issue.

Noel discussed the update with the ADA issue which involves the path leading up from Branch Street to the library. The Town originally thought the code exception was acceptable, but now realizes that they have to put in an application for a variance. Once it is reviewed, it will be either approved, scheduled for a hearing, or they may recommend minor changes; for example, they may recommend the Town takes measures to improve ADA access by adding accessibility to the lower level and add a call button, rather than rebuilding the whole ramp. Noel said it would be difficult and extremely expensive to make a ramp with an 18 foot elevation change.

Karen Canfield asked if it is not an accessible route; do we need to paint the crosswalk. Noel said you did not have too.

Jessi told the Commission that the sandblasting was completed and that it looked great.

Jessie also said that one of the walk off mats is a tripping hazard and needs to be moved. It is a high pile and there is not enough clearance on the door entranceway. Jessi is going to talk to Kevin Kelly about the issue.

Ed DiSalvio asked if the sealant was put down and Noel said no, but will follow up with Kevin Kelly to see what type of sealant should be used, especially with salt. Jessi said the custodian could apply the sealant. There was consensus that it should be done before the snow and ice comes.

The dimmer product was selected to rectify the exterior lighting issue in the library parking lot. Noel said they were going to test both a 50% and a 30% dimmer to see which they prefer. Once the decision is made they will purchase the additional 11 dimmers that are needed. Nancy confirmed that they had authorization to order the dimmers. Ed asked if the police department wanted to look to see which dimmer they would suggest. Jessi thought that was a good idea. She thought they should be part of decision making process.

**PCO 173: This Pending Change Order is for miscellaneous painting under \$6,000 for the mechanical room and to touch up around the building. This did not qualify as punch list painting. Motion to approve \$1,200 from Stephen Shea, second from Carl Campagna; Unanimous vote (6–0)**

Requisition for contractor billing for balance owed, Noel would like a not to exceed \$23,000 to pay the remaining contract. He would like to hold back \$2,400 for landscape and electrical items that need to be resolved. **He will bring an updated requisition for approval at the next meeting.**

Nancy Holt said she is missing PCO 19 and PCO 20, Noel said there will be a PCO 19 but there will not be a PCO 20

Jessi Finnie welcomed Elizabeth Holthaus as the new user member for the library.

Jessie stated that we are now up to 3 broken chairs in the library, but thankfully no one was hurt. Office Resources came out to assess the situation and they were surprised that the chairs broke. Now that 3 chairs have broken, they are going to replace them with metal frame chairs instead of wooden frame chairs, which would be more flexible and higher quality.

The Audio/Visual System is in place, but one feature is not working. This feature would allow devices to hookup without a cable, using software. Due to the security of the library Wi-Fi, this functionality is not available. They are currently looking for a solution and think they will be able to resolve it. Ed asked about a device that you can hookup to an individual's laptop, but Jessi was worried that it would be too hard to keep track of them.

Jessie stated that it was her understanding that SATV was supposed to pay for part of the AV package, the camera and part of audio section (the parts they used). Jessie asked Nancy if they were still planning on doing this, Nancy thought the full amount was coming from project costs and had verified this information with Joe Sullivan at the last meeting. She further explained that \$38,200 (or any amount) cannot be spent without Town Meeting approval, her understanding was that the full amount of the AV system was coming from Library costs.

Jessie said there was a change in the price of the Mobile Shelving Unit that she wanted to order from \$4,607.20 down to \$2,786.82. Jessi went back to the vendor because she thought the original price was too high.

Michael Goulding passed away a year ago and his family had raised money for the library foundation. He worked at a landscaping company called Northern Oak who wants to donate a tulip tree in his memory. Jessie stated that this is the season to plant this type of tree. It was recommended that Jessie attends the next Selectmen's meeting to present this as a memorial donation.

**There being no other business a motion to adorn the meeting at 9:17 PM was made by Ed DiSalvio, second by Larry Guilmette, Unanimous vote (10-0)**

**Next Meeting December 12, 2017**

Respectfully Submitted,  
Lianne Cataldo (Recording Secretary)

**Outstanding Items:**

- Noel Murphy will bring the updated requisition for contractor billing for balance owed
- A request was made for a two-way communicator for the lobby of the Public Safety Building for \$941.00. It was decided to defer the voting to approve the purchase of this item until the next meeting.
- Deputy Thompson was going to do more research before ordering additional licenses for the EOC.

**List of Documents for November 28, 2017 Public Building Commission's Meeting**

- Agenda
- 9/26/17 Meeting Minutes
- 10/24/17 Meeting Minutes
- Scituate Public Safety, Outstanding issues with updates