



**MEETING MINUTES**  
**Public Building Commission**  
**Tuesday, July 26, 2016**  
**Board of Selectman Hearing Room**  
**7:00 pm**

**Commission in attendance:** Carl Campagna, Karen Canfield, Jacqueline Carr, Ed DiSalvio, Jessi Finnie, Chief John Murphy, Lt. Mark Thompson, and Patricia Vinchesi

**Also attending:** Conrad Ello (Oudens Ello), Ashley Gonzalez (Oudens Ello), Shawn Harris (Board of Selectmen) and Joseph Sullivan (Daedalus), Steve Theran-Vertex

**Commission absent:** Mike Heger, Stephanie Holland

Meeting called to order: 7:05 pm

Patricia Vinchesi noted that a new secretary has been hired and will be available to take minutes at the next Public Building Commission meeting. Karen Canfield and Ed DiSalvio volunteered to take minutes for this meeting.

**Review of Minutes:** for the July 12, 2016 PBC meeting were reviewed for approval. Patricia Vinchesi moved to accept with minor typographical corrections. Ed DiSalvio seconded. Approved unanimously.

**Update on Town of Scituate Library Construction:**

Joe Sullivan reported that the building roof preparation is nearly complete, with the addition of Hunter panels and the vapor barrier systems well underway. Shingling began on the southwest wing today. The lantern will receive windows soon which will make the building nearly weathertight. Windows for the second floor will be installed after the lantern; first floor windows last to be installed. He anticipated that the roof shingling will take two and one-half weeks to complete. The topping slab for the program room was poured today.

Ed DiSalvio asked if the shingles are pre-coated. Joe replied that they are and have a sealer on them. Mr. DiSalvio asked about technique used for the roof framing. Joe explained the process employed. Ashley Gonzalez added that the structural engineer has signed off on all roof installation plans. Mr. Sullivan further added that the technique will result in a stronger structure than traditional framing and indicated that he would forward the construction details to Ed for review. Mr. DiSalvio asked how the venting system worked. Mr. Sullivan explained the details. Conrad Ello also added that the insulation panel is vented and the system provides roof line ventilation as well.

Mr. Sullivan reported that the fire pump was delivered to the site and the electrical lines from the street to the conduit panel has been reviewed and approved by National Grid. He reported that a gas line was hit last week, but that resulting correction was not a project cost. Ms. Vinchesi noted that there was a triage error on the response by the town which delayed correcting the break. She noted that on-site Daedalus supervisor, John Christiansen, was “great” throughout the entire situation. Mr. Sullivan said the lines were properly marked, but the actual lines veered outside of the guide lines. Chief Murphy asked if the line was now properly marked. Mr. Sullivan said yes and that the construction company (Castagna) was issuing a letter absolving the town of responsibility for the error.

Mr. Sullivan presented the requisition for payment for July and noted that the project is now 50% complete. Mr. DiSalvio asked if there were only two copies of the requisition. Mr. Sullivan said yes, but would ask for five copies going forward. Ms. Vinchesi motioned for approval of payment of \$370,502.10 requested. Mr. Campagna seconded. Motioned approved unanimously.

Committee agreed to meet at the construction site on August 9, 2017 at 6 pm to tour the progress.

Mr. Harris asked why the street in front of the construction site is not paved. Mr. Sullivan explained that the Town elected to wait until the gas and drainage work was complete before finishing. That work is complete and the pavement can begin. DPW has been notified.

Ms. Finnie asked for clarification about the rules of procurement relating to the furniture acquisition. Specifically, if the vendor is on the state bid list, will additional bids be required. Mr. Sullivan stated that bids are not required in that circumstance, but that the decision was typically reviewed by the town procurement officer. Ms. Vinchesi said PBC is using two vendors on site bid list, but cautioned that this does not always result in the lowest cost. Ms. Gonzalez said that the design team has been working with Office Resources (ORI) and would hope to get the best pricing from keeping procurement concentrated with one state bid vendor. She noted that ORI is also owned by a Scituate resident, Kevin Barbary, who has been extremely accommodating during the process.

Ms. Finnie said that the FFE final interiors committee meeting would be held this coming Thursday. She will invite the committee to tour the building once FFE elements are installed. The cable meeting will be held also this week to finalize the IT budget. Ms. Vinchesi asked what was in the IT budget. Mr. Sullivan said that \$25,000 has been set aside for IT purposes.

Ms. Finnie reported that the signage expense will likely be under budget. A meeting will be held this Thursday to finalize signage contract details.

Ms. Finnie said that the circulation desk has been redesigned with input from the MBLC which will reduce the project costs and make the desk more flexible. Mr. Ello also said that the MBLC supports the change in design. Ms. Canfield asked when the MBLC when next tour the site. Ms. Finnie reported they will be on site in October.

Ms. Finnie said that she is reviewing the lease extension for St. Lukes Episcopal Church program space.

Mr. Ello reported that construction and FFE administration responsibilities will be transitioned to Noel Murphy when Ms. Gonzalez is away on maternity leave, anticipated for the end of September, 2016. Mr. Murphy will be invited to the 8/11/16 PBC meeting to meet members. Mr. Ello also said that Chelsea Brown will assist with the finalization of the FFE installation. Ms. Finnie praised the work Ms. Gonzalez has done on the project.

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

- Vertex presented photos of construction progress.
- Vertex noted that before 11/15/16 the final layer of pavement will be installed.
- Vertex presented PCO #011 to the commission for review, which is in the amount of \$5,175.34. This PCO was due to errors in the architect's drawings. Tricia Vinchesi made motion to approve this PCO, Carl Campagna 2<sup>nd</sup>, all voted in favor to approve.
- The Commission asked Vertex to create a list that breaks out errors & omission costs vs. town requested changes and then forward this list to the SPBC.
- Vertex noted that CTA is requesting payments for stored materials.
- Pole update: still waiting for information from the pole manufacturer.
- The SPBC requested that Vertex obtain a list of staff names that Gale Associates will have on site to perform the building envelope commissioning services. The SPBC requires that Gale provide the same inspectors on-site throughout construction and that they do not switch-out inspectors.

**Adjourn Meeting:**

8:50 PM Chief John Murphy made the motion to adjourn, Lt. Mark Thompson 2<sup>nd</sup>, all voted in favor to adjourn.