



**MEETING MINUTES**  
**Public Building Commission**  
**Tuesday, March 20, 2018**  
**Community Room, Scituate Public Library**  
**7:00 pm**

**Committee Members Present:** Ed DiSalvio, Chairperson; Carl Campagna; Larry Guilmette; Stephen Shea; Stephanie Holland; Toni Snee, Assistant Library Director; Michael Stewart, Police Chief; Mark Thompson, Deputy Chief; Fire Chief Murphy

**Committee Members Absent:** Jessi Finnie; Library Director; Elizabeth Holthaus, User Member

**Also in Attendance:** Nancy Holt, Finance Director; Kevin Kelly, Steve Theran, Vertex; Don Walter, Architect, Dore & Whittier

The meeting was called to order at 7:04 pm by Ed DiSalvio

**Acceptance of Minutes**

**Ed asked for a motion to approve the meeting minutes for the January 16, 2018 meeting with changes, motion to approve made by Larry Guilmette, seconded by Stephen Shea.**

**Motion to approve the January 30, 2018 minutes with changes, first motion made by Carl Campagna; seconded by Stephanie Holland**

**Motion to approve the minutes from February 20, 2018 first motion made by Carl Campagna; seconded by Larry Guilmette**

**Motion to approve the minutes from March 8, 2018 with changes, first motion made by Stephen Shea; seconded by Carl Campagna.**

**NEW BUSINESS**

**Public Safety Complex Project Updates & Review**

**Budget update from Steve Theran:**

- Current requisition, not processed
- Line 3 and line 4 close to being done there is approximately a \$3,000 difference
- CTA Construction amount \$18,865,09
- \$15,648.87 has not been paid yet
- \$309,886 construction contingency
- Uncommitted \$498,527

List of Action Items: Factored into contingency number

**Ed asked if the PCOs marked in red were disputed amounts and Steve said yes. Steve further explained that disputed amounts were subtracted out of the non-committed column.**

Detailed list of outstanding items

**Steve Theran went through the remaining outstanding items:**

Item #2 The door was replaced, but button still does not work, the contractor is coming back.

Status of the retesting of the water is still pending. Chief Murphy said they saw nothing out of the ordinary. The last conversation Kevin said was a discussion about the necessity for a metal reaction test, but it has not happened yet Kevin said. Sean thinks the contractor owns the next steps in the retesting process.

Steve read the minutes from previous minutes [January 16, 2018] which referred to the scaling:

*Item #3 Sediment in pipes: Jon passed out a documentation that depicted the sediment issue in the pipes. Kevin is going to call Shawn to come and test the water quality again and a sample of the sediment is going to be sent out to be tested. One theory is it could be the brass caps on the pipes that are causing a reaction. Jon explained that it is actually more like a scale at the top of the pipe than sediment. If it is the metal that is causing the issue, the brass has to be replaced throughout the system. If the water does not come back clean, than we will just need some sort of treatment to improve the water quality. Kevin said when the water was tested in December it was fine. It was discussed that this is the only building in the area having this problem and that the building is not at the end of the line.*

Steve wants results sent to Dore & Whittier. Kevin said he reached out to Sean regarding the results of the last test.

Chief Murphy said previous test results showed that the water quality was okay and that they also tested the scales inside the pipes and that was fine also. The Commission decided that another request should be made to Sean to do more tests. **Steve also requested that Sean's original response to running more tests and the results be sent to Vertex.**

**Ed asked Kevin about the test results of the sediment/scale in the pipes, But Kevin could not recall what they showed.**

#5 Waiting for snow cover to disappear

#7 The light was ordered 8 weeks ago and is due in 3 weeks and then it will be installed

#9 Completed

#21 CTA still has to perform

#22 The Town needs to get extension cords

#24 The Tarkett representative said this is how the product is supposed to work, but the front stairs are bubbling and the public is tripping on them. The company came in and fixed the back stairs, and they are better. Chief Stewart thought they did not spend as much time on the front stairs as they did on the back stairs.

#25 Kevin said they made some adjustments to the BFDs and they did not trip out during the last storms, so he believes they are better.

#27 Will come back when the weather is warm, no issue that we know of, Chief Stewart said however, there are a few more cracks that need to be repaired and they previously used yellow caulking which does not look good.

#29 and #30 Chief Stewart sent an email and is waiting to hear back

#32 Purchased a tabletop humidifier, which has helped deputy Mark Thompson said. They leave the door open most days because it is so hot. Everyone likes a different temperature Kevin said, so it is a challenge. Currently, there are two thermostats. Ed said should we have the consultants go back and Kevin said it is more of a user training issue. Kevin said they took the limits off the two thermostats which should help. Larry said it is hard to keep a lot of occupants in one building happy with the temperature. Kevin will work with Mark and look through the training manual to try to resolve the problem.

#33 Retest water category

#35 Steve wanted to know if there is a list of rooms and Kevin said he would check with Lori

#48 List of rooms needed for this issue as well, Steve asked if someone is creating a list; Chief Murphy said he would look into it.

Kevin said some of the spaces do not have enough air to maintain the heat. He has to check the temperature daily and he should not have to keep changing the boiler temperature. GGD is supposed to do a thermo scan to see what is creating it. Kevin Kelly said he could do it as well.

Carl wanted to know if it was on the balancing report, Steve was not sure but thought it should be. Kevin sent an email to the commissioning agent Scott at WSG to tell them we were having problems.

#50 CTA's response is they will address issue and provide a solution

#53 Control buttons, Steve does not have an answer. Steve will look into the issue again

#54 CTA will fix, will put in new spike

#59 Steve was not sure what the issue was. Mark said there is a line that comes out of the Shoretel system and splits and goes into an amplifier which goes into the dorm, but the sound is not coming through clear. It may be a design issue. They may need the split to go into both amplifiers it might just be going into one now

#60 Snow cover issue

#62 No hardcopy binders from CTA, only electronic binders on their system. Steve wanted to know if they wanted everything on a thumb drive. Kevin said yes

#63 Jeff received the extended warranty document that he had asked for

#64 Jeff has pictures; Vertex will follow up with CTA

#65 Steve does not have details yet, Deputy Chief Thompson said it has been a year and he feels little effort has been put into fixing it. Steve said it just made it to the list so he will ask Allen what the status is

#66 Asked Allen for status, Steve can send out answers to the Commission

#67 Steve asked Kevin for a photo and Kevin said he would provide it

#68 Jeff said he will send them out about ½ a dozen soap dispensers. Kevin will get an accurate number and he will install them. The stems are breaking Kevin said.

#69 The stool is still missing; it was sent and signed for back in September by Erin Morgan a dispatcher that is no longer here

#70 CTA wanted most recent Commissioning Log

#71 Retest water item. Steve suggested taking the shower head off, but Kevin said they did already

#72 Steve asked what exactly needed to be sealed, Allen and is waiting for an answer on the status. Kevin said all the conduits are filled with water now. CTA thinks it is done as specified, so the engineer has to tell us if it is installed correctly, could be a design issue. Kevin said there are 3 or 4 vendors involved. Kevin said the electrician came out and made everything water tight.

Ed asked about adding deadlines to the items that do not have to wait until spring to be completed. Steve said that CTA knows about all the issues, but deadlines have not been issued. Steve said we can create deadlines if desired. Chief Murphy thought it was a good idea to make deadlines. We could connect with occupancy Chief Murphy said, but Steve thought that did not affect them. Steve replied that Jeff said he would address all the issues and feels we have been a good client to work with. **Ed thought we should tell CTA to fix everything by April 24 (the next meeting); Steve said that was a good approach.**

The density in the floor is not adequate Chief Murphy said you can hear the treadmill. He just wanted to bring this to the attention of Steve.

Steve presented an email list from Chief Murphy:

Lori made a recommendation that most of the items on the list be addressed by the Town.

One of the items was to replace the sprayer; a motion to purchase this item was already approved in a previous meeting.

Steve said Jon wanted to extend the budget to \$6,500 to complete punch list due to additional time and cost to fix all the issues. John was looking for an approval tonight.

Ed wanted to know if this was the end of money requests from Vertex, Steve was not sure. Nancy thinks it is a problem that the contract is not being monitored. Nancy thinks Jon should explain his needs to the Commission. Nancy also brought up the fact that we have already extended contract in the past and that this [requested] extension would only go to February. She further stated that a \$56,000 extension has already been used and that she was \$923.73 short to pay most recent Vertex bill.

Ed confirmed that the money would come from contingency if approved.

Nancy also reminded the Commission that we have another project coming on with the same OPM, and that we need to stick with the number from the original contract price.

**Ed is going to contact Jon about the request for additional funds, and asked for the last invoice from Nancy. Nancy said she would send it to Ed.**

Chief Stewart got an estimate for \$146,661.80 from McDougall Bros for the Metal Outbuilding which was \$16,000 less than the other estimate and he said that they are offering to do more. They also suggested putting a footing underneath which is included in the price. CTA would

oversee the project. Chief Stewart went on to explain the background of the request. He said that the original plans allowed for a 40 x 60 building, but it was the first thing cut and added as first add alternate. Chief Stewart would like to make a request to put it back on.

Larry asked if this was a turnkey price and Chief Stewart said yes.

Carl asked if required drawings and Deputy Chief Thompson Mark said drawings and engineering were included in the price.

Ed said there is currently \$309,000 left in contingency.

**Ed said do you have to put an official change order together and Deputy Chief Thompson Mark said yes.**

Larry said McDougall is a great company he has worked with them before.

**Chief Stewart will have a price from CTA for the next meeting.**

Larry said the building could go up in two days.

Stephen asked if they were using a heavier gauge steel and Deputy Chief Thompson Mark said yes.

Ed asked about the height of the wall (concrete) and Carl said it should be 24 -36 inches above exterior grade.

Nancy Holt update:

- Nancy currently does not have a fully executed change order for PCO #12
- PCO #118 does not appear on budget
- Her numbers do not agree with the most requisition that Steve handed out at the beginning of the meeting. Nancy is off \$3,000 - \$6,000 **Steve is sending Nancy the full requisition.**

Nancy asked Chief Murphy if he received bulletin boards.

Nancy asked about the EOC emergency exit only (silent alarm). The brush on bottom (weather stripping) is coming off. Chief Stewart said they could fix it themselves.

Nancy asked if there were any Energy Incentive Reimbursements coming in for the Public Safety Building because they have to be used to pay down the debt. **Don will follow up.**

### **Library Project Updates & Review**

Ed told Joe Sullivan that he did not have to attend and that he would provide his updates to the Commission:

HVAC Issue: Extended bid date to March 28 to fix problem, March 21 walk through for contractors

Griffith and Vary Engineers to look at design related to AHU-2

We may have a special meeting before the April 24<sup>th</sup> meeting if Joe requests it

#### ADA Walkway:

- The Architect is working with the Landscape Architect on the walkway from Branch Street to the lower level of the library.
- Daedalus estimates the cost will be \$20,000 and plans will be ready for proposals in early spring to solicit contractors to do the work.
- The discussion will be done with architects about who will pay once estimates are in for the HVAC repair work and ADA walk way

Ed said there is currently \$50,000 left in the project balance which does not include the \$200,000 that was given back to the Board of Selectmen.

#### Library Update: Toni Snee

Toni had started a project to update emergency plans and Jessi met with the police who suggested that the library purchase a wireless PA system. They have received one quote so far, the total cost would be \$4,600 and it covered installation. Ed confirmed that the library would hire the contractor directly. Ed also asked if we need to get 3 prices, Nancy confirmed that if it is less than \$5,000 you do not need 3 bids. Steve asked if there was a design document, but Toni said she didn't have one.

Larry asked if the Fire Department would have to weight in, and Kevin said no. Kevin wanted to make sure it would work in every room so was concerned about it being wireless.

#### **Stephen said he would like to see a drawing of the system.**

Kevin said you could combine with the fire department system because there is a mic there already.

Larry wanted to know if the code would allow it. Chief Murphy thought you could if it was used for emergency. **Kevin said he would look into adding a station to the existing system in the fire station.**

**There being no other business a motion to adjourn the meeting at 8:41 PM was made by Stephen Shea, seconded by Larry Guilmette, Unanimous Vote (6-0)**

#### **Next Meeting April 24, 2018**

Respectfully Submitted,  
Lianne Cataldo (Recording Secretary)

#### Outstanding Items:

- Nancy Holt and Jon Lemeiux to follow up on Library Budget Reconciliation
  - Nancy currently does not have a fully executed change order for PCO #12
  - PCO #118 does not appear on budget
  - Steve is sending Nancy the full requisition.
- Additional water testing for Public Safety Building
  - Previous results sent to Vertex.
- CTA Deadline to fix everything on outstanding list (except spring issues) by April 24
- Ed is going to contact Jon about the Vertex request for additional money,
  - Nancy to send last invoice to Ed
- Outbuilding Change Order

- Energy Incentive Reimbursements coming in for the Public Safety Building - Don will follow up.
- PA system for Library
  - Kevin said he would look into adding a station to the existing system in the fire station.
  - Steven Shea requested a drawing of the system

### **Referenced Materials**

- PBC Agenda
- Meeting Minutes
  - January 16, 2018
  - January 30, 2018
  - February 20, 2018
  - March 8, 2018
- Library Project Balance Sheet
- Vertex Agenda
- Public Safety Building Budget from Vertex
- Public Safety Building Outstanding Issues/Items Spreadsheet
- Cover Sheet SPSB