



MEETING MINUTES
Public Building Commission
Tuesday, April 24, 2018
Community Room, Scituate Public Library
7:00 pm

Committee Members Present: Ed DiSalvio, Chairperson; Carl Campagna; Larry Guilmette; Stephen Shea; Stephanie Holland; Jessi Finnie, Library Director; Elizabeth Holthaus, User Member; Michael Stewart, Police Chief; Al Elliott, Deputy Fire Chief; John Miller, User Member; Linda Hayes, User Member

Committee Members Absent: Nancy Holt, Finance Director

Also in Attendance: Kevin Kelly, Facilities; Steve Theran, Vertex; Steve Kirby, Vertex; Noel Murphy, Oudens Ello Architecture; Joe Sullivan, Daedalus OPM

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

Acceptance of Minutes

Motion to approve the meeting minutes from March 20, 2018 with changes, motion to approve made by Larry Guilmette, seconded by Carl Campagna, Unanimous vote (7-0)

NEW BUSINESS

Library Project Updates & Review: Joe Sullivan

Joe said they had received zero bids due to the complexity of the HVAC repair project. He further stated that he has been talking to Snowden and they agreed to do the repair, which includes the demo and the moving of the compressor. He also met with Griffin Electric for the electrical work. He has a “scope of work” document if anyone is interested. Snowden will do the change order and their insurance will cover the work. Noel said that the goal is to start the project on May 15, 2018. We need to work out the schedule, but it should take about 4 weeks to complete (not steady work). Also, need to work out barrier, how they will enter; when they will do the demo, etc. with Jessi Finnie. It will take 3 weeks to get the diffuser for the duct silencer and that will be the last item they will install. They will try to complete most of the work ahead of time. They plan on removing the concrete in small cubes and that should be the only surface that needs to be removed. Carl asked if they will test the system while all the walls and floors are still open, Joe said they should be able to test it before they pour the concrete. **Carl asked them to make sure that they test the system.** Noel added that \$25,000 will come from the design team and that the entire cost of the project would be \$55,000, which does include balancing.

He wanted the Commission to take into consideration all the unforeseen items that they had not charged the Town for and he offered to provide a list if the Commission wanted.

Joe said that there was \$43,947.20 left in contingency and that they have enough to pay for the HVAC but also reminded the Commission that we have to pay for the ADA ramp which is currently being priced out by local contractors.

Joe passed out a picture of the proposed ADA ramp design.

Joe said we do not want any irregular joints between the concrete. Noel explained that the gray area on the design showed concrete that needed to be repoured.

Ed asked if the Town DPW is responsible for the curbs on both sides of the crosswalk, Joe said he would talk to the DPW to see how they would incorporate the curbs. Kevin said DPW is planning on doing the East side.

Joe said the estimate for the ADA work would be about \$25,000, but we do not have a firm number.

Ed DiSalvio asked for a motion for the HVAC repair, Larry Guilmette asked for a not to exceed order of \$60,000 with a contribution from the design team of \$25,000, to repair the HVAC in the Scituate Public Library, Stephanie Holland seconded the motion, Unanimous vote (6-0)

Wireless PA system update: Jessi Finnie said they could use walkie-talkies to communicate about certain issues. Jessi only found one system and feels that their money is quite extended. She said she will look into the fire station system.

Joe added that he had a 3rd party review the repair work for the HVAC and they gave a summary of the repair also he also asked the commissioning agent, who said they think it is feasible.

Jessi and Kevin said they are not currently looking for bids for a generator. They said the heat kept for a couple of days during the power outage but then it got cold.

Joe said he might be able to get a diesel generator donated from another town. Jessi said someone should talk to the Town Administrator and the Board of Selectmen about the requirements.

Jessi said they could also use a smaller generator for part of the library.

Jessi said that the final library walk through for the end of the warranty period was going to be around May 15 and invited members of the Commission to come for the walk-through or to come prior.

Jessi said the main storage area in the basement is still taking on water. The southwest wing was part of the original building. Noel said there might have been an old drain there but it probably collapsed during the construction. It was not part of the scope to put in a new drainage system. Noel said there is one area where you could improve a seal and the foundation wall could be repaired. Jessi said that Jason and Wes have come out to look at it previously. Joe said he would have a waterproofing company come out and look at it. Jessi said the water is coming through the foundation wall.

Carl wanted to know if it had to do with the slope of the landscape, but Noel did not think so.

Kevin added that the water leakage was related to rainfall.

Public Safety Complex Project Updates & Review

Ed said that one of the issues discussed at the last meeting was the Vertex contract amendment for \$6,500. Ed said he had spoken with both Nancy and Jon. The \$6,500 is to finish out the project, and it will be the last request for additional funds. This would cover unpaid invoices to date (March and April) which are approximately \$5,000 and then another \$1,500 to finish the project.

Ed DiSalvio asked for a motion to amend the Vertex Contract for \$6,500, which would allow them to complete the project until the duration with no further amendments, seconded by Stephen Shea, Unanimous vote (7-0)

Ed said he would follow up with Nancy regarding the amendment.

Steve Theran Update:

- Budget has not changed
- \$498,527 Uncommitted
- Construction contingency: \$309,886

Outstanding Items:

- First 16 items is ball in court
- Small number in Town court
- Water related issues are last

Kevin said that the most recent water test was from Dec. 2017 and that he had reached out to Sean Anderson, the Head of the Water Department. He explained that we were looking for additional testing, but Sean said that he was not inclined to retest since the December test met all the DEP guidelines and no other building was having trouble. Kevin said he would resend the test results to Steve Theran.

Larry asked if the sediment/scales were ever tested. He thinks a chemical test needs to be done to figure out the problem. He believes the water that is being delivered to the site is fine. He brought up the fact that it is also only happening in certain fixtures in the building and that they will need to know the alloy they used when they were casting the fittings before they run the test.

Kevin said they pushed for that test, but it was never done.

Carl asked where the issues are and Al said mainly in certain areas in the fire station side of the building. One theory was that the brass from the pipes was causing a reaction.

Ed asked Kevin whom he originally sent the test results to and if he could resend them to Ed.

Ed asked Steve Theran to get a price for the testing of the scaling/sediment and to let the Commission know.

It was decided that the company would have to test the original pipe that has the scales.

Kevin will look to see if he has some of the scales for testing.

Steve Theran also said that CTA would have most of the issues done shortly. They looked at the stairways and fixed one so it is better (the rear) however, the front stairs are buckling so the contractor said he would replace the treads. Chief Stewart said it sounds like a good fix (Item #24)

The light fixture will arrive on 5/17 (Item #7)

Steve Theran added that CTA is not being combative, but they are not pursuing these items aggressively either.

(Item #72) Stephen Shea asked about the sealing of the hand hole water, Steve said CTA did not know exactly what the issue was. The water issue is in one of the islands. Ed said what will happen on May 15 [CTA Deadline], Steven said he was not sure how they were going to fix it, but that was the date they had to repair it by.

(Item #22) Cords for the EOC--Steve asked Kevin if he knew how many cords were needed, **Kevin said he thought that Deputy Thompson was supposed to supply the count.**

(Item #25) AHU Shut Down--The issue has been that in power outages, the VFDs are not resetting. Kevin does not know if it is resetting. The generator test would not tell him, **Kevin will get more information.**

(Item #35) Heating issue--**List of rooms with temperature issues (rooms with exterior walls)**

(Item #48) Heating Element Clicking--**List of rooms needed**

Ed asked who was providing the list for 35 and 48. Kevin said he would provide updated information.

(Item #30) Final Certificate of occupancy, Chief Stewart is handling.

The CTA issues should be resolved by the next monthly meeting, which is May 29th.

Outbuilding Update: Chief Stewart said there is one light post that will be in the way of the outbuilding door. They can move the light post and save it for future use. He hoped to have some subcontractor information for gas and electrical, but he should have it for the next meeting. Originally, in the design, there were three flagpoles, but they got reduced to one. The current flag is 5 x 8 and service people have told them that they need a bigger flag and pole. He looked into purchasing a new pole, the company will provide all specs for the flag pole, and thinks it will be around \$7,000 for a 50-foot pole, which includes the concrete and sand foundation, and it would also be hurricane safe. The old pole would be used for the state flag and town flag Stephanie asked if we have to add additional lighting and Stewart said he would check.

Stephen Shea asked about the sign board, Deputy Chief Al Elliott said we had a \$10,000 gift from Columbia Gas, Kevin said that the price for a sign would be \$26,000 and as part of the original project we ran conduits, but we would have to run cabling add a pad and housing for a sign. He said it was on the Planning Board agenda, but it was removed, the Design Review Board might have opposed it Deputy Chief Al Elliott said.

Bob Vogel said they could get a variance for the sign. Ed asked if we need an architect to design the sign, Kevin has a proposal for a sign and just thinks they need to design the housing for it. The

size of the sign is 3' 3" x 7' 10" and would be used to get a lot of information out to the town. Mike Stewart added that he had asked the State to reduce the speed limit in the area that the sign would be located. Deputy Chief Al Elliott wanted to make sure it did not distract people from the traffic light.

Steve Theran said that there is no action on this item right now. Kevin said they would need another \$20,000 - \$30,000 to go forward and thought that it might be worth asking Bob Vogel to give a quick sketch for the housing. Kevin thought it should match the building.

Ed said the Commission would need a total price of the sign project.

Chief Stewart will get an estimate on the lighting for the flagpole

There was a motion to approve the April 17, 2018 minutes with changes, first motion made by Ed DiSalvio seconded by Larry Guilmette, Unanimous vote (7-0).

Senior Center Project Updates & Review

Ed passed out the supplemental information from Isgenuity

Ed informed the Commission that the next meeting would be May 8th to interview the top 3 firms.

Steve Kirby will invite the companies and set them up to interview in alphabetical order and will also inform them that they would not need to bring a projector because the EOC has a good AV system.

6:00 BH&A

7:00 Brewster

8:00 Isgenuity

10 minutes to set up

20 minutes to present

20 minutes Q & A session

10 minutes breakdown

Steve Kirby passed out references for the top three firms:

BH&A: Nothing was negative, rated 10 by two other towns. The Commission could get a tour of the Sharon Senior Center by contacting **Gordan Gladstone**

Brewster: Changed the project manager on one of the projects and some coordination issues were noted. Two towns rated them an 8 and a 9.5.

Isgenuity: Nothing out of the ordinary, rated a 9 and 10 by two other towns.

Design Selection Board evaluations came back for one company only: BH & A received 3's, and 4's. Steve Kirby passed out a spreadsheet with the results.

Senior Center Visits: John Miller said he wanted to go to the Revere Senior Center but it is currently under construction. He went to Seekonk, MA, which was a rehab of an existing building done by Brewster. It was constrained by budget, but they were very happy with it. Also, went to

visit Needham, which was a brand new building that was nice. BH&A did Needham for \$10 million, Linda said she is going to Needham on Friday. John said it was spacious but people were already saying they needed more room. The architect did what they were asked however there were problems with not having enough storage and air flow (not warm enough). It had nice features of men's and women's bathrooms on each floor and a handicapped bathroom with a shower, however the door did not have handicap pushbutton access to get in. It had multi-use rooms that can be set up, room dividers and an industrial kitchen.

John Miller suggested that we might want to wait to send out the "sorry" letters. Larry wanted to know if we could go back out to bid if we did not like one of the three companies.

If we did not commit to a date, it was decided to wait to send out the letters. They would have to decide going forward if they were going to go back out to bid. Steve said you could also interview your 4th choice.

Steve said he would email and call all the companies to invite them to the May 8th meeting.

Steve passed out potential designer interview questions to the Commission:

- Larry asked what FS/SD stood for and Steve said Feasibility Study (question #5)
- Larry thinks logistics will be a key issue due to location

Linda asked about the gymnasium assimilation idea in regards to Gates, and Larry thinks the integration is a key part of the project. Linda does not want the integration to cause a loss of focus for the Senior Center. The Commission looks at it as an addition to the project. The Board of Selectmen made the decision and our charge is to go forward. In addition, it still needs Town approval and the gym renovation will bring out more voters.

Ed asked Steve to copy him on the invites to the Architect Firms.

There being no other business a motion to adjourn the meeting at 9:10 PM was made by Carl Campagna, seconded by Stephen Shea, Unanimous Vote (7-0)

Next Meeting May 8, 2018 at 6:00 PM

Next Scheduled Meeting May 29, 2018 at 7:00 PM

Respectfully Submitted,
Lianne Cataldo (Recording Secretary)

Outstanding Items:

- Follow up with Nancy on \$6,500 Amendment to Vertex Contract (Ed DiSalvio)
- Additional water testing for Public Safety Building
 - Kevin Kelly is sending out previous results to Steve Theran and Ed DiSalvio
 - Steve Theran to get a price for the testing of the scaling/sediment
 - Original scales for testing (Kevin Kelly)
- Public Safety Building Outstanding issues
 - Number of cords need for EOC (Deputy Thompson)
 - AHU Shut Down information (Kevin Kelly)
 - Heating issue--List of rooms with temperature issues (Kevin Kelly)

- Heating Element Clicking—List of rooms needed (Kevin Kelly)
- Chief Stewart will get an estimate on the lighting for the flag pole
- Outbuilding Change Order
- Steve Kirby to invite top 3 Architect Design Firms to May 8th Meeting for interview process
- **Updated** CTA Deadline, May 15 to fix everything on outstanding list (except spring issues)
- Energy Incentive Reimbursements coming in for the Public Safety Building - Don will follow up.
- PA system for Library
 - Kevin and Jessi to look into adding a station to the existing system in the fire station.
 - Steven Shea requested a drawing of the system
- Talk to the DPW about curbs related to ADA walkway (Joe Sullivan)
- Talk to Town Administrator and the Board of Selectmen about generator requirements
- Final Library walk-through prior to May 15
- Waterproofing company to look at water leakage in basement (Joe Sullivan)

Referenced Materials

- PBC Agenda
- Meeting Minutes
 - March 20, 2018
 - April 17, 2018
- Supplemental Information from Isgenuity
- References for the top 3 firms
- Potential designer interview questions to the Commission
- BH&A Designer Evaluation
- Library Project Balance Sheet
- ADA ramp design
- Public Safety Building Budget from Vertex
- Vertex Invoicing Summary
- Public Safety Building Outstanding Issues/Items Spreadsheet