



Building Committee

Building Committee Meeting Minutes
Thursday, June 28, 2012 @ 9:30 am
Caucus Hall Conference Room at the Provincetown Town Hall
Called to Order: 9:35 am

Membership:

P	E	U	Name	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tom Coen, Chair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rick Murray, Vice Chair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Don Murphy	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kevin Shea	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leif Hamnquist	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheila McGuinness, Alt.	<input type="checkbox"/> Voting

(Note: **P** = Present **E** = Excused **U** = Unexcused)

These minutes are in brief format.

Also Present:	
Sharon Lynn, Town Manager	Russ Braun, Bldg. Commissioner
Jeff Jaran, Police Chief	
David Gardner, Asst. Town Mgr.	
Richard Waldo, DPW Deputy Dir.	

Order of Business:

1. Election of chairman and vice-chairman. Votes will be taken.
2. Charge of Committee: Town Manager Sharon Lynn will discuss the purpose of the committee and immediate issues to be addressed. Issues may include the necessity for and/or siting of a new police station, and may possibly include an update on the VMCC HVAC system.
3. Set Schedule: the committee will decide on a date for their next meeting. Votes will be taken.

Prior to taking up the agenda the committee members introduced themselves. Ms. Lynn introduced the Town employees present.

1. Election of chairman and vice-chairman.

Don Murphy took himself out of the running for the position of chair.

Leif Hamnquist nominated Kevin Shea, and Rick Murray seconded the nomination for discussion purposes. Kevin expressed concern about his lack of experience with Roberts Rules of Order. Don Murphy noted that, as an architect, perhaps Kevin would be more valuable to the committee in that capacity without having the distraction of chairing the meetings. At the end of the discussion, the nomination was withdrawn.

There was a brief discussion about what the role of the committee chair should be. Tom Coen suggested that the committee be “lightly chaired”, with the chair taking care of administrative procedures and the bulk of the work being done by the members as a group.

Rick Murray said that, despite his previous experience as a committee chair, he would prefer not to be given his commitments to his businesses. He nominated Tom Coen for the Chair. Don Murphy seconded and the vote was taken.

Motion # 1: To elect Tom Coen as Chair.			
Motion By: Rick Murray		Second By: Don Murphy	
For: 5	Against: 0	Abstain: 0	Recuse:

Given Rick Murray’s prior experience as a chair, Tom Coen asked him if he would be willing to serve as vice chair. He indicated that he was. Tom Coen nominated him (no second necessary), followed by the vote.

Motion # 2: To elect Rick Murray as Vice Chair.			
Motion By: Tom Coen		Second By: N/A	
For: 5	Against: 0	Abstain: 0	Recuse:

2. Charge of Committee

Town Manager Sharon Lynn gave an overview of the Police Station / Highway Maintenance Garage project. A packet of information was distributed to all members. She updated everyone as to where the project stands today and how each decision came about before attempting to bring it to Town Meeting vote last spring.

General discussion ensued, as summarized below.

- Russell Braun was Project Manager for Town Hall renovation project and would be an option to use for this as well.
- There was a suggestion of the possibility of scheduling a meeting to focus on procurement law that may include town counsel.
- Question was raised as to who came up with the initial price tag of buildings. Answer: architects.
- There was a discussion of how to go about attempting to earmark sales of Grace Gouveia and Community Center to put toward this project as well as what would become of existing police station.
- Rick Murray suggested group move forward from what has been done as a starting point to avoid unnecessary costs to redo site studies, etc.; which have already been done. Tom Coen says all should agree on this first.
- Don Murphy wants requirements that are needed in building from Police Chief.
- Rick Murray does not want all to forget about DPW/Highway Garage in this process. Question was raised about how much difference in cost of buildings done in separate time periods. Answer: Expect to pay 3-5% more for Highway Garage each year if Police building done first and Highway garage done at a later date.
- Contractual relationship with architects on hold. Committee needs to decide if they will continue to use them.
- Buildings to tour on Cape beginning with newly finished: Chatham (Town Hall/Police), Harwich (Fire/Police) and Dennis (Police).

- Chief made point that Provincetown is 3rd busiest Police Department and will email dispatch study to Tom Coen to distribute. He also discussed the possibility of regional dispatch in the future.
- Russell Braun will get the committee a copy of Mass. Gen. Laws Chapter 149 (OPM).
- Rick Murray would like to do both site (police and highway garage) visits together.
- Tom Coen will get schematics to everyone.

3. Set Schedule

After a discussion about which tasks need to be tackled first, Don Murphy suggested that the Committee start with a goal setting exercise first. Tom Coen noted that identifying the key decision points would help the Committee to put together a plan and a timeline of activities.

The Committee agreed that it would meet every other Thursday at 8:00 am, starting with a goal setting work session on July 12th.

Motion to adjourn at 11:20 am by Rick Murray.

List of documents reviewed:

1. *Provincetown Charter: provision for building committee*
2. *2009 Police Department Space Needs Assessment*
3. *Vote of April 4, 2011, Annual Town Meeting authorizing expenditure of funds for design and project management services related to the demolition of the highway' garage and construction of a new Highway Maintenance and Police Facility at the existing highway garage site.*
4. *Town Manager's November 23, 2011 Memo to BoS reviewing siting process*
5. *BoS vote of January 11, 2012, authorizing contract with Kaestle Boos for designer services in the amount of \$108,750*
6. *Contract for Designer Services with Kaestle Boos, February 29, 2012*

7. *Kaestle Boos review of existing Police Station, Community Center and Grace Gouveia sites*
8. *Memo from Ray Duarte*
9. *Memo from Tony Lemme*
10. *Kaestle Boos revised cost projection for a smaller police facility than originally proposed*
11. *Questions posed by the Finance Committee in preparation for the 2012 Town meeting (before it was decided that the article would be postponed)*
12. *March 26, 2012, vote of the BoS to accept the current highway garage site for the development of a new police station and DPW complex, as voted by the April 4, 2011 Annual Town Meeting*
13. *June 26, 2012, status update from Kaestle Boos*

Next Meeting:	Thursday, July 12 @ 8:00 am
Adjourn:	11:20 am
Minutes by:	Paige Perry

Approved by  on July 12, 2012
Thomas Coen, Chair