



Building Committee

Building Committee Meeting Minutes
 Thursday, July 26, 2012 @ 8:00 am
 Caucus Hall Conference Room at the Provincetown Town Hall
 Called to Order: 8:01 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 (arr. 8:30)	
<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 checked="" type="checkbox"/> Voting (until 8:30)

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

These minutes are in brief format.

This meeting was filmed by Provincetown TV

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

Order of Business:
1. Minutes of prior meetings. (Votes may be taken).
2. Continue discussion of goals and objectives of the Committee, including major decisions that the Committee may need to make regarding the Police Station and the DPW Highway Maintenance Facility. (Votes may be taken).
3. Continue development of the Committee's work plans, including proposed deliverables and the time line of activities to meet its goals and objectives. (Votes may be taken).
4. Public Statements - five minutes maximum; Committee members do not respond to Public Statements.

1. Minutes of prior meetings.

The Committee reviewed the minutes of its last meeting.

Motion # 1: To approve the minutes of July 12, 2012.			
Motion By: Don Murphy		Second By: Rick Murray	
For: 5	Against: 0	Abstain: 0	Recuse:0

2. Continue discussion of goals and objectives of the Committee, including major decisions that the Committee may need to make regarding the Police Station and the DPW Highway Maintenance Facility.

There was more discussion and filming the meetings and periodic updates were suggested. It was noted that we meet with the BOS at the end of each phase and those meetings would be filmed. It was agreed by all that the regularly scheduled meetings will not be filmed.

Discussion that there is a “Building” page on Police Department’s website which has some information. The consensus was that the information should be combined with the Building Committee’s webpage and that Lynne Martin from MIS Dept. would be asked to help with this.

Group working on making an outline of Goals and Objectives. Sheila has agreed to come with beginning paragraphs regarding goals. Group discussed main objectives. Sheila will revise it and email to Tom to post and distribute.

3. Continue development of the Committee’s work plans, including proposed deliverables and the time line of activities to meet its goals and objectives.

- Tom typed Project Plan on overhead projector and made necessary changes and edits according to input and discussion from the Committee.

- Discussion ensued over sites. Rick stated that we have all info in front of us regarding sites and does not want to spend time undoing Town Meeting vote. Sheila disagrees and pointed out that there is a \$2 million dollar price tag on site engineering prep for Hwy Garage site and would like to see other viable sites. Kevin says location needs to be proven as well and should not be calling it site selection but review of process that was already done. Sharon suggests educating the public is important and explaining why decisions are made on locations to them as well. Don agrees that criteria need to be set and explained. Rick thinks as a building committee we need to decide on cost effectiveness and consider all town employees and not to lose site of DPW workers during process. Kevin pointed out that the police building will be more complicated and that is why focus is more on police at this stage.
- No site visits during Carnival week. Try to schedule Dennis, Harwich and Chatham tours all in one day. Try to schedule for August 30th. Don would like to get list of the requirements from Chiefs' of these other departments. Sharon may arrange to have committee use the COA van. A site visit checklist should be made at next meeting.
- There was discussion of architects meeting with committee members a couple of times; possibly during requirements process but before site visits and also after site selection, if applicable.
- There is 48 hour posting notice if we schedule an extra meeting.
- All agree to meet a deadline of mid-February before Spring Town Meeting. There was discussion of the possibility of adding an article on Fall Town Meeting for funds we may need with respect to schematic changes between November – March.
- Tom will update Project Plan time line and will get it out to everyone.

4. Public Statements - five minutes maximum; Committee members do not respond to Public Statements.

No public statements.

5. Other Business

As an addition, Chief Jaran wanted everyone to know that the Cape Cod Police Chiefs met and voted in support of a regional Cape Cod Dispatch Center. This vote was taken to show that the Chiefs are serious about consolidating regional call centers but it would probably not be for at least 5-7 years from now. He just wanted to give the committee this information to consider in any future plans. The Chiefs are forced to consider it because of state funding. Questions were raised as to what a “dark station” is. Chief explained that it is a station without anyone there for the public at night...essentially without any lights on while police are out doing their job on patrol. It was discussed how as of right now the police station is only building in Provincetown where someone is there 24/7 for anyone in need.

Everyone thanked Tom for his hard work on the Project Plan timeline.

List of documents reviewed:

1. *Draft minutes*
2. *Police Station Project web page*
3. *Draft Police Station Project Timeline*

Next Meeting:	August 9, 2012 @ 8:00 a.m.
Adjourn:	10:00 a.m.
Minutes by:	Paige Perry

Approved by  on August 9, 2012
 Thomas Coen, Chair