



# Building Committee

Building Committee Meeting Minutes  
 Thursday, September 13, 2012  
 Caucus Hall Conference Room at the Provincetown Town Hall  
 Called to Order: 8:02 a.m.

**Membership:**

P	E	U	Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tom Coen, Chair
<input type="checkbox"/>	<input checked="" 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. <span style="float: right;"><input checked="" type="checkbox"/> Voting</span>

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

*These minutes are in brief format.*

*This meeting was filmed by Provincetown TV*

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

<b>Order of Business:</b>
1. Minutes of the August 23 <sup>th</sup> meeting. (Vote will be taken).
2. Recap police station site visits and findings. (Votes may be taken).
3. Update the Committee's plans, as necessary. (Votes may be taken).
4. Public Statements - five minutes maximum; Committee members may or may not respond to Public Statements.
5. Other - Other matters that may legally come before the board not known at the time of posting. (Votes may be taken).

**1. Minutes of prior meetings.**

The Committee reviewed the minutes of its last meeting.

<b>Motion #</b> : To approve the minutes of August 23, 2012.			
Motion By: Kevin Shea		Second By: Don Murphy	
For: 5	Against: 0	Abstain:	Recuse:

**2. Recap Police Station site visits and findings.**

Don created a workbook of plans from other stations that were toured as well as current proposed station that he gave everyone in committee and explained same. Committee discussed possible additions. In workbook there is original plan but is missing top floor plan of police station. Don welcomes notes and suggestions to be included in the notebook by anyone on the committee.

Discussion ensued of general reactions to other toured stations compared to current facility. Kevin gave his opinions as to unnecessary space in current plans by architects as follows:

Lower Level:

- 1) **Sally Ports** - He would like to see 2 sally ports similar to Chatham with single garage doors adding extra room for motorcycle.
- 2) **Vehicle Impound Area** - separate with chain link fence with vehicle processing done in available sally port.
- 3) **Parking lot** - It would be preferable to have parking on grade and not on top of underground level because of possible future leakage problems.
- 4) **Roof** - A lower roof would be his preference maybe with dormers but something not as high.
- 5) **Prisoner Processing** - Only one processing area may be needed and should be reconfigured. Add double door entry for temporary holding in prisoner processing area.
- 6) **Locker Rooms** - Combine locker rooms for F/T and summer employees. Get the inexpensive lockers for summer officers.
- 7) **Washer/Dryer** - Add w/d area for contamination issues, blankets and animal control and put in central location for cells and animal control. This could be combined with janitor supplies/closet.

8) **Evidence processing** - Discussion of detectives, cybercrime room and evidence processing/storage near each other. Cybercrime room could be a little bigger.

9) **Roll Call Room** (Briefing Room) - Add walls on sides of room and do not leave open. Add glass partitions/windows for Sgts & Patrol as well as Roll call & Report writing.

10) **Animal Control** - Relocate closer to parking lot to make it easier for ACO and public to pick up their animal with a shorter path without going through public safety area. It should be located closer to lobby and/or near stairwell. It should be noted that Animal Control is all part of enforcement. Perhaps the Animal Control Officer can share office space rather than have a separate one.

11) **Bail Commissioner** - Possibly adding a small separate room for bail commissioner to meet w/prisoner.

12) **Extra Office Space** - NPS would like to have a small office space because there are times they use Provincetown's cells and booking for their prisoners. Grant funding may be available for this.

13) **EOC Room** - This meeting room could be used as roll call room (briefing room) when large groups such as State Police and Sheriff's Dept. attend for July 4<sup>th</sup>/Carnival/PanMass. Room could also be wired for PTV in case there are two meetings to be televised and Judge Welsh is being used.

Rich Waldo wants to suggest a garage area with lift is considered if current Highway Garage site is not used for police station.

Group agrees that it is necessary to come up with square footage requirement according to needs and then decide where to put that square footage.

It was also noted that current police station is in a flood zone by Russ Braun. Accordingly, nothing can be built below ground level at that site.

### **3. Update the Committee's plans, as necessary.**

- Kaestle Boos meeting has been moved to October 4, 2012. A regular meeting will occur September 20, 2012.
- Discussion of possible visuals for next BOS meeting and Tom suggested having PTV come to next meeting for update.
- There were thoughts of having Chief Mason from Harwich come in and meet with group for a couple hours to share his experience and review

committee’s suggestions and ideas. Harwich was most impressive design out of all the tours.

**4. Public Statements - five minutes maximum; Committee members may or may not respond to Public Statements.**

No public statements.

**5. Other – Other matters that may legally come before the board not known at the time of the posting.**

Don shared the email he received from Paul Mendes asking whether Don thinks DPW space is a good idea. Don asked him to go through Pam with any questions for Committee and not him personally. Don also shared emails he had with Dighton Building Commissioner.

**List of documents reviewed:**

- 1. Provincetown Police Station & Highway, Buildings & Grounds, and Office Facility packet*
- 2. Police Station Project Timeline as of 9/12/12*

Next Meeting:	September 20, 2012
Adjourn:	10:04 a.m.
Minutes by:	Paige Perry

Approved by  on September 20, 2012  
 Thomas Coen, Chair