



Building Committee

Building Committee Meeting Minutes
October 4, 2012 @ 8:00 a.m.

Caucus Hall Conference Room at the Provincetown Town Hall
Called to Order: 8:08 a.m.

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 (8:18 am)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Don Murphy	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kevin Shea (8:15 am)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leif Hamnquist	
<input type="checkbox"/>	<input checked="" 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.

This meeting was filmed by Provincetown TV

Also Present:	
Sharon Lynn	
Lt. James Golden	
David Gardner	

- Order of Business:**
- Minutes of the September 20th & September 25th meetings. (Votes will be taken).
 - Update the Committee's plans, as necessary. (Votes may be taken).
 - Continue evaluation of the police station building requirements. (Votes may be taken).
 - Meeting with architects from Kaestle Boos to discuss the Committee's proposed changes to their schematic design. (Votes may be taken).
 - Public Statements - five minutes maximum; Committee members may or may not respond to Public Statements.
 - Other - Other matters that may legally come before the committee not known at the time of posting.

1. Minutes of the September 20th & September 25th meetings.

The Committee reviewed the minutes of its last two meetings.

Motion #1: To approve the minutes of September 20 th .			
Motion By: Don Murphy		Second By: Leif Hamnquist	
For: 3	Against: 0	Abstain:	Recuse:

Motion #2: To approve the minutes of September 25 th , 2012.			
Motion By: Don Murphy		Second By: Tom Coen	
For: 3	Against: 0	Abstain:	Recuse:

2. Update the Committee’s plans, as necessary.

Tom: Proposed to finalize requirements on October 18th; would like to add review of Provincetown High School capital improvements to the 18th's Agenda. BOS would like to meet after Special Town Meeting.

Sharon: says that 3 bids came in for High School; General Contractor is ready to go for heat. This on Special Town Warrant and believes it is important for building committee to weigh in. Partially funded work at April Town Meeting for exterior work. Special Town Meeting will request additional funds.

3. Continue evaluation of the police station building requirements.

Tom: Proposed November 1st meeting to discuss suitable sites to visit and actually do these site visits on November 8th. He suggests an informative public forum in December. He recommends doing site visits before public forum.

Rick: wants to discuss with architects other site options and reasons for not using them. Agrees on having a public forum but believes it would be better to do in November before Thanksgiving holiday; first one to be more informational and second to be more definitive which may be at middle or end of February since warrant closes March 1, 2013. Proposed public forum on November 19th at 6:00 pm.; all agree.

Kevin: felt that committee would be ready in November instead of December to answer most of public’s concerns.

Public forums do not require advertising but we should get information out there to let everyone know about these forums. Don suggested an email blast and Tom suggested using the Banner.

4. Meeting with architects from Kaestle Boos to discuss the Committee's proposed changes to their schematic design.

Committee: Architects were given proposed changes. We would like to nail requirements into sq. footage. Committee would like to go through each change individually. Apparently, we proposed our changes from looking at the initial plan whereas the architects were looking at last proposed plan which was done on March 26, 2012. This caused some confusion as the Committee was not aware of these plans. All discussions we need to justify size, site and cost.

Architects: Reason for placement of police station on lot was to use uneven land for PD and use flattest part for DPW and would be easiest to if project had to be phased. This design is because of level of land. Configuration of building would basically be the same.

Kevin: Yellow boxes on plans show the buildings but would like to have red line showing the circulation required for parking, roadway, etc. and he for ease in explaining to public. This would be for presentation point of view and possibly show how it would be set on other proposed sites. Architects will do same and get them to us.

LOWER LEVEL

1) Sally Port: Most recent plan has reduced for 2 vehicles but still a drive through.

Kevin: concerned that being a drive through you may lose the multipurpose space for storage, etc. since it is not always that busy.

Architects: previous experience shows it's safer for drive through and better for circulation. Also was done because it was more efficient for sq. footage. Space will be allotted for storage of bikes and motorcycles.

2) Vehicle Impound: High fence and lot on property.

3) Parking:

Kevin: is concerned with leakage problems in joint areas if parking on top of lower level.

Architects: Detention area needs block walls. They were trying to balance things. It's a long narrow site that is not level. It was a good trade off since they consulted engineers about possible leakage problems and were reassured. They agree that Kevin's point is less expensive for cell area but will cost more to build parking in other areas for circulation.

David: Two-story plan was to avoid impact on character of landscape and neighborhood with parking not over basement would be more of an impact.

Kevin: Height of building a concern.

Rick: Suggests making it more of a Cape Cod style and not have such high peaks and gables; make lower profile and scale. Also, would like to see more parking.

Architects: Initially thoughts for design were to have it higher as to be more visible from Rt. 6 allowing public to find it easier. They will prepare alternative options for building committee and also prepare plans to show what site may look like if parking on top of cells was taken away. Additional parking could be added at a later date depending on bids.

4) Prisoner Processing:

Kevin: Harwich solution is good model for what we need and this plan seems smaller.

Architects: This result was supposed to be much more efficient because of site and sound restrictions.

Don: Why does holding area only have one door? He thought there were two for safety similar to Harwich.

Architects: It was eliminated. This was discussed by all and door has now been moved further up toward temporary holding cell instead of adding another to save cost.

5) Locker rooms:

Kevin: Would like to have inexpensive lockers and forego a separate room for summer officers.

Lt. Golden: Seasonal employees only have a small amount of gear since they come to work in uniform and may have backpack, etc. whereas F/T officers have a colossal amount of equipment and need to change at station

Architects: The area can be configured. Seasonal does not need a separate room and an alcove could be created for seasonal.

6) Washer/Dryer: Need for same.

Architects: it could be in linens area or put in storage utility area.

7) Animal Control:

Rick: States area too big and too much for ACO.

Kevin: disagrees and would like to have a discussion with ACO. Also, would like to see it moved closer to front entrance.

Architects: will try and make area more efficient.

Don: thinks it should be more than a desk.

Clarification was made that it would not be connected to prisoner processing.

8) Evidence processing:

Architects: will add Cyber Crime room back in because previously taken out.

Committee: sees it as important room. "Technology evidence room" was suggested for better name. Needs privacy and storage. Discussion ensued of adding temporary evidence storage lockers; was decided that this is not a good idea for accreditation purposes.

9) Roll Call Room/Briefing Room: Windows will separate Sergeants. No walls are okay with everyone.

- 10) **Bail Commissioner:** Architects will add area.
- 11) **Extra Office Space:** NPS needs its own locked office area.

MAIN

- 1) **Lobby:** Other lobbies were larger. Needs more ample area. Suggested cement terrazzo poured flooring which has easier upkeep.
- 2) **EOC:** separate entrance for EOC was discussed if public uses after hours to have another door but that can be eliminated.

Kevin: Brewster PD calls theirs a “community room” and it has a separate vestibule with another door so that lobby could be locked at night. Leave EOC with 24 seats.

3) Parking Department:

Tom: suggests make more visible to dispatch for security issues between upset customers and safety of parking employees. Also, the need of a room to count parking money.

Rick: disagrees; parking does not need a separate room to count money. He would like to see their main entrance more accessible and more visible to Race Road.

- 4) **Interview Room:** Eliminate Dispatch Coordinator’s office and use space for interview room.
- 5) **Dispatch:** Move 3rd dispatch area; Dispatch Coordinator does not need own office; Dennis was ideal.
- 6) **Records:** Similar to Harwich.
- 7) **Public Restrooms:** Need for public bathrooms.

TOP LEVEL

- 1) **Detectives:** Architects: Will see what they can come up with to locate Detectives, Evidence Processing and Cyber Crime in same area.
- 2) **Administration:** Similar set up as Harwich.

Rick: thinks Chief’s conference room should stay after seeing others; possibly flipping conference room to other side.

Architects: think that is possibility and may improve flow on that level.

GENERAL

Rick: wants to keep price below \$10 mil for both. Not sure which would be more cost efficient, doing both buildings together or in stages.

Architects: want everyone to be aware of how much construction costs are rising for steel, etc. They will work on getting us revised plans electronically before next meeting. Square footage of this program is cut down to what it is going to be. Cape Cod Commission wants bike path part of this too.

Leif: Access and egress may be an issue with trucks, bikes and police in and out from Race Point Road. Intersection would have to be reconfigured.

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

No public statements

6. Other - Other matters that may legally come before the board not known at the time of posting.

No other business.

List of documents reviewed:

- 1. Draft minutes of the September 20th and 25th meetings.*
- 2. Kaestle & Boos' Police Station Building Schematic Designs*
- 3. Police Station Building Project Plan*

Next Meeting:	October 18, 2012
Adjourn:	10:47 am
Minutes by:	Paige Perry

Approved by  on October 24, 2012
Thomas Coen, Chair