



MEETING NOTES – Building Committee Provincetown High School Building Project

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Date: April 10, 2015

List of Attendees: See enclosed sign-in sheet

Abbreviations:

- ACMI: Atlantic Construction & Management, Inc.
- TOP: Town of Provincetown
- PS: Provincetown School
- RDA: Raymond Design Associates, Inc.

ITEM	SUBJECT	ACTION BY	DATE BY
1.03	RDA will review Auditorium ceiling load capacity with Structural Designer. 04-10-15: RDA to update Dr. Singer.	RDA	04-15-15
2.01	RDA presented the draft of PDP submission.	Record	N/A
2.02	GGD presented and discussed their findings for M/E/P/FP systems. GGD recommended inclusion of CO2 Demand Control Ventilation. GGD discussed the several boiler options including two fuel systems. Propane tank location needs to be evaluated with the local Fire Department. GGD recommended the use of glycol in the system to avoid future freeze-ups and a generator backup for the boilers and pumps. PS questioned the location of the current heating unit over the Auditorium stage and the possibility of including air-conditioning to provide comfort for the Special Ed students. Electrical service may need to be reviewed and/upgraded for the A/C option.	Record	N/A
2.03	RDA presented several roof options for review. The general consensus was to stay with EPDM roof.	Record	N/A
2.04	RDA presented their findings on the PV systems and its impact on the structural integrity of the building.	Record	N/A
2.05	RDA presented several window options for the gym windows.	Record	N/A
2.06	GGD presented their preliminary findings for the kitchen HVAC systems.	Record	N/A
2.07	RDA and GGD presented their preliminary findings for ADA upgrades for some bathrooms.		
2.08	The Building Committee unanimously voted to approved the submission of the PDP submittal to the MSBA		

Next meeting: May 7, 2015 at 11:00 AM

Accuracy Notice: We have sought to record accurately the minutes of this meeting. If any of the above items do not agree with your understanding, please contact the undersigned within two (2) days from the date of this document.

Prepared and Submitted by:

Suresh Bhatia, Atlantic Construction & Management, Inc.

CC: Attendees, file
Attachments: Sign-in sheet

Provincetown School Building Meeting Minutes

APRIL 10, 2015
 PROVINCETOWN HIGH SCHOOL BUILDING

AGENDA TOPICS

1. CALL TO ORDER:
2. ROLL CALL

MEETING CALLED BY	Provincetown School Building Committee
TYPE OF MEETING	School Building Committee Meeting
CHAIRPERSON	
NOTE TAKER	Betty White
TIMEKEEPER	
ATTENDEES	Beth Singer, Betty White, Anthony Brackett, Tom Coen, Tom Donegan, Robert Noll

3. NEW BUSINESS: Review of Preliminary Design Program (PDP) includes: Educational program, space summary, evaluation of existing conditions, preliminary evaluation of Alternatives, other required information and forms

DISCUSSION	<p>Suresh Bhatia, Atlantic Construction, Ron Votta, Atlantic Construction, Ben Miller, GGD Engineers, Dominick Puniello, GGD Engineers, Larry Franke, Atlantic Construction, Gene Raymond, RDA Architects, Inc. were present to discuss the following:</p> <p>Mr. Puniello and Mr. Miller of GGD Engineers walked the committee through a preview of the preliminary evaluation of alternatives regarding the heating/HVAC system in the Provincetown High School Building.</p> <p>Discussion took place which included electrical, plumbing, as well as the heating/HVAC. Questions were asked of the presenters and of Mr. Gene Raymond, RDA Architects by members of the committee. Gene Raymond explained the other aspects of the project and their alternatives which included the roof and gym windows replacements.</p>		
CONCLUSIONS	<p>Tom Coen made a motion to approve the Preliminary Design Program for submittal to the MSBA. Anthony Brackett seconded it. A roll call vote was taken with one person voting by phone via conference call. The vote was 6 (six) in favor, 0 against, 0 abstained.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
	Betty White		

4. **ADJOURNMENT:** Meeting adjourned at 1:50 PM