



MEETING NOTES – Building Committee Provincetown High School Building Project

Date: May 28, 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
2.08	The Building Committee unanimously voted to approved the submission of the PDP submittal to the MSBA 05-7-15: PDP submittal comments have been received from the MSBA on 05-05-15. ACMI and RDA will prepare the draft for TOP and PS review and final response to the MSBA. 05-28-15: PDP comments have been submitted.	Record	N/A
3.01	RDA presented preliminary phasing plan for review and discussions. PTA expressed their concern on the proposed location of the oil/propane tanks as they are working on a plan for outdoor landscape at the same location. On further review, it was determined that the RDA proposed locations provide the best alternative and appears to be the same location as determined by a previous designer. RDA will continue to review other locations including the current oil tank location and consult with local jurisdictions on final location of propane/oil tanks and generator. RDA stated that the current oil tank should remain operational until the alternative fuel option is available. 05-28-15: RDA stated that the oil tank will most likely be replaced at its current location. See item 4.01 for further discussions.	Record	N/A
3.04	PS reiterated their concerns on the size of the propane tanks. RDA will review with GGD. 05-28-15: RDA recommends two (2) 2000 UG tanks. See item 4.01 for further discussions.	Record	N/A
3.05	TOP assisted in coordinating a meeting with the Historic District Commission for May 20, 2015 during their workshop to review proposed exterior project components. TOP/RDA will also try to coordinate an informal meeting with HDC Chair and Town Planner for either May 14 or May 15. 05-28-15: See item 4.01 for further discussions.	Record	N/A
3.08	ACMI presented the updated draft schedule for review. ACMI/RDA expressed their concern regarding January 2016 bid date if not authorized to commence DD and CD documents after SD submission. RDA needs four months. TOP has approximately \$65K balance of uncommitted funds. TOP stated they can prepone the Special Town meeting by a week to 10/19/15. ACMI requested RDA to provide proposal for DD and CD phases. 05-28-15: ACMI presented updated schedule and appraised Building Committee members about their May 21meeting with the MSBA on combining 60% and DD submission. See item 4.01 for further discussions.	Record	N/A
4.01	Based upon meetings held with HDC and Community on May 20, Building Committee unanimously voted to advance the following options for the Preferred Schematic: Propane Tanks/Emergency Generator: To be located UG between library and parking lot per option 3 as shown on plan U1.01, U1.02 and U1.03	Record	N/A



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	<p>dated June 4, 2015. Windows: Reconsidered their previous vote and voted to change Fixed Curtain Wall (option A.2 as shown on plan W1.03 dated June 4, 2015.) Generator: Option 2 (new 80kW diesel driven generator to serve new boilers and pumps and kitchen walk-ins. PSR submission: To proceed with the submission on or about June 4, based upon presentation from of the various costs/options/schedule.</p>		
4.02	<p>RDA is reviewing the possibility of location the heating/cooling unit for the auditorium at ground level outside the library near the elevator. The unit, if sized correctly, may also be able to provide cooling for the library.</p>	RDA	Ongoing
4.03	<p>The District and Town have some questions pertaining to the Budget Statements required to be part of the PSR submittal. ACMI will coordinate a conference call with the MSBA for Monday June 1, 2015 around 4 pm.</p>	ACMI/TOP/PS Record	06-01-15

Next meeting: **June 25, 2015**

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 High School Building Project
 Meeting held on _____, 2015 @ 11:30 AM/PM
Sign-in Sheet

Attendees	Company	Work	Cell	Email
✓ Dr. Beth Singer	Provincetown School	508-487-5206		bsinger@provincetown.k12.ma.us
✓ Betty White		508-487-5205		bwhite@provincetown.k12.ma.us
✓ Robert Noll		508-487-5233		rnoll@provincetown.k12.ma.us
✓ Kim Pike		508-487-5200		kpike@provincetown.k12.ma.us
✓ Anthony Brackett	Building Committee Members			ambclarinet@gmail.com
✓ Tom Coen				tomcoen@verizon.net
✓ Tom Donegan				tdonegan@gmail.com
✓ David Gardner		508-487-7000		dgardner@provincetown-ma.gov
✓ Eric L. Larsen		508-487-7060		elarsen@provincetown-ma.gov
✓ Carissa Silva				carissa_silva@yahoo.com
✓ Suresh Bhatia	Atlantic Construction & Management, Inc. (OPM)	978-369-6754	978-505-5434	sbhatia@aconstructioninc.com
✓ Ron Votta			508-479-3682	rvotta@aconstructioninc.com
✓ Larry Franke			978-621-1052	lfranke@aconstructioninc.com
Gene Raymond	Raymond Design Associates, Inc.	781-421-3480 x 201	781-561-5270	graymond@rda-design.com
Ben Miller	GGD Engineers	508-998-5700	508-998-0883	ben_miller@g-g-d.com
Dominick Puniello				dom_puniello@g-g-d.com
Eric Ennis				

ATTENTION

ERIC
 LUGGOTT
 CARISSA
 TOM
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Provincetown School Building Meeting Minutes

MAY 28, 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	Beth Singer
NOTE TAKER	Betty White
TIMEKEEPER	.
ATTENDEES	Beth Singer, David Gardner, Tom Coen, Eva Enos, Robert Noll, Kim Pike

3. COMMUNITY OUTREACH MEETING

DISCUSSION	<p>Those present were Suresh Bhatia, Atlantic Construction, Larry Franke, Atlantic Construction, Gene Raymond, RDA Architects, Inc.</p> <p>Gene Raymond reviewed the Preliminary Order of Magnitude Construction and Project Cost. Discussion took place regarding the timeline. Each Bid package was explained and backed up with summary reports.</p>	
CONCLUSIONS	<p>The following votes were taken and must be certified by Doug Johnstone, Town Clerk:</p> <ol style="list-style-type: none"> 1. A motion was made to reconsider the gym window selection by Tom Coen. 2nd David Gardner Vote: 6 yes – 0 no – 0 abstained 2. A motion was made by David Gardner to approve the aluminum curtain wall windows as the new selection, as suggested by the HDC. 2nd Beth Singer Vote: 6 yes – 0 no – 0 abstained 3. A motion was made by David Gardner to reconsider the placement of propane tanks. 2nd Tom Coen Vote: 6 yes – 0 no – 0 abstained 4. A motion was made by David Gardner to place the propane tanks underground in the rear of the building as suggested by HDC. 2nd Beth Singer Vote: 6 yes – 0 no – 0 abstained 5. A motion to approve and submit the PSR to MSBA on June 4, 2015 was made by Beth Singer 2nd David Gardner Vote: 6 yes – 0 no – 0 abstained 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	Betty White	

4. ADJOURNMENT: Meeting adjourned at 2:00 PM