



## MEETING NOTES – Building Committee Provincetown High School Building Project

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**Date:** December 16, 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.  
**BVH:** BVH Integrated Services, P.C. – Commissioning (Cx) Agent

ITEM	SUBJECT	ACTION BY	DATE BY
7.03	RDA provided an update on the upcoming 90% CD submission to the MSBA. RDA explained submission to the HDC and updated the members on the informal meeting held on November 11 <sup>th</sup> . RDA presented an additional glass block panel option and are exploring the costs for this option which they will provide at the next meeting. <b>12-16-15: RDA stated that the glass block panel does not have any significant cost impact. (HDC approved the glass panel option as well as all other items on the HDC application.)</b>	Record	N/A
7.05	ACMI will provide their input and comments to TOP's Counsel on the proposed Supplementary Conditions. <b>12-16-15: Ongoing with Counsel.</b>	Record	Ongoing
7.06	RDA explained the need to remove some trees and will contact the TOP Tree Warden. <b>12-16-15: RDA to contact Tree Warden for removal as well as new plantings for approval.</b>	RDA	Ongoing
7.07	Project schedule going forward was discussed and the following meetings have been tentatively scheduled: 12-29-15: SBC review of 90% CD 01-21-16: Pre-bid walk through with the Bidders @ 3:00 pm 02-08-16: Review of sub-bids (if necessary) 02-18-16: Review of GC bids 03-09-16, 04-13-16, 05-11-16, 06/18/16, 07-08-16, 08-10-16, 09-07-16: SBC meetings to review progress @ 11:00 am.	Record	Ongoing
8.01	<b>SBC was updated on the meeting with the Building Commissioner who has agreed to provide the letter for the existing front entry. (Enclosed letter received on December 16, 2015)</b>	Record	N/A

**Next meeting:** December 28, 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, Schedule, Samples of Bid tabulation letter of intent/Award,



# Provincetown High School Building Project

Meeting held on

12/14/15, 201 @ 3:30 AM/PM

## Sign-in Sheet

Attendees	Company	Work	Cell	Email
Dr. Beth Singer	Provincetown School	508-487-5206		bsinger@provincetownschools.com
Betty White		508-487-5205		bwhite@provincetownschools.com
Robert Noll		508-487-5233		rnoll@provincetownschools.com
Kim Pike		508-487-5200		kpike@provincetownschools.com
Anthony Brackett	Building Committee Members			ambclarinet@gmail.com
Tom Coen				tomcoen@verizon.net
Tom Donegan				tndonegan@gmail.com
Eva Enos				enoseva@gmail.com
David Gardner		508-487-7000		dgardner@provincetown-ma.gov
Eric L. Larsen		508-487-7060		elarsen@provincetown-ma.gov
David Panagore				
Carissa Silva				carissa_silva@yahoo.com
Tal Zamir				dpanagore@provincetown-ma.com
Suresh Bhatia	Atlantic Construction & Management, Inc. (OPM)		978-505-5434	sbhatia@aconstructioninc.com
Ron Votta		978-369-6754	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
Jeff Yost		781-421-3480	617-877-7725	jjost@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



**Town of Provincetown  
Building Department**

Town Hall, 260 Commercial Street  
Provincetown, MA 02657

Telephone (508) 487-7020 Facsimile (508) 487-0032

16 December 2015

Gene Raymond Jr., AIA  
Raymond Design Assoc.  
60 LedgeWood Place, Rockland MA 02370

Project Location: 12 Winslow St. Provincetown, MA 02657

Scope of Project: HVAC REPLACEMENT PROJECT with cost >30% of building's  
Equalized assessed value

Good afternoon Gene,

It was a pleasure meeting with you and members of your team this afternoon.

I have read through the application for a variance that you are submitting to the AAB along with the summary of the items to be brought into compliance with the requirements of 521 CMR.

While the process for review of the application is underway, I do not anticipate any cause preventing the issuance of a permit to commence the work, excluding any work affecting the former front door (#8) as referenced in your narrative.

In addition, there will be no issues in regard to Door #8 that would prevent closing out the permit given that either the Town of Provincetown will be in receipt of a variance from the AAB for continued use of the door, or the Town of Provincetown will discontinue the use of door #8 as a "Public Entrance per 521CMR Section 25.. There are no egress issues involved with discontinuing the use of door #8 should it come to that.

Regards,

**Anne Howard**  
Interim Building Commissioner  
Town of Provincetown