



MEETING NOTES – Building Committee Provincetown High School Building Project

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Date: July 22, 2016

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
- EAS: E. Amanti & Sons, Inc. (HVAC/Accessibility Upgrades GC)

ITEM	SUBJECT	ACTION BY	DATE BY
13.03	Dr. Singer is exploring the requirements of the stage lighting and will update the SBC. The lighting panel will need to be designed and completed in anticipation of the stage lighting.	Record/Ongoing	ASAP
14.01	SBC reviewed the Patio plan and voted no change to previous vote.	Record	

Next meeting: September 7, 2016 at 12:15 PM

Future meetings: 10/5/2016, 11/2/2016, 12/7/2016 (tentatively at 11:00 AM)

Major Milestones Summary (for details refer to Drawing PH 1.00):

- Boiler room – April vacation week to 11/25/2016 – Ongoing
- *Major interior work (main building – all floors, science rooms) – Completed
- *Major interior work (main building – gym) – 09/16/16
- *Major interior work (main building – locker rooms) – 10/31/16
- *Arts/Music room– Summer vacation through 10/31/2016
- *Auditorium – Summer vacation through 12/01/2016 (will explore completion by 11/25/16)
- Roof work – Complete.

Project Substantial Completion – 11/25/2016

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, Budget update.