



# MEETING NOTES – Building Committee Provincetown High School Building Project

Page | 1

**Date:** September 07, 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. 09-07-16: Additional Scholl choice funds to be approved by the SC on 09-13-16. (Post meeting: SC approved additional \$30,000 – total \$180,000.)	Record	N/A
14.01	SBC reviewed the Patio plan and voted no change to previous vote.	Record	
15.01	SBC reviewed the revised additional costs for Patio and approved \$35,648 additional funds from bid savings for a total of \$135,648. (Post meeting: Project Team negotiated total costs to \$121,083.90)	Record	N/A

**Next meeting:** October 19, 2016 at 12:00 PM

**Future meetings:** TBD

**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 – gym) – Completed
  - \*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)
- 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.