



Building Committee

Building Committee Meeting Minutes
 Tuesday, December 16, 2014 at 6:00pm

Building Department Conference Room at the Provincetown Town Hall
 Called to Order: 6:05 pm

Membership:

P	E	U	Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tom Coen, Chair
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rick Murray, Vice Chair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Don Murphy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kevin Shea
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leif Hamnquist
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sheila McGuinness, Alt. <input type="checkbox"/> Voting

(Note: P = Present E = Excused U = Unexcused)

These minutes are in brief format.

This meeting was filmed by Provincetown TV

Also Present:	
David Gardner, Acting Town Mgr	Susan Leonard, Recording Secretary
Jim Golden, Acting Police Chief	
Rich Waldo, DPW Director	

Order of Business:
1) Public Statements. (Committee members may, or may not respond).
2) Current Police Station Maintenance Needs Assessment. (Votes may be taken).
3) Draft Designer Selection Procedures. (Votes may be taken)
4) Minutes of Prior Meetings. (Votes may be taken).
5) Other – Other matters that may legally come before the Committee not known at the time of posting. (Votes may be taken).

1. Public Statements (Votes will be taken.)

None. There were no members of the public present.

2. Current Police Station Maintenance Needs Assessment.

The Committee reviewed the Provincetown Police Station Needs Study as annotated by Mr. Murphy. Mr. Murphy explained that his annotations are based on his concerns that people not interpret the document as a design project, but rather it is an assessment project.

Mr. Waldo explained that this draft document was based on a similar document issued by the Town of Wellfleet concerning its Police Station. He thought it would be more accurate to call the document a Code Compliance Assessment. Any designer service over \$10,000 or construction cost over \$100,000 would trigger a request for qualifications. He feels it is best to place it under the Building Committee's purview; as it is the most familiar with the building.

Mr. Gardner added that it is necessary for the Building Committee to have access to the information requested by the assessment in order to make any recommendations to the Board of Selectmen it deems necessary. The Selectmen approve all contracts.

Mr. Waldo stated that the question still remains – is the Police Station adequate for the needs; and can it be renovated? If it is renovated, then we are restricted by zoning height restrictions and flood plain requirements. He suggested referring to code compliance upgrades for the existing conditions assessment. Mr. Coen said the focus should be on a “Risk Mitigation Plan” over the next three to five years that will maintain safe work conditions for the department. Mr. Murphy said that “repair” communicates clearly what is being done.

Regarding Section IV, Minimum Qualifications of Designers, Mr. Gardner stated that it is the Committee's job to determine the qualifications it is looking for from the designer. The evaluation of the designer is by qualifications, not by price. Mr. Waldo also suggested that the estimated

costs should be written as “not to exceed \$20,000”.

Mr. Waldo suggested that Parts 4 and 5 as outlined in Attachment #1 - Scope of Services should be removed. It was based on what was developed by Wellfleet for its needs and does not apply to Provincetown. Attachment #2 - Minimum Evaluation Criteria and Technical Questions will be kept in its entirety in the document. The Committee was in agreement that the language of Attachment 2 is important to keep.

Mr. Waldo suggested that Part 2, “Provincetown Police Station Condition Assessment” of Attachment #1 - Scope of Services be designated #1. Once all the information has been gathered about the condition of the building, then a program can be developed. They should then make “Develop a Program for the Maintenance and Repair of the Police Station” Part 2 as outlined under Scope of Services.

Mr. Murphy stated that the premise is what we have to keep it going for the next three to five years. Mr. Shea said we are just looking for the cost to keep this building going. Trying to make it adequate for the 21st century at this site is not going to happen. The site is limited. Mr. Gardener added that we presume this will be answered by the elevation certificate that is requested in the document.

Mr. Waldo also suggested that Part 3 is no longer necessary. Mr. Shea thinks that the language of Part 3 – Renovation Program is important and should be included in Part 1. The Committee agreed.

Mr. Gardner suggested that, relative to costs, The Committee could ask for estimates for each particular repair, such as moving the electrical panel, etc. Mr. Coen added that then the Committee would be prepared to discuss it at Town Meeting.

Mr. Waldo said he could make the modifications the Committee has suggested and present it to the Committee at a future meeting.

Motion #1: To approve the draft document as amended.			
Motion By: Don Murphy		Second By: Tom Coen	
For: 3	Against: 0	Abstain: 0	Recuse:

3. Draft Designer Selection Procedures.

Mr. Gardner explained that ultimately the Town of Provincetown needs to have a procurement guideline. This may become another chapter in the document just reviewed by the Committee. A clearly established design procedure needs to be in place so that we can be in full compliance with the selection law. The draft has been based on State laws. The Committee agreed to review the document and prepare to discuss it at a future meeting.

Agenda Item 5 was taken out of order for discussion.

5. Other – Other matters that may legally come before the Committee not known at the time of posting.

Mr. Coen raised the question of if there should be another body other than the Finance Committee to make recommendations of capital improvements? The finance Committee looks at the budget, but many other towns have a Capital Committee that reviews capital projects once a year and makes recommendations to the Board of Selectmen and Town Meeting. Mr. Gardner replied that the Committee gets to define that. Its job is to review the project and provide advice. At a minimum, the Committee should be weighing in on the project. Mr. Coen would like to have a discussion with the full Committee about it.

4. Minutes of Prior Meetings.

The Committee reviewed the minutes of the October 5, 2014 meeting.

Motion #2: To approve the minutes of October 5, 2015 as written.			
Motion By: Don Murphy		Second By: Tom Coen	
For: 3	Against: 0	Abstain: 0	Recuse:

List of documents reviewed:

1. *Draft Request for Qualifications for the Provincetown Police Station Needs Assessment*
2. *Draft Designer Selection Procedure*
3. *Draft minutes of the October 5th meeting.*

Next Meeting:	To be determined.
Adjourn:	7:11 pm
Minutes by:	Susan Leonard

Approved by  on April 27, 2015
Thomas Coen, Chair