

Provincetown Building
Committee
Meeting Minutes
April 5, 2023, 1:00pm

The Provincetown Building Committee held a public meeting on Wednesday April 5, 2023 at 1:00 pm in the Judge Welsh Room at Town Hall, 260 Commercial Street, in keeping with Governor Baker's Executive Order of March 12, 2020, *Order Suspending Certain Provisions of the Open Meeting Law*. Members: **Jeff Mulliken (P), Sheila McGuinness (P), Paul Kelly (P), Lisa Westervelt (E), Arlene Weston (U), Linda Fiorella, Alt. (P) Brian Becker, Alt. (P)**

(P=Present, L=Late, E=Excused, U=Unexcused)

Also present: **James Golden, Chief of Police; Braden Witt, DPW Facilities Manager; Paul Millett, Environmental Partners; Jorge Cruz, Flansburgh Architects; Sabrina Castaneda, Flansburgh Architects; Wes Stinson, Environmental Partners;**

Meeting called to order 1:00pm

Agenda

1. **Public Statements** (3 minute limit each) None
2. **Project Construction Update - Environmental Partners & Flansburgh Architects**
 - a. **Construction Status and "Look Ahead"** – Wes Stinson updated the committee on the construction progress.
 - b. **Construction Schedule Update** – Jorge Cruz noted that the project is on schedule. Jorge discussed the change order items early but will discuss them again under that portion of the agenda. Jorge Cruz discussed the construction status as well and other budget items as well.
 - c. **Any other Construction related issues** – concurrent with above
3. **Project Budget Update – Environmental Partners**
 - a. Monthly review of budget status – Paul Millett noted that the contingency is in good shape. Sabrina Castaneda went through items in more detail.
 - b. Committee questions and comments -- concurrent with above
 - c. USDA Application Update – application is complete
4. **Change Orders – Flansburgh Architects –**
 - a. Potential Change Orders -Owner Related and Construction Related Items
 - b. **Change Order #5 – Flansburgh Architects**
 - i. Detail review – Jorge Cruz reviewed the change order items with the committee and Jim Golden.
 - ii. Vote for Committee approval.

MOTION: Lisa Westervelt moved to approve the expenditure in the amount of \$157,852 for lockers and installation. Brian Becker seconded.

MOTION: Sheila McGuinness moved to approve Change Order #5 which results in a credit of \$21,474.11 . Paul Kelly seconded.

VOTE: 5-0-0

VOTE: 5-0-0

5. **Requisition #10** (work completed between 3/01/23 – 3/31/23) – *Environmental Partners & Flansburgh Architects*
 - a. **Detail review** – Jorge Cruz discussed the current Requisition #10.
 - b. **Vote for Committee approval.**

MOTION: Brian Becker made a motion to approve requisition #10 for work completed between 3/01/23 – 3/31/23 in the amount of \$1,275,922.73. Paul Kelly seconded

Vote: 5-0-0

6. **Soft Cost Items Budget and Procurement Review** - *Flansburgh Architects*
 - a. Furniture - Jorge Cruz discussed the furniture choices.
 - b. Police Equipment, Technology, Communications, Security etc. – Jorge Cruz discussed the status of these items.
 - c. Items requiring vote for Committee approval at this time, if any.
7. **DPW Update** - Any Police Station Project Related Issues – *Braden Witt* – Braden Witt discussed the timing of the sewer connection and other DPW updates related to the project.
8. **VMCC Study** – Jeff Mulliken
 - a. Review of presentation of PBC's report to Select Board on 3/27/23 – the presentation was discussed.
9. **Minutes** - Vote for Committee approval of 2/15/23 Meeting Minutes

Review and approval of 3/1/23 Meeting Minutes –

MOTION: Jeff Mulliken made a motion to approve the minutes 3/11/23. Paul Kelly seconded
Vote 3-0-0

10. **Other Matters that may legally come before the Committee not known at the time of posting.**

Sheila McGuinness noted that she feels thought and discussion should begin on an acknowledgement plaque. Jim Golden noted time capsule acknowledgments. Discussion included a plaque subcommittee.

Lisa Westervelt made a motion to adjourn, Paul Kelly seconded
2:53 pm meeting adjourned

Documents discussed: construction items, budget.

Respectfully submitted,

Jeff Mulliken, Chair