

Provincetown Building  
Committee  
Meeting Minutes  
May 8, 2023, 1:00pm

The Provincetown Building Committee held a public meeting on Monday May 8, 2023 at 1:00 pm in Caucus Hall 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 (E), Paul Kelly (E), Lisa Westervelt (P), 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 Senior Project Manager; 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. Jorge Cruz discussed door frame mock-ups.
  - b. **Construction Schedule Update** – Jorge Cruz noted that things are basically on schedule.
  - c. **Any other Construction related issues** – concurrent with above.
3. **Project Budget Update – Environmental Partners**
  - a. **Monthly review of budget status** – Sabrina Castaneda reviewed the contingency budgets.
  - b. **USDA Application Update** – Sabrina Castaneda updated the committee on the application and the process.
  - c. **Committee questions and comments** – concurrent with above
4. **Owner Related and Construction Related Items - Flansburgh Architects**
  - a. Review of any known potential construction Change Orders and Owner related changes – Jorge Cruz discussed potential owner related changes including furniture, hand-dryers, and more.
  - b. Presentation and Committee Discussion – concurrent with above
  - c. Update on Soft Costs – Furniture & Technology, Communications, Security etc.
5. **Change Order #6 – Flansburgh Architects –**
  - a. **Water Station and Roll Call Room** – Jorge Cruz discussed change order items.
  - b. **Presentation and Committee Discussion** – Elevator changes and added security measures were discussed.

**MOTION: Jeff Milliken moved to approve Change Order #6 in the amount of \$36,931.92. Arlene Weston seconded.**

**VOTE: 5-0-0**

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- 6. Requisition #11 (work completed between 4/01/23 – 4/30/23) – *Environmental Partners & Flansburgh Architects***
  - a. Detail review** – Jorge Cruz discussed the current Requisition #11.
  - b. Vote for Committee approval**

**MOTION: Arlene Weston made a motion to approve requisition #11 for work completed between 4/01/23 – 4/30/23 in the amount of \$1,330,027.15. Lisa Westervelt seconded.**

**Vote: 5-0-0**

- 7. DPW Update - Any Police Station Project Related Issues – *Braden Witt*** – Braden Witt discussed a foot injury of the on-site construction supervisor, nearby pickleball courts, parking, and more.
- 8. Minutes - Vote for Committee approval of 3/01/23 Meeting Minutes**

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

**MOTION: Jeff Mulliken made a motion to approve the minutes 3/1/23. Arlene Weston seconded  
Vote 5-0-0**

**Arlene Weston left the meeting at 1:45pm**

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

**Jeff Mulliken made a motion to adjourn, Brian Becker seconded  
1:45 pm meeting adjourned**

**Documents discussed: construction items, budget.**

Respectfully submitted,

Jeff Mulliken, Chair