

Provincetown Building  
Committee  
Meeting Minutes  
September 6, 2023, 3:00pm

The Provincetown Building Committee held a public meeting on Wednesday September 6, 2023 at 3:00 pm in Community Development Department Conference 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 (P), Linda Fiorella, Alt. (P) Brian Becker, Alt. (P-Remote)**

*(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; Paul Millett, Environmental Partners, Wes Stinson, Environmental Partners, Pete Gaudreau, Construction Administrator**

Meeting called to order 3:00pm

Arlene Weston joined at 3:02pm

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 provided an update on construction including sidewalks, irrigation, etc. Discussion included flat roof repair work, glass work, equipment deliveries and more. Braden Witt updated on work with Eversource to energize the building. Discussion of site supervision personnel.

Sheila McGuinness joined the meeting at 3:15pm

- b. **Construction Schedule Update** – concurrent with above.
  - c. **Update on treatment of leaks on front flat roof area** – discussion included roof drainage
  - d. **Any other construction related issues** – concurrent with above.
3. **Project Budget Update** – *Environmental Partners*
  - a. **Monthly review of budget status** – Sabrina Castaneda reviewed the budget and potential items that may affect the budget moving forward including the remaining contingency and potential change orders and the generator transfer switch. Sabrina also reported on the USDA grant amount of \$97,600.
  - b. **USDA Grant Update** – Motion to apply the \$97,600 USDA Grant to a certain section of the budget
  - c. **Committee discussion and vote** – Discussion of the USDA grant having to go to the furniture.

**MOTION: Arlene Weston moves to move 90k from soft cost contingency to construction. Paul Kelly second  
Vote 5-0-0**

4. **Owner Related and Construction Related Items** - *Flansburgh Architects*
  - a. Review of any known potential Change Orders and Owner related changes – Jorge Cruz discussed some potential change orders including but not limited to changes to types of

fencing, shingles and door frames.

- b. Update on Soft Costs – Furniture & Technology, Communications, Security etc.
- c. Lobby Bench presentation by Flansburgh – Jorge Cruz discussed the lobby bench and will present more information as soon as possible.
- d. Committee questions and comments

**5. Change Orders – Flansburgh Architects –**

- a. **Discussion of any Change Orders presented to the committee** – Jorge Cruz discussed items on the current change order (#10) which totals \$14,895.44
- b. **Committee Questions and Comments**, vote to approve (if any CO's presented),

**MOTION: Sheila McGuinness moved to approve Change Order #10 in the amount of \$ 14,895.44. Arlene Weston seconded.**

**Vote: 5-0-0**

**6. Requisition #15 (work completed between 8/01/23 – 8/31/23) – Environmental Partners & Flansburgh Architects**

- a. **Detail review** – Jorge Cruz discussed the current Requisition #15.
- b. **Committee questions and comments, Vote to approve.**

**MOTION: Sheila McGuinness made a motion to approve requisition #15 for work completed between 8/01/23 – 8/31/23 in the amount of \$423,233.90. Arlene Weston seconded.**

**Vote: 5-0-0**

**7. Signage: Plaque – Sheila, Lisa**

- a. **Update on text and layout** – Sheila McGuinness discussed the process and described the current list of the volunteers, professionals and staff who worked on the project.
- b. **Committee discussion, vote to approve.**

**MOTION: Jeff Mulliken moved to approve the list with two edits as discussed (the location of M. O'Connor and the dates) be submitted to Flansburgh for a mock up of the plaque. Arlene Weston seconded.**

**Vote 5-0-0**

**8. Signage: Lobby Dedication – all**

- a. **Review of final text options.**
- b. **Committee discussion, vote to approve.**

**MOTION: Arlene Weston moved that In Partnership with our community be accepted as our banner sign in the lobby. Sheila McGuinness seconded.**

**Vote 5-0-0**

Jorge Cruz was directed to come up with a mock up of raised lettering and an estimate.

**9. DPW Update - Any Police Station Project Related Issues – Braden Witt –**

- a. **Well and irrigation update** – Braden Witt noted a request for of a motion on installation on irrigation and well upgrades of up to \$10,000..

**MOTION: Jeff Mulliken made said motion and Sheila McGuinness seconded.**

The board discussed the system type and pros and cons.

**Vote 5-0-0**

Braden presented a package for tech/MIS systems that would avoid the need for updates for years. The presentation included secure data store, phone systems, and more. \$35,509 on a storage array. Three servers including virtual and hard servers was discussed included phones/system, connectors, smartboards, etc. proposed total of \$170,000 including the \$35,509 and all service contracts.

**MOTION: Arlene Weston moved to approve the additional funding to cover \$170,000 for the tech system as presented by Braden Witt. Paul Kelly seconded.**

**Vote: 5-0-0**

**b. EV Charging Update**

**10. Minutes** - Vote for Committee approval of 8/02/23 Meeting Minutes – minutes not ready yet.

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

**Arlene Weston made a motion to adjourn, Paul Kelly seconded.**

**4:59 pm meeting adjourned**

**Documents discussed: construction items, budget, requisition, change order, drip irrigation installation estimate**